

CONSTITUTION AND BY-LAWS OF POTSDAM FIGURE SKATING CLUB, INC.

Article 1

Name, Address, and Incorporation

1. Name

The organization shall be known as Potsdam Figure Skating Club, Inc. (hereafter referred to as the Club). The club is a member of the United States Figure Skating (hereafter referred to as USFS) and adheres to their rules and regulations.

2. Address

The Club shall have its principal headquarters at Pine Street Arena, Potsdam, New York. (Mailing address: P.O. Box 334, Potsdam, NY 13676).

3. Incorporation

- a. The Club was incorporated under the Laws of the State of New York on March 28, 1973. The Articles of Incorporation were revised on May 5, 2001.
- b. The annually elected President, Vice-President, Treasurer, and Secretary of the Club shall be the officers of Incorporation.

Article II

Mission Statement

The mission of the Potsdam Figure Skating Club is to provide a safe, welcoming, and friendly skating environment to our skaters. Above all, we want to foster, promote, encourage, and offer an environment where all skaters can work hard on their skills and safely enjoy their skating experience in order to achieve their goals; and sponsor synchronized skating teams.

Article III

Organization

1. Board of Directors

a. The affairs and activities of the Club shall be conducted under the authority and direction of an elected Board of Directors (hereafter referred to as the Board).

b. The Board shall have nine members. A maximum of one (1) ineligible or restricted member may be on the Board of Directors.

C. Board members shall serve three-year terms. The Board shall be divided into three equal classes for purposes of election, and one class shall be elected each Spring. The term shall begin with the organizational meeting of the Board.

d. Any person 18 years of age or older is eligible for Board membership, provided (a) he or she qualifies to be a Club member in good standing (as defined in Article V.7 of this Constitution) and (b) he or she and any family member(s) under 18 who are registered with USFS must be PFSC home club.(Board membership confers Club membership in the "Non-Skating Adult" category.)

e. If a Board position becomes vacant before the term expires, the Board shall appoint an eligible person to serve until the next Spring election of Board members. At each Spring election, vacant unexpired terms shall be filled in the manner of three-year terms.

2. Election of Board Members

a. A slate of candidates for the Board shall be nominated by the Nominating Committee, with exactly one person being nominated for each vacancy on the Board. Provision shall be made for nominations from the floor at meetings or for write-in candidates on mailed ballots and/or online.

b. Persons voting in the election shall make as many votes as there are vacancies to be filled on the Board. Each voter shall cast no more than one vote per candidate, and a voter may choose not to cast all the votes to which he or she is entitled. Candidates shall be elected to the vacancies in the order of the number of votes they have received, beginning with full three-year vacancies (For example, the three-year terms up for election would be filled by the top candidate who received the highest votes: the next highest vote recipient would fill the longest unexpired term, if any; and so on.)

c. The election of Board members shall be at the Spring stated meeting of the Club.

d. If a quorum is not present at the Spring meeting, election of Board members shall be done by a mailed ballot and/or online. That shall be sent to eligible voters within two weeks after the announced time for the Spring meeting. A number of mailed ballots and/or online ballot equal to the quorum must be returned for the vote to be valid.

3. Powers and Duties of the Board of Directors

a. Authority: The Board shall have entire authority in the management of the affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in the Board. Such powers as are delegated by the Board to the Club

officers are subject to review and approval by the Board. Both standing committees and ad hoc committees shall submit all decisions and actions to the Board for approval prior to implementation.

b. Rules: The Board shall have the power to make any Rules and Regulations they deem necessary or desirable for the proper functioning of the Club and its activities and programs. The Board shall follow the rules and regulations of the USFS when making rules and regulations.

c. Appropriations and Expenditures: All revenues and expenditures from funds of the Club shall be made only upon approval of the Board. Although some programs of the Club shall be budgeted separately from the regular skating program (for example, synchronized teams, test sessions, competitions, and ice shows), the funds associated with these programs shall be considered Club funds. Nothing in this section prohibits the Board from setting a dollar limit below which designated persons may expend funds without specific prior authorization.

d Audits. The Board shall periodically audit records of the Club officers and committees, especially those records involved with the receipt and expenditure of funds, or cause such audit to be made.

e. Indebtedness. The Board shall have the power to limit the indebtedness of club members to the club.

f. Power to Discipline: The Board shall have the power to suspend, expel, or otherwise terminate Club membership for delinquency of fees, other indebtedness, violation of the Constitution, By-Laws, Rules, Regulations of the Club or USFS, Safe Sport or other actions contrary to the purposes of the Club. The Board shall have the power to remove officers, chairs and co-chairs of committees, and committee members from their positions for failure to discharge their duties. If a member misses more than seven meetings during a fiscal year, he/she can be removed from their position by the Board.

g. Board Member Limitation. The position of a Board member shall be ipso facto vacated if he/she is found to be mentally incapacitated. -- If he/she is convicted of a misdemeanor or felony. -- If by notice in writing to the Club he/she resigns his/her position and/or Club membership. -- If he or she loses eligibility for Board membership (as specified in Article III.1.d of this Constitution). - If the Board by vote of six of its members (two-thirds of the full Board) declares that said person has not discharged his or her duties as a Board member.

4. Officers

a. The Constitutionally established officers of the Club shall be President, Vice-President, Secretary, and Treasurer.

b. The Board shall establish other officers as it deems necessary or desirable.

c. The officers of the Club shall be Board members.

d. The Board shall elect Club officers at its organizational meeting. Club officers shall hold office for one year or until their successors are elected.

e. The powers and duties of Club officers are listed in the By-Laws.

5. Standing Committees

a. Nominating Committee. The Nominating Committee shall consist of three members, including one Board member who shall chair the committee, and two members-at-large (May or may not be Board members).

b. The Board shall establish other standing committees as it deems necessary or desirable. Unless otherwise specified in the By-Laws, such committees shall consist of a chair or co-chair and any sub-committees (with corresponding chairs or co-chairs) and members which said committee chair or co-chairs deem necessary or desirable.

c. The duties of standing committees are listed in the By-Laws.

d. The President shall name chairs or co-chairs for standing committees at the Board's organizational meeting, subject to approval by the Board.

e. The chairs or co-chairs of standing committees shall name the members of their committees at the first regular meeting of the Board following its organizational meeting, subject to the approval of the Board.

f. Except as otherwise specified in the Constitution and By-Laws, chairs, co-chairs, and members of committees need not be Board members and may be any person in good standing with the Club who is 18 years of age or older.

6. Ad hoc Committees (Committees created for a particular purpose as necessary)

a. The President shall establish ad hoc committees as he or she deems necessary, subject to the approval of the Board.

b. When establishing such committees, the President shall specify their charge, as well as their chairs or co-chairs. Committee chairs shall name the members of their committee and report them to the board for approval.

c. The chair, co-chairs, and members of ad hoc committees may be any person in good standing with the Club who is 18 years of age or older.

7. Officer and Committee Chair, Co-chair, and Member Limitation

a. With the approval of six Board members (two thirds of the full board) the Board can remove any officer, committee chair or co-chair, or committee member for failure to discharge his or her duties.

b. The position of any officer, committee chair or co-chair, or committee member is ipso facto vacant if he or she loses good standing with the club.

8. Succession

a. Board members; Club officers; and chairs, co-chairs and members of standing committees may succeed themselves.

b. Ad hoc committees are formed to complete a specific charge within a fixed time span, and they should function for no longer than one skating season. Chairs or co-chairs and members of such committees serve for the duration of the committee.

Article IV

Meetings of the Board of Directors

1. Regular and Special Meetings

a. The Board shall hold an organizational meeting as soon as possible after the Spring election of Board members, but in no case later than one month after said election.

b. The Board shall hold a regular meeting at least once every month during the skating season. The date of such meetings shall be set by the Board at its organizational meeting.

c. The President or any three Board members may call a special meeting of the Board at least three days prior to the meeting.

d. Meetings of the Board are open to Adult Members and parents or guardians of Youth Members, except that the Board may go into executive session to discuss disciplinary or financial matters relating to persons or personnel matters relating to the Club. At the discretion of the President, Professionals and chairs or co-chairs of Club committees may be invited to attend such executive sessions.

2. Quorum and Voting

a. Five Board members shall constitute a quorum for Board meetings.

b. Except as specified elsewhere in this Constitution, decisions and actions of the Board shall pass upon a majority vote of the Board members present.

3. Notices

a. The date(s) for regular meetings of the Board shall be communicated to the Club in writing prior to the start of the skating season in the Fall, as well as posted on the Club website during the season.

b. The dates of special meetings shall be posted on the Club website.

Article V

Club Membership

1. Membership

Membership is open to all persons interested in furthering the purposes of the Club, except that the Board reserves the right to discipline persons for actions contrary to the purposes of the Club by suspending or denying membership.

2. Classes of Membership

a. Youth Members are those (a) below the age of 18 years and (b) in the Learn to Skate Program or Junior/Senior Group.

b. Adult Skating Members are those 18 years of age or older and a member of the Learn to Skate Program or Junior/Senior Group.

c. Adult Non-Skating Members are those over 18 years of age and only hold an USFS Membership through our club.

3. Rights of Members

a. Members of the Club have the following rights provided a) these rights have not been lost through disciplinary action and b) the members have not been notified that they are in arrears in their annual fees or in their payment of other indebtedness to the Club.

b. The only matters requiring a vote of the Club are election of Board members and amendment of the Constitution, but the Board may take a vote of the Club on any business or matter it chooses. Members may vote at meetings or on ballots of the Club as follows:

Youth Members. A Youth Member shall have one vote, to be cast by a parent or guardian. In cases where a family has two or more Youth Members, there shall be only one vote which derives from said Members, to be cast by a parent or guardian.

Skating/Non-Skating Adult Members. A Skating or Non-Skating Adult Member shall have one vote, to be cast by himself or herself. An Adult Member who also is parent or guardian of Youth Members can cast his or her own single vote plus the single vote deriving from his or her children.

Limitation on Number of Votes Per Family, Families in which all children who are members are below the age of 18 years have a maximum of two votes (for example, a family with (i) two parents or guardians, both of whom are Skating or Non-Skating Adult Members, and (ii) two children who are Youth Members has two votes). As children reach the age of 18 years, they become Adult Members and gain their own vote which is independent of the votes of their parents or guardians and siblings who are Youth Members:

c. Members who are registered with the USFS through the Club (Potsdam Figure Skating Club home-club members) must request permission from the Test Chair, Jr/Sr Chair, or highest club officer available to represent the Club in sanctioned exhibitions, ice shows, competitions, and test sessions.

4. Applications and Dues

a. Membership is attained by paying annual skating fees in the Club and the annual registration fee in USFS. The Club will pay the USFS registration fee for Board Members and the Board may choose to waive a person's USFS registration fee in recognition of his or her service to the Club.

b. Club members shall submit an application for membership annually. Applications shall include such information as is desired by the Board, as well as an agreement to comply with the Constitution, By-Laws, and Rules and Regulations of the Club and the Rules and Regulations of the USFS as applicable to the Club and members. Applications from persons who are currently under disciplinary suspension or expulsion from membership shall be accepted only upon a vote of six Board members (two-thirds of the full Board) and applications from persons with indebtedness to the Club shall be accepted only if payment of said indebtedness accompanies the application along with the current fees payment.

c. Membership in the Club's skating programs is limited. Prior to the deadline for application, skaters returning from the previous skating season are guaranteed membership, and other skaters will be accepted according to the earliest postmarks or earliest timestamp on their applications. After the deadline for application, all skaters will be accepted according to the earliest postmarks or earliest timestamp on their applications. Late applications will be accepted until groups are filled.

d. Club skating fees and a schedule for payment for all fees (Club and USFS) shall be set annually by the Board.

e. Members are in arrears if they have failed to pay their financial obligations, or any part thereof, on or before the established due date(s).

f. Any member in arrears in their annual fees or in their payment of other indebtedness to the Club shall be notified in writing by an officer designated by the Board. If the amount in arrears is not paid in full within one month thereafter, the member shall become delinquent and lose his or her skating privileges in the Club. At the next meeting of the Board after a member has become delinquent, the Board may terminate his or her membership. A member who has lost his or her membership because of non-payment of fees or other indebtedness may, upon payment of the same, be reinstated to membership at the discretion of the Board.

5. Resignation of Membership

a. Any member not in arrears for fees, or other indebtedness, may resign from the Club. adult Members, or a parent or guardian of Youth Members, shall submit a written resignation to the Board.

b. The reimbursement of Club skating fees for resigned members shall be approved or denied at the discretion of the Board.

6. Discipline of Members

a. Members, parents and guardians of members, and Professionals teaching on any Club ice time are expected to further the purposes of the Club and adhere to the Constitution, By-Laws, and Rules and Regulations of the Club, Safe Sport and the Rules and Regulations of the USFS, while participating in the Club's programs or at skating events in which they are representing the Club.

b. The Board has sole authority for discipline within the Club and for resolving any complaints from or between Club members. The applicable procedures are set by the Board and are available to Club members, their parents or guardians, or Club Professionals on request. The Board may delegate authority for enforcing skating rules to Club Professionals or parent supervisors.

c. Unless authorized by the Board, club members, parents and guardians of members, shall not address directly a member who they believe is not complying with a skating rule, but they may call any such infraction to the attention of a Board member.

7. Good Standing

a. person in good standing is a Youth Member, a parent or guardian of a Youth Member, or an Adult Member who is not under disciplinary action by the Club and who is not delinquent in his or her financial obligations to the Club. If a Youth Member loses good standing, his or her parent(s) or guardian(s) lose good standing regardless of whether they are themselves in good standing as an Adult member.

Article VI

Club Meetings

1. Stated Meetings

a. There shall be two stated Club meetings each year. A stated meeting shall be held within one month of the opening of the regular skating season in the fall, and a stated meeting shall be held within one month of the close of the regular skating season in the spring.

b. At the fall meeting, the Board shall present to the Club the budget and program for the skating year, along with any other business or matter appropriate to the meeting.

c. At the spring meeting, Board members shall be elected, and the Board shall present to the Club for discussion the operating statement and summary of activities for the past skating year and plans for the next skating year, along with any other business or matter appropriate to the meeting.

2. Special Meetings

a. The President shall call special meetings at his or her discretion or upon the written request of Adult Members and/or parents or guardians of Youth Members. Eligibility to sign the request shall be determined by the rules determining eligibility to vote in Club elections, and the number of signatures shall be not less than 15 eligible voters.

b. All calls for special meetings must specify the business or matter to come before said meetings, and no action shall be taken except for that related to the business or matter specified in the call,

3. Quorum

a. A quorum shall be thirty-five persons who are eligible to vote, as determined by a list of eligible voters prepared by an officer designated by the Board.

b. In absence of a quorum, those present may discuss issues before the meeting, but no vote may be taken.

4. Voting

a. All votes taken at meetings shall be by written ballot unless those in attendance suspend this requirement by a two-thirds vote. There shall be no voting by proxy or absentee ballot at meetings.

b. Except as provided elsewhere in this constitution votes on matters before the Club must be made at a meeting of the Club.

c. In the case of both votes at Club meetings and votes by mailed ballots, the Secretary and another officer designated by the Board shall jointly assure that only votes from eligible voters are tallied.

5. Notices

Every reasonable effort shall be made (using appropriate media) to publicize all stated and special meetings at least ten days in advance thereof. Notices shall also be posted on the Club website during the same interval of time.

Article VII

Amendment and Revision of the Constitution and By-Laws

1. Constitution

a. Proposed Constitutional amendments and/or revisions shall be approved by a vote of five Board members (a majority of the full Board) before they are put before the membership.

b. Proposed Constitutional amendments and/or revisions shall be presented to the Club for ratification either at a meeting of the Club or by mailed ballot and/or online ballot.

c. The Constitution may be amended and/or revised by a two-thirds vote of those in attendance at such meeting, providing a quorum is present, or by a two-thirds vote on those mailed and/ online ballots which are returned, providing at least thirty-five ballots are received.

d. Constitutional amendments and/or revisions shall be made available for examination by members at least fourteen days prior to the meeting at which the vote will be taken. Mailed and/or online ballots shall set a return date at least twelve days from the mailing and/or emailing of the ballots.

2. By-Laws

a. By-Laws may be adopted, amended, and/or revised by a vote of six Board members (two-thirds of the full Board).

b. Changes in the By-Laws shall be communicated to the membership in writing in a timely fashion, but in no case later than one month after the change is made.

Article VIII

Dissolution of the Club

The Club may be dissolved by vote either at a meeting of the Club or by mail and/or online ballot. If at a meeting of the Club, a quorum must be present, and two-thirds of the votes cast must be in favor of the dissolution. If by mailed and/or online ballot, at least thirty-five ballots must be returned, and two-thirds of the ballots must be in favor of the dissolution. The proposal for dissolution placed before the Club membership must include provisions for the distribution of Club assets in accordance with the provisions in the incorporation papers.

By-Laws

Officers

1. President

a. It shall be the duty of the President to take charge of the Club and to preside at all meetings of the Club and the Board. He or she shall have the entire supervision and management of the Club and its property pending the action of the Board. The President shall call stated and special Club meetings and organizational and special Board meetings.

b. The President shall sign all agreements and contracts made by the Club upon approval of the Board.

c. The President, with the approval of the Board, shall appoint a Delegate or Delegates to the USFS. Said Delegate(s) shall be the sole representative(s) between the Club and USFS and shall attend USFS's annual meeting, either in person or by proxy.

d. The President, with the approval of the Board, shall appoint delegates and alternates to the Northern Council. One delegate shall be the Test Committee Chair or Co-Chair.

2. Vice-President

It shall be the duty of the Vice-President to assist the President in the discharge of his/her duties and in the absence of the President shall assume his or her duties and officiate in his/her stead.

3. Secretary

a. It shall be the duty of the Secretary to take minutes of all meetings of the Club and the Board and to maintain a file of the minutes, reports, documents, and correspondence of the Club,

b. The Secretary shall supervise all correspondence of the Club and prepare and issue notices of all meetings of the Club and Board.

c. The Secretary shall assure, jointly with the Membership Chair or Co-Chairs, that only those votes cast by eligible voters are tallied in votes of the Club.

4. Treasurer

a. The Treasurer oversees the financial operations of the club. He or she shall assure that all Revenues and expenditures of Club funds have specific prior authorization by the Board, unless they are fifty dollars or less or are part of a program whose budget and/or spending plan has been approved by the Board.

b. The Treasurer shall keep a record of all receipts and disbursements for the regular skating program and supervise the keeping of such records for all separately budgeted programs.

c. The Treasurer shall render a written report on the regular skating program at all regular meetings of the Board. The Treasurer is also responsible for making sure that written financial reports are prepared for any separately budgeted programs and that these reports are presented to the Board on a schedule determined by the Board.

d. All receipts of the Club, including those of all separately budgeted programs, shall be channeled through the Treasurer or a person appointed by the Board for a specific program for deposit in bank accounts or investment in securities approved by the Board. All deposits must be made within two (2) weeks of being received.

e. All disbursements by check, including those of any separately budgeted program, shall be signed by the Treasurer or President, except that in the absence of the Treasurer/President the Board may designate an Assistant Treasurer. The Board may approve a separate checking account with a signatory other than

the Treasurer for separately budgeted programs, but any such accounts remain under the control of the Board. All bills must be paid when received.

f. The Treasurer is responsible for collecting and maintaining the data necessary for the preparation of all tax reports and providing this information to the person preparing the tax reports.

g. The Treasurer shall chair the Budget Committee,

Standing Committees

5. Membership Committee

a. The membership Committee shall consist of the Membership Chair or Co-Chairs, who shall chair the committee, and however members the Membership Chair or Co-Chairs deem necessary.

b. The Membership Committee shall assist and advise the Membership Chair or Co-Chairs upon request.

c. Prior to the start of each skating season, the Membership committee shall develop for distribution to returning members and potential new members an application for Club membership. The application shall include at least the following: an agreement to comply with the Constitution, By-Laws, Rules, and Regulations of the Club and USFS and to further the purposes of the Club; a request for various information desired by the Club; skating groups for the coming season fees for each skating group and/or category of membership; a schedule for payment of fees.

d. The Membership Chair or Co-Chairs shall receive all applications for membership and all fee payments arising therefrom. Fees payments shall be forwarded to the Treasurer.

e. The Membership committee shall be responsible for making the appropriate registration with the USFS for each member for whom the Potsdam Figure Skating Club will be the home club.

f. The Membership committee shall give the USFS Registration Number for each PFSC Home-Club Member to the Test Chair or Co-Chair.

g. The Membership committee shall inform each family and /or first-time family that a copy of the Club Handbook, and the Constitution and By-Laws are available on the club website.

h. The Membership committee shall maintain membership records, including a record of the payment of fees and other indebtedness to the Club, a list of persons in good standing, and a comprehensive membership roll listing dates of active membership and any suspensions, expulsions, resignations, and other terminations.

i. The Membership Chair or Co-Chair shall supply the chairs or co-chairs of the Learn to Skate Program and the Junior/Senior Program Committees with membership information at their request for the purpose of structuring the Junior and Senior Programs.

j. The Membership Chair or Co-Chair shall inform the Board of any members in arrears or delinquent in their fees or other indebtedness to the Club in accordance with Article V of the Constitution.

k. Prior to all Club meetings and the counting of mailed and/or emailed ballots, the Membership Chair or Co-Chair shall supply the Board with the list of members who are ineligible to vote.

l. The Membership Chair or Co-Chair shall assure, jointly with the Secretary, that only those votes cast by eligible voters are tallied in votes of the Club.

6. Test Committee

a. The Test Chair, Co-Chairs, junior/senior chair or the next highest board officer shall give written permission for Potsdam Figure Skating Club home-club members to participate in test sessions and competitions hosted by other USFS figure skating clubs, provided said member is eligible to test and/or compete and the event is sanctioned. PFSC home-club members may not test or compete without such permission.

b. The Test committee shall verify that test sessions, competitions, amateur ice shows, and exhibitions sponsored by other figure skating clubs and groups have the necessary USFS sanction. Club members shall not participate in non-sanctioned events, and they shall verify the sanction with the Test Chair, Co-Chairs, junior/senior chair or the next highest board officer prior to participating in an event.

c. The Test Chair or Co-Chairs shall keep files on each Judge and Trial Judge in the Club.

d. The Test committee shall keep current records for all members involved in USFS testing.

e. The Test committee, subject to approval by the Board, shall plan, conduct, and report all USFS test sessions which are sponsored by the Club.

f. Prior to any test session, the Committee shall present to the Board for approval a tentative plan for expenditures.

7. Budget Committee

a. The Budget Committee shall consist of the Treasurer, who shall chair the committee, President, Junior/Senior Program Chair and Learn to Skate Program Chair.

b. Prior to the start of each skating season, the Budget Committee shall assure budgets for all club programs are prepared and presented to the Board for approval. The budget shall list anticipated receipts and disbursements by broad categories, and it shall fix fees for all aspects of the program.

c. At the conclusion of the skating season, the Budget Committee shall prepare an account of the receipts and disbursements for all programs. The Treasurer shall give a separate accounting of the fund balance and Club assets.

d. The Budget Committee shall arrange audits (see Article III.3.d of the Constitution).

e. The Budget Committee shall assist and advise the Treasurer upon request.

8. Nominating Committee

- a. The Nominating Committee shall nominate a slate of candidates for vacant Board positions which are up for election at the Spring stated meeting, with exactly one person being nominated for each position. Each slate should be representative of the various constituencies in the Club.
- b. The Nominating Committee shall give to the Secretary the slate of nominees for Board members in sufficient time prior to the stated Spring Club meeting for it to be included in the notice for said meeting.

9. Sanctions Committee

The Sanctions committee shall secure a sanction(s) for all club activities that require one.

10. Ice Show Committee

- a. The Ice Show Committee, subject to approval by the Board, shall plan and stage an amateur ice show (carnival-in the terminology of the USFS) near the end of each skating season.
- b. The chair or co-chairs of the Learn to Skate Learn to Skate Program Committee and Junior/Senior Program Committee shall be on the Ice Show Committee.
- c. Prior to the Ice Show, the Committee shall present to the Board for approval a tentative plan for expenditures.

11. Learn to Skate Program Committee

- a. The Learn to Skate Program Committee, subject to approval by the Board, shall have control of all aspects of the Club's program for skaters in the Learn to Skate Program.
- b. The Learn to Skate Program Committee shall establish a testing program for Basic Skills and shall maintain a comprehensive record for this Basic Skills testing program, including a roll of all skaters who have passed through this program which lists all Program elements passed by each skater and the dates thereof.

12. Junior/Senior Program Committee

The Junior/Senior Program Committee, subject to approval by the Board, shall have control of all aspects of the Club's program for skaters in the Junior/Senior Group(s).

13. Publicity Committee

The Publicity Committee, subject to approval by at least a Board member, shall direct information pertinent to Club activities to the proper media.

14. Rules Committee

The Rules Committee, subject to approval by the Board, shall make, review, and/or revise Rules and Regulations for the conduct of Club members during skating sessions. The committee will post such rules on the Club Website and transmit them to the Handbook Committee.

15. Skating Supervision Committee

The Skating Supervision Committee, subject to approval by the Board, shall plan and implement a program of supervision at all skating sessions. If possible, a Board member should be present at every skating session.

16. Competition Committee

a. The Competition Committee, subject to approval by the Board, shall plan and conduct all competitions sponsored by the Club.

b. Prior to any competition, the Committee shall present to the Board for approval a tentative plan for expenditures.

17. Newsletter/Calendar Committee

a. The Committee shall consist of a chair or co-chairs, and any assistants that the chair deems necessary.

b. The Committee shall publish a Club Newsletter/Calendar each month (October-March)- A Newsletter containing the application for Club membership and plans for the coming skating year shall be sent prior to the start of each skating season to returning skaters and potential new skaters.

18. Synchronized Skating Committee

a. The Synchronized Skating Committee shall oversee the operations of all active synchronized teams. The Professional for each team shall have exclusive say as to the routine, music, and on-ice discipline of team members.

b. Each active team sponsored by the club shall have its own supervisory committee. (At least one member of this committee must be a PFSC home club member). All anticipated activities of the teams must be presented to the board.

c. If a Club-sponsored synchronized skating team becomes inactive, any team funds and property shall remain under the authority and control of the Board until such time as the team becomes active again.

d. Synchronized Skating teams shall have the same status within the Club's program as any other skating group.

19. Handbook Committee

Prior to the start of each skating season, the Handbook Committee shall make available to the Membership Chair or Co-Chairs an up-to-date Club Handbook, which shall include the Rules and Regulations for the coming skating season and any other information requested or approved by the Board.

20. Arena/Club Ice Scheduling Committee

a. The Arena/Club Ice Scheduling Committee, subject to approval by the Board, coordinates the Club's skating schedules at the various arenas used by the Club's programs.

b. The Arena/Club Ice Scheduling Committee, subject to approval by the Board, alters the Club's skating schedules during the year in order to meet contingencies and changes in the Club's program.

21. Instructors Committee

a. The Instructors' Committee shall include among its members the chair or one of the co-chairs of the Learn to Skate Program Committee and the Junior/Senior Program.

b. The Instructors Committee shall recruit professionals, both domestic and foreign, to meet the instructional needs of the Club's programs. (The scheduling of these professionals is done by the Learn to Skate and Junior/Senior, as appropriate.)

c. The Instructors Committee shall perform appropriate liaison activities between the Board and the professionals in the Club's programs.

d. The Instructors Committee shall oversee, subject to Board approval, the discipline of all professionals instructing Club members during both skating and non-skating times scheduled by the Club.

22. Club Costume Committee

a. The Club Costume Committee shall maintain and refurbish the Club's costumes.

b. The Club Costume Committee shall be responsible for loaning and/or renting the Club's costumes. No group or individual may use Club costumes without approval by the Committee.

23. Immigration Committee

The Committee shall arrange work papers for any foreign professionals. The Committee will work with the US Department of Immigration.

24. Executive Committee (Board Officers)

The Committee is responsible for assuring all activities and financial affairs of the club are in order. They may ask for information from any committee or officer as they deem necessary.

b. The Committee will meet prior to each regular board meeting to review the affairs of the club and any problems facing the club.

Procedures for Disciplinary Action

Any member(s), parent(s) or guardian(s), or Professional(s) having a complaint against another person for the infraction of the Constitution, By-Laws, and/or Rules and Regulations of the Club and/or the Rules and Regulations of the USFS as applicable to the Club, or for other action contrary to the purposes of the Club, may report the same to the Board. After receiving such complaint, the Board shall hold a meeting as soon as possible to deal with it. The parties to the complaint shall be given at least seven days notice of such meeting, and this notice shall be accompanied by a written statement of the complaint. All parties to the complaint and their witnesses, if any, shall be heard by the Board during such meeting.

a. The Board shall render a decision as the action(s) appropriate to each complaint and convey the decision in writing to all parties to the complaint. The Board's actions may include penalties. A vote of six Board members (two-thirds of the full Board) shall be necessary to pass such decision.

b. Penalties for members are reprimand. A statement of the infraction(s) and a warning of the consequences of future repetition(s). Suspension. Loss of all rights of membership and skating privileges for a specified period of time during the current skating season. Expulsion. Loss of all rights of membership and skating privileges for the remainder of the skating season. Denial of Future Membership. Denial of membership for some future skating season(s).

c. Penalties for parents or guardians range from restriction of participation in Club activities, through loss of good standing, to denial of Club membership for the family.

d. Penalties for Professionals range from fines, through suspension of teaching privileges in the Club for some fixed period of time, to permanent denial of those privileges.

e. The Board may be requested to reconsider any disciplinary decision. The person making such an appeal shall do so within seven days after the parties to a complaint have received notification of the Board's decision. The appeal shall be made in writing, and a special meeting to reconsider the case shall be held within seven days after receipt of the appeal. A vote of six Board members (two-thirds of the full Board) shall be necessary to uphold such appeal.

Constitution and By-Laws Revision Committee:
Chair Lisa Cardinal, Bambi Frank, Badra Rouhi

Constitution Approved by Club Membership on