

CONSTITUTION OF THE OHIO STATE FIGURE SKATING CLUB

Member Club of
The United States Figure Skating Association

ADOPTED: March 20, 2009

ARTICLE I ORGANIZATION

Section 1. **NAME:** The Organization shall be known as the Ohio State Figure Skating Club (the "Club," "Member Club," or the "OSU FSC").

Section 2. **INCORPORATION:** The Club will be incorporated under the laws of the State of Ohio and shall have its principal office in The Ohio State University Ice Rink at The Ohio State University Columbus, Ohio.

ARTICLE II PURPOSE

Section 1. **PURPOSE:** The purposes for which the Club is organized are exclusively to foster national or international amateur sports competition and to support and develop amateur athletes for national or international competition in the sport of figure skating within the meaning of section 501(c)(3) and section 501(j) of the IRC or the corresponding provision of any future United States Internal Revenue law. To effectuate its purpose the Club shall: organize and sponsor competitions and exhibitions sanctioned by either United States Figure Skating (USFS) or other appropriate sanctioning body for the purpose of stimulating the interest in the sport of figure skating and development of amateur athletes for qualifying to compete in national or international amateur sports competitions sponsored, sanctioned or endorsed by either United States Figure Skating (USFS), United States Olympic Committee, International Skating Union or such other amateur athletic organizations designated and recognized to promote the sport of figure skating and whose purpose is to support and develop individual amateur athletes for national or international competition; provide for the training and development of individual amateur athletes through qualified instructors, private coaches, clinics, training camps or such other activities designed to develop and improve the individual capabilities of amateur figure skaters; to unite those interested in promoting, advancing and competing in the sport of figure skating through the development and implementation of an organized figure skating program designed to instruct individuals in the skills necessary for competition in the sport of figure skating and the rules governing the amateur sport of figure skating; to do all things necessary and incidental to carrying out the foregoing purposes.

b. To receive contributions and donations of money, other property and services, and to make distributions, grants or contributions of money, other property and services to corporations, and any community chest, fund or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, and to other organizations exempt from taxation under Section 501(c)(3) of the IRC and to which contributions are

deductible under Section 170(c)(2) of the IRC (herein referred to collectively as “exempt organization”).

c. To invest in, loan funds or other property to, and otherwise engage in activities which support such exempt organizations.

d. To promote and support education and educational research through support of exempt organizations which provide education, engage in education-related research, and/or carry on other associated activities in furtherance of these exempt purposes.

e. To acquire, receive, purchase, own, lease, use, sell, dispose of, mortgage, grant security interests in, operate, manage and otherwise deal in any and all interests in real and personal property, tangible and intangible, including any such property which may be given, devised or bequeathed or otherwise conveyed or transferred to the Club.

f. To do all the things necessary or incidental to carrying out the foregoing purposes.

ARTICLE III BOARD OF DIRECTORS/TRUSTEES

Section 1. **COMPOSITION:** There shall be a Board of Directors/Trustees (hereinafter “Board”) consisting of nine (9) members thereof composed of four Officers who shall be the President, the Vice-President, the Secretary, the Treasurer, five (5) Non-Officers who shall each Chair one of the standing committees, one of which shall be a representative of the Ohio State University Ice Rink, or its successor organization. The immediate Past President shall serve as ex officio member of the Board and shall have no vote. No Officer shall hold more than one office, hold an additional seat as a Non-Officer nor function as the Chair of a standing committee. Except as otherwise noted above, each member of the Board shall have one vote.

Section 2. **ELIGIBILITY:** All members of the Board shall be Club Members in good standing and shall have designated the Ohio State Figure Skating Club or another figure skating club as their home club for not less than one year prior to their election to the Board. The foregoing Club designation shall not apply to the initial Directors/Trustees for the initial organization of the Club. No parent, grand-parent, sibling, spouse or other person having any relationship by blood, marriage or legal order to an eligible skater (as defined in the rules of the USFS) shall be eligible for a position on the Board unless the eligible skater is a Club Member and has designated the Club or another figure skating club as their home club for not less than one year prior to the election. People serving non-Officer positions on the Board may serve as long as elected to do so. No two Club Members from the same immediate familial unit (defined as parent, grand-parent, sibling, spouse, or other person having any relationship by blood, marriage, legal order, cohabitation or otherwise) may serve as a member of the Board for the same or any overlapping term. No person may hold a position as either an Officer or Non-Officer, or combination thereof, for a total of more than four consecutive years, unless there are no other candidates for the position.

ARTICLE IV DUTIES OF OFFICERS

Section 1. **DUTIES OF THE PRESIDENT:** It shall be the duty of the President to take charge of the Club and to preside at all meetings of the Club and of the Board. The President shall oversee and be responsible for the entire supervision and management of the Club and its property, subject to the authorization of the Board. The President shall, for cause and after proper hearing, have the power to suspend any Club Member for violating the Constitution, By-Laws or Regulations of the Club, pending the approval of the Board; and shall have the authority to call Special Meetings, General Club Meetings and the General Election Meeting. The President shall sign all agreements and contracts made by the Club, upon approval of the Board, and shall, together with the Vice-President, have authority to sign checks. The President shall be responsible for ensuring that all contracts are properly maintained and updated, pending the approval of the Board. The President shall be the official recipient of all correspondence, notices or otherwise and shall acquire, or cause to be acquired, all necessary sanctions for competitions or exhibitions from the USFS, ISI or other national or international association(s) or shall appoint a Club Member to act in such capacity. The President shall be responsible for determining the rates for membership dues, ice contracts, and all other club related fees, pending the approval of the Board. The president is responsible for maintaining and updating the Club website or delegating this duty to a responsible party within the Club.

Section 2. **DUTIES OF THE 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, to assume the Presidents duties and officiate in his/her stead. It shall be the duty of the Vice-President to assume the office of the President upon the expiration of the Presidents term, or earlier if the President's office is vacated for any reason. It shall be the duty of the Vice-President to handle all arrangements regarding club apparel. It shall be the duty of the Vice-President to coordinate all membership recruitment, including but not limited to, registration for the involvement fair at the beginning of each academic school year. It shall be the duty of the Vice-President to coordinate advertising and promotions for the club. The Vice-President shall, together with the President, have authority to sign checks.

Section 3. **DUTIES OF THE TREASURER:** The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursements and shall render a written report at each regularly scheduled meeting of the Board and provide to the Club Members an annual report of the Clubs financial condition and when requested by the President, Board or Club Members as provided herein. The Board shall have the power whenever they deem it necessary to appoint an acting Treasurer who shall serve if the Treasurer is temporarily unavailable or needs assistance. The funds of the Club shall be deposited in the name of the Club in a bank approved by the Board or in securities approved by the Board. All disbursements of Club funds either by check, voucher or otherwise shall require the signature of the Treasurer and either the President or Vice-President of the Club. The Treasurer shall guide the President in setting rates for membership, ice time, and walk-ons

Section 4. **DUTIES OF SECRETARY:** It shall be the duty of the Secretary to keep the Minutes of the Meetings of the Club and of the Board and to supervise, record and file all reports and documents connected with the business of the Club, except as otherwise provided herein; to supervise keeping of a roll of Club Members, together with

dates of election to office of the members of the Board and a record of all members elected, deceased, suspended or expelled. It shall be the duty of the Secretary to renew USFS membership for the club and to register individual Club members on an annual basis. It shall be the duty of the Secretary to investigate the qualifications of all candidates for membership. It is the duty of the Secretary to receive and process all applications for membership and to notify the applicant of his/her approval or rejection. It shall be the duty of the Secretary to inform all Club Members on where to locate a copy of the Constitution and By-Laws and to furnish copies upon request. It shall be the duty of the Secretary to receive and process all ice contracts for each quarter and to ensure that all walk-on skaters are properly recorded and kept current with walk-on payments. It shall be the duty of the Secretary to record attendance for club ice on a weekly basis.

The Secretary shall supervise the correspondence of the Club, prepare notices of all meetings of the Club and Board, and shall be responsible for assembling and distribution of an annual membership directory.

ARTICLE V NOMINATING COMMITTEE

Section 1. **NUMBER OF MEMBERS:** There shall be a Nominating Committee of at least one (1) Club Member in good standing. If a Club Member does not volunteer to head the Committee, the President shall appoint one member to the Nominating Committee at least 14 days (14) days prior to the scheduled General Election meeting.

Section 2. **DUTIES:** The Nominating Committee shall conduct a Nominations Meeting to receive nominations for officer and non-officer positions no less than seven (7) days prior to the General Election meeting. The Nominating Committee shall compile a list of Club Members who desire to run for election and announce the official ballot via email to the Club at least three (3) days prior to the General Election meeting.

Section 3. **OTHER NOMINATIONS:** Any Club Member in good standing may nominate other eligible candidates for any office from the floor at the General Election meeting. Any person nominated from the floor must be in attendance at the General Election meeting and the Secretary shall determine from the records of the Club that the nominee is otherwise eligible.

Section 4. **CANDIDATES APPROVAL:** No candidate shall be elected to any office unless she/he shall have been nominated as herein provided and shall have consented to such nomination.

ARTICLE VI ELECTION OF THE BOARD OF DIRECTORS/TRUSTEES

Section 1. **METHOD OF ELECTION:** For the first election only, the Officers shall be elected by the Organizing Committee of the Club. The First Non-Officer Board members shall be elected by the general membership at its first General Election meeting. The first duly elected Officers and Board members shall serve through June 2, 2009. At the Nominations meeting arranged by the Nominations Committee taking place no less than seven (7) days prior to the General Election meeting, the current officers will outline the duties of their positions to the Club, and then open the floor to receive nominations. The Nominations Committee will then compile all nominations onto an official ballot and email

the official ballot to the club no less than three (3) days prior to the General Election meeting. At the General Election meeting, nominations from the floor will be accepted with a motion and second, and vote to add the name to the ballot. Elections will begin with voting for officer positions followed by voting for non-officer positions. Starting with Club Members running for President, candidates will give speeches describing their qualifications followed by voting for each position. The Nominating Committee will announce the officer elected to each position before voting for the next position begins. Candidates may continue to run for multiple positions until they are elected into office. Ballots shall be counted by a person who is not running for office; this person is not allowed to vote in the election. Positions will be announced and emailed to the Club after the final ballot is counted.

Section 2. **TIMING OF ELECTIONS:** Beginning in 2010, all elections shall be by the general membership at a General Election meeting held not later than May 31 of each year. All newly elected Officers and Board members shall take office on June 1 of the year elected.

Section 3. **VACANCIES OF THE BOARD:** If a position on the Board becomes vacant, the Board shall appoint an eligible Club Member to fill the vacancy for the balance of the term. If the office of the President is vacated mid-term, the Vice-President will fill out the remainder of that term and the next full term.

Section 4. **APPOINTMENTS:** One Non-Officer member of the Board shall be a representative of the Ohio State University Ice Rink and that person shall not be elected by the general membership.

Section 5. **METHOD OF VOTING:** Vote for members of the Board shall be by written ballot at the General Election meeting, by mail ballot or by proxy. The person receiving the greatest number of votes shall be elected to the respective Board position for which he/she was nominated.

ARTICLE VII SERVICE OF TERM

Section 1. **OFFICERS:** For 2008 the Initial Directors/Trustees shall serve as Officers of the Club and shall appoint persons to the remaining positions on the Board all of whom shall serve until the next designated General Election meeting to be held in June 2009 unless it is determined to hold a general Election prior to such date. For 2009 and all subsequent years, the President, Vice-President, Secretary, and Treasurer shall be elected annually to a term of one year.

Section 2. **NON-OFFICERS:** The Initial Directors/Trustees shall appoint persons to the remaining Non Officer positions on the Board, all of whom shall serve until the next designated General Election meeting to be held in June, 2009 unless it is determined to hold a general Election prior to such date. For 2009 and all subsequent years, all Non-Officer members shall be elected annually to a term of one year.

ARTICLE VIII POWERS AND DUTIES OF THE BOARD OF DIRECTORS/TRUSTEES

Section 1. **MEETINGS:** The Board shall have not less than nine (9) monthly meetings per calendar year. The date of such meetings shall be stated by the President

or, in his/her absence, by the Vice-President. The General Election meeting and General Membership meeting shall, for the purpose of this Section, be considered a Board meeting.

Any four (4) members of the Board may call a Special Meeting upon written notice to all members of the Board at least seven (7) days prior to the meeting. The notice shall state the date of the meeting, the specific purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 2. **ACTIONS OF THE BOARD WITHOUT A MEETING:** The Board shall be permitted to take any action without a meeting with the affirmative vote or approval of a majority of the Board, and in a writing or writings signed by all of the members of the Board and duly filed with the Secretary of the Club.

Section 3. **QUORUM:** Four (4) members of the Board shall constitute a quorum.

Section 4. **AUTHORITY:** Subject to the policies of The Ohio State University, The Ohio State University Ice Rink, or their successors, the Board shall have the sole authority in the management of the affairs and finances of the Club and shall have general control of all its property. It may make such rules as it deems proper respecting the use of the Clubs finances and property; prescribe rules for the admission of its members; fix penalties for offenses against the rules; and make rules for its own government and for the government of any committees appointed by it.

Section 5. **FINANCES:** All appropriations from the funds of the Club shall be made by the Board. The Board shall audit the records of the Secretary, the Treasurer and the Standing Committees annually and shall report its findings to the Club Members in a written report. It shall prepare and submit to the general membership a summary of the anticipated revenues and expenditures of the Club.

Section 6. **GENERAL MEMBERSHIP:** No candidate shall be denied membership without sufficient cause and such denial shall not be based upon race, age, sex, religious preference, disability or nationality.

Section 7. **SUSPEND OR EXPEL:** The Board shall have the power to suspend or expel any member for violations of the Constitution and By-Laws or for conduct which it shall deem improper, but no member shall be expelled or suspended without the right to a hearing as set forth in Article XII herein.

Section 8. **STANDING COMMITTEES:** The Board shall approve each Chair's selections for additional members of all standing committees with full authority over them except as herein provided, and shall appoint such other committees as it deems necessary.

Section 9. **USFS DELEGATE:** The Board shall appoint, from the registered Club Members in good standing and otherwise eligible under the provisions of the USFS Official Rules, a number of Delegates to the USFS Governing Council in proportion to the total number of registered members of such Member Club during the preceding fiscal year as specified in the USFS By-Laws, Article VII. The Delegate or Delegates shall be the representative(s) between the Member Club and the USFS and shall attend the Governing Council meeting, either in person or by proxy.

Section 10. **BOARD MEMBER LIMITATION:** The office of a Board Member shall be ipso facto vacated if:

1. The Board Member is found to be of unsound mind.
2. The Board Member is convicted of a criminal offense.
3. The Board member is guilty of malfeasance or misfeasance of office as to the Club position he/she holds.
4. The Board Member notices the Club in writing that he/she resigns the office.
5. The Board Member is no longer a home club member of the Club or becomes otherwise ineligible in accordance with the provisions of Article III, Section 2.
6. The Board Member is expelled from the premises by the Ohio State University Ice Rink.
7. The Board member is absent from two consecutive Board meetings without excuse.

ARTICLE IX STANDING COMMITTEES

Section 1. **DESIGNATED COMMITTEES:** The standing committees shall be Rules and Rink, Ice and Intramurals, Synchronized Skating, Fundraising, and Social.

Section 2. **OPERATION OF STANDING COMMITTEES:** Each Standing Committee shall be Chaired by a Board Member. The acts of all committees shall be subject to approval by the Board of Governors.

Section 3 **RULES AND RINK COMMITTEE:** The Rules and Rink Committee shall work with the Ohio State University Ice Rink to develop rules and regulations for use of the rink facilities during all freestyle skating sessions and Club sessions. The Committee shall also make rules and arrangements for the conduct, protection and monitoring of Club Members during said sessions. All rules and regulations concerning the use of the rink facilities shall be approved by the Facility and the Board. All other rules for conduct, monitoring, etc. shall be approved by the Board. The Chair of this Committee shall be the Ohio State University Ice Rink Representative.

Section 4. **ICE AND INTRAMURALS COMMITTEE:** The Ice and Intramurals Committee shall schedule quarterly ice time for the Club. The Committee shall guide the Board in determining rates for ice contracts and walk-on skaters. The Committee shall foster communication with neighboring clubs to strengthen Club relations with the greater Columbus skating community and to seek alternative ice options for club members to utilize. The Committee shall be responsible for coordinating all intramural sports for Club Members.

Section 5. **SYNCHRONIZED SKATING COMMITTEE:** The Synchronized Skating Committee shall oversee and be responsible for the entire supervision and management of the Synchronized Skating Team and its property, subject to the authorization of the Club President. The Committee is responsible for distributing Team information, hosting Team tryouts, hiring a coach, and ensuring that all Team Members comply with the Constitution and By-Laws set forth by the OSU Figure Skating Club. The Committee is responsible for representing the interest of the Team at all Club meetings.

Section 6. **FUNDRAISING COMMITTEE:** The Fundraising Committee shall provide and take charge of all fundraising efforts by and on behalf of the Club. The Committee helps to seek sponsorships and donations on behalf of the Club. The Committee is responsible for recording each member's fundraising account and ensuring that each skater fulfills his/her fundraising requirements every quarter.

Section 7. **SOCIAL COMMITTEE:** The Social Committee shall provide and take charge of social entertainment given by the Club for its Club Members, Club sponsored competitions and exhibitions or potential members.

ARTICLE X MEMBERSHIP

Section 1. **ELIGIBILITY:** General membership of The OSU Figure Skating Club is limited to students, faculty, staff, and alumni of The Ohio State University. Each member is required to have current USFS membership as defined by the USFS in addition to current OSU FSC membership. Each OSU FSC member is required to maintain current recreational club sports status as defined by the Ohio State Recreational Sports Department. Each skater is required to keep current with member dues and other payments to the Club in order to maintain eligibility.

Section 2. **CLASSES FOR MEMBERSHIP:** There shall be one class of membership to the Club which is as follows:

Voting Club Member: A member who has current OSU FSC Club membership.

Section 3. **APPLICATION FOR MEMBERSHIP:** Applications for membership must be subscribed by the candidate, must state the persons name, home address, email address, USFS #, class rank and include an agreement to comply with the Constitution, By-Laws and Club regulations. All applications must be sent to the Secretary at least one day prior to the meeting of the Board. The Board shall vote on all applications and shall cause the Secretary to notify the applicant of the result.

Section 4. **DUES:** All members shall pay annual dues and assessments in a timely fashion and in the amount specified by the Board. The annual dues shall include the membership fee for the USFS if the skater wishes to designate the OSU FSC as their home club. ISI dues will be paid directly by each participating member. Ice expenses are paid for by money collected from members who wish to contract Club ice or walk-on. All other expenses are also individual expenses and include, but are not limited to, travel expenses and competition expenses. Money collected from members will be deposited into the Figure Skating Club account and all payments for ice time will be paid from the Club account. All payments are non-refundable. All members wishing to contract for ice time each quarter must make a payment for at least 60% of the total amount at the beginning of the quarter. The remaining 40% shall be due no later than the fifth week of the quarter. Any payment received after the due date is subject to a late charge. The charge will increase over time. Any payment received after the due date will be charged a minimum of a \$5 charge. The charge will then increase by one dollar (\$1.00) for each day the payment remains late after its initial due date. Any bounced check will be subject to a thirty dollar (\$30.00) fee.

Section 5. **MEMBERSHIP TERM:** The membership term shall run annually, corresponding with the calendar term used by the USFS.

Section 6. **ARREARS FOR DUES:** Any member in arrears for dues or other indebtedness shall be notified by the Secretary by mail or email at his/her last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent member shall be reported by the Secretary to the Board at their next meeting. The Board may drop from the roll the name of any such delinquent member and shall post on the Club's bulletin board the name(s) of those dropped. A member dropped from the roll for non-payment of dues or other indebtedness may, upon payment of same, be reinstated to full membership at the discretion of the Board. No member in arrears for dues or other indebtedness shall be eligible to hold office, or entitled to vote or to enter in any Club sponsored tests, competitions, exhibitions and shall not be permitted to represent the Club at any other competition or exhibition. No member in arrears for dues or other indebtedness will be permitted to renew membership for the following year.

Section 7. **RESIGNATION:** All withdrawals from membership should be in writing. Any member must bring any arrearage, dues or other indebtedness current at the time of resignation, or the Board may take any action it deems necessary.

Section 8. **RESPONSIBILITIES FOR GUESTS:** Members shall be responsible for the conduct and indebtedness of all persons admitted to the "Club" sessions as a guest of the member.

Section 9. **BOARD APPROVAL AND POLICIES FOR COMPETITIONS AND EXHIBITIONS:** No member or members of the Club shall make entry in the name of the Club in any competitions or exhibitions except with the approval of the Board, or someone given this authority by them. Competitors are required to bring the official team uniform to the competition and must wear them at the host's ice rink whenever the skater is not competing. Club Members attending, but not competing, are required to wear a team fleece jacket whenever they are at the host's ice rink.

Section 10. **MEMBER RIGHTS:** All Club Members have the right to skate on the weekly OSU FSC Club ice. Members have the right to contract for given sessions or may skate on a walk-on basis. Only members may purchase official club warm-ups. All Club Members either in a lesson or whose program music is playing have the right-of-way on the ice.

Section 11. **MEMBER VOTING RIGHTS:** Voting Club Members must be at least 16 years of age to vote in any matter presented to the General Membership for vote and in all elections.

Section 12. **MEMBER FUNDRAISING REQUIREMENTS:** The key to success of our Club and to provide opportunities for skating and competitive events is through our fundraising efforts. To that end, every member is responsible for participating one fundraiser for the Club per quarter. Each member is expected to actively participate in fundraising activities for the Club, including but not limited to securing sponsorships, grants or other funding mechanism available to the Club, given its current tax status. A minimum fundraising amount per quarter will be established by the Board based on project financial needs, funds in excess of the minimum for that quarter will be credited to the skaters' fundraising account for any future quarters fundraising requirement

minimums. Skaters who sign up for events are required to attend. In the case of an absence, skaters are required to notify the fundraising chair one week in advance and find a replacement volunteer to cover the event.

ARTICLE XI SYNCHRONIZED SKATING TEAM

Section 1. **SYNCHRONIZED SKATING TEAM:** The Synchronized Skating Committee shall oversee and be responsible for the entire supervision and management of the Synchronized Skating Team and its property, subject to the authorization of the Club President. The Team shall be responsible for advertisement and recruitment, separate from the Club. The Team shall be responsible for electing a Board of Officers and Team Captains, separate from the Club's Board of Officers and Non-Officers. The Team shall manage a bank account, separate from the Club's account. The Team is responsible for organizing and recording its own fundraising activities.

Section 2. **RECRUITMENT:** Applications and brochures concerning clinic and tryout information for the OSU Synchronized Skating Team will be distributed at least one month prior to the tryout date. All skaters wanting to participate in tryouts must send in their application and fees to reserve a position for the clinic and tryouts. All applications must be received with full payments at least one week prior to the clinic date. A fee of \$10.00 will be assessed for all late applications.

Section 3. **TRYOUTS:** A clinic will be held in addition to tryouts for the purpose of orienting the skaters with the format of the tryouts. The structure of the clinic and tryout will be composed by the Coach for the upcoming year. The Coach is responsible for arranging the judging panel for tryouts. All high school, post-secondary, part and full-time students of any level and skating experience are invited to attend the clinic to gain synchronized skating experience. Only skaters as outlined by USFS guidelines are eligible to tryout. However, skaters planning to tryout for the Team must attend both the clinic and the tryouts. Skaters are responsible for learning and demonstrating all material introduced during the clinic for Team tryouts. Under the jurisdiction of the club officers and the Coach, provided that extenuating circumstances prevail, alternate arrangements can be made for any skaters unable to attend either the clinic or the tryout. The Coach is entitled to hold additional tryouts if deemed necessary. The Coach will make all final decisions regarding Team placement no later than one week after the tryout date and notify all skaters regardless of their placement.

Section 4. **MEMBERSHIP:** All skaters participating on the OSU Synchronized Skating Team must be a member in good standing of The OSU Figure Skating Club and have current membership to US Figure Skating.

Section 5. **COACHING:** The Coach is contracted on a yearly basis by the OSU Figure Skating Club. The Coach is required to agree to and sign the coaching contract provided by the club each year.

Section 6. **OFFICERS:** Team Officer positions are to be determined by the Synchronized Skating Committee on a yearly basis. Team Officers are to be elected by a majority, closed-ballot vote after the first Team practice. The duties of Team Officers

will be outlined by the Synchronized Skating Committee on a yearly basis. Team Officers shall serve in their positions until tryouts take place for the following year.

Section 7. **TEAM CAPTAINS:** The number of Team Captains is to be recommended by the Coach and voted on by the entire Team at the beginning of each academic year after the Team has been selected. Team Captains are to be elected by a majority, closed-ballot vote after the first Team practice. Team Captains will remain in their position until tryouts take place for the following year. Team Captains are responsible for conducting meetings with the Team and the Team Officers. Team conflicts will be monitored by the Team captains and the Coach. Team Captains are to act as role models, setting a positive and enthusiastic example for the rest of the team.

Section 8. **TEAM FUNDING:** Each Team member is responsible for completing a set number of fundraisers each year, determined by the Synchronized Skating Committee, to contribute to the Team account. A minimum fundraising amount per quarter will be established by the Board based on projected financial needs, funds in excess of the minimum for that quarter will be credited to the skaters' fundraising account for any future quarters fundraising requirement minimums. Skaters who sign up for events are required to attend. In the case of an absence, skaters are required to notify the fundraising chair one week in advance and find a replacement volunteer to cover the event. Should there be insufficient funds generated through fundraising efforts, each skater shall be proportionally responsible for any additional Team costs and expenses for sanctioned competitions and events.

ARTICLE XII CLUB MEETINGS

Section 1. **TIME:** There shall be at least two annual General Membership and one General Election meetings each year to be held at the Ohio State University Ice Rink or at such other location that the Board may establish within reasonable proximity of the Ohio State University Ice Rink if it is unavailable. One meeting may serve both functions provided that a General Membership meeting is held not sooner than fourteen (14) days before the date of the General Election meeting for the purpose of electing members of the Nominating Committee. Meetings may be held at any time during the academic year for Ohio State. Meeting attendance is mandatory. Meetings will be announced at least one ice session in advance, unless extenuating circumstances prevail.

Section 2. **SPECIAL MEETINGS:** The Secretary shall call Special Meetings at the direction of the President, at the request of four (4) Board members or upon the written request of ten (10) Club Members in good standing. In this event, the specific purpose of the meeting must be made known to all club members through email, along with a meeting date not to be held for at least seven (7) days after the posting thereof.

Section 3. **QUORUM:** Twenty percent (20%) of all voting members in good standing shall constitute a quorum for the transaction of business.

Section 4. **NOTICES:** Notices of Stated and Special Meetings shall be made known to all club members via email by the Secretary at least seven (7) days in advance of the meeting through the club email account.

Section 5. **SPECIAL MEETING LIMITATION:** No business shall be transacted at a special meeting except that for which notice was given.

Section 6. **METHOD OF VOTING BY CLUB MEMBERS:** Any action that may be taken at any General Membership or General Election meeting shall be permitted to be taken by mail or proxy ballot signed by the Club Member duly filed with the Secretary of the Club prior to the date of the meeting or by proxy signed by the Club Member designating another Club Member or the Board to act on their behalf at the meeting. A simple majority of all Club Members in attendance and/or voting by proxy on specified matters shall be necessary to pass any action.

ARTICLE XIII DISCIPLINE

Section 1. **PROCEDURE:** Any Club Member or Members having complaint against another Club Member for the infraction of any law or rule, other than skating rules which are enforced by the Ohio State University Ice Rink, or its successor, as for conduct injurious to the welfare of the Club or a Club Member, may report the same in writing to the Board. Such complaint shall set forth the specific facts of the complaint, together with the names of witnesses, if any. After receiving such complaint, a hearing of the Board shall be held as soon as practicable to investigate the same. The complainant or complainants, and the Club Member complained of, shall receive at least seven (7) days notice of such hearing, and may call witness on their behalf and cross examine witnesses who testify against the Club Member. Upon conclusion of the hearing the Board shall make a written finding of facts and shall rule upon the complaint. The statements, evidence, findings of fact and decision of the Board shall be reduced to writing and filed with the Secretary, who shall mail copies thereof to the complainant or complainants, and to the Club Member complained of. An appeal from the decision of the Board may be taken to the Club within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A Special Meeting shall thereupon be called for the consideration of the case, and a two-thirds vote shall be necessary to reverse the decision of the Board.

ARTICLE XIV FEES, DUES AND ASSESSMENTS

Section 1. **SUBSCRIPTION TO SKATING MAGAZINE:** One subscription per family living at the same address is included in the USFS membership fee.

Section 2. **PROSPECTIVE MEMBERS:** A prospective member may be admitted to a social activity provided he/she is accompanied in person by a Club member.

Section 3. **GUESTS:** A visiting skater from an out-of-town member Club of the USFS and prospective members may skate without joining the Club on a space available basis. All regular ice fees apply.

ARTICLE XV CLUB ADVISOR

Section 1. **Club Advisor:** The Club Advisor must be a faculty member of The Ohio State University. The Club Advisor must have a working knowledge of the sport of figure skating. The Club Advisor must have the ability to meet with and coordinate with the Club officers. The Club Advisor shall be elected by a two-thirds

vote of the Board. Each Club Advisor is required to maintain current recreational club sports status as defined by the Ohio State Recreational Sports Department.

ARTICLE XVI COACHES

Section 1. **Club Coaches:** The officers of the team are responsible for finding a Club Coach if necessary. The Coach must have at least two memberships from the following three organizations – United States Figure Skating, Professional Skaters Association, or the Ice Skating Institute. Each coach is required to show proof of membership at the beginning of each academic year. However, the club is not required to provide a coach. In the event that there is not a Club Coach, the Club Advisor shall act as the Club Coach. The Coach shall divide her/his time among all members of the club, but members may decline help. The Coach shall attempt to attend as many ice sessions as possible. The officers of the club shall handle all coaching changes. The current club officers shall determine any monetary or other payments to the Coach. Each Club Coach is required to maintain current recreational club sports status as defined by the Ohio State Recreational Sports Department.

Section 2. **Private Coaches:** Private coaches outside of the OSU Figure Skating Club are allowed to teach club members during Club ice time, but the club is not responsible for the arrangement or payment of these private coaches. Club members are responsible for contacting, coordinating lesson times, and paying all Private Coaches.

Section 3. **Synchronized Skating Coaches:** All synchronized skating coaches are contracted at the discretion of the Synchronized Skating Committee, pending approval of the Club President. All synchronized skating coaches are to be paid through the Team account. All Synchronized Skating Coaches are required to maintain current recreational club sports status as defined by the Ohio State Recreational Sports Department.

Section 4. **Registration of Coaches:** All coaches who desire to provide coaching services to members of the Club on designated Club ice times or at any events held by the Club shall submit to the Board, not less than annually, current insurance certificates covering their coaching activities and USFS or ISI Coaches registration certificates.

ARTICLE XVII ADOPTION OF CONSTITUTION AND BY-LAWS

Section 1. **NEW CLUB PROCEDURE:** The Organizing Committee shall vote on the adoption of the embodied Constitution and By-Laws.

ARTICLE XVIII AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Section 1. The Constitution and By-Laws may be amended by the Board by a two-thirds vote of the Board, in person or by proxy, at any regularly constituted meeting thereof. Any member in good standing may propose amendments to the Constitution at any club meeting. Exactly one week after the proposal, a vote will be held by the Board to ratify or dismiss the proposed amendment.