

**Bylaws**  
**Wichita Figure Skating Club, Inc.**  
**(Member U.S. Figure Skating)**

**Article I**  
**Incorporation**

- A. Name**  
The organization shall be known as the WICHITA FIGURE SKATING CLUB, INC.
- B. Incorporation**  
The Club was incorporated under the laws of the State of Kansas on September 12, 1946.
- C. Corporate Seal**  
The Corporate Seal shall be Wichita Figure Skating Club, Inc.
- D. Headquarters**  
The club shall have its headquarters in the Wichita Ice Center, at Wichita, Kansas.

**Article II**  
**Purpose**

The purposes of the club are: to encourage the instruction, practice and advancement of the members in any or all of the disciplines of figure skating, up to and including participation at national and international levels; to encourage and cultivate a spirit of harmony and fraternal feeling among ice skaters; and to carry out the general policies and objectives of United States Figure Skating.

**Article III**  
**Membership**

**Section I Classes For Membership**

The Corporation shall have such classes of membership as are established from time to time by the Board of Directors. The Membership Classes may be modified as needed by the membership committee, defined on the membership enrollment form and approved by the Board of Directors.

**Section II Admission to Membership**

- A. Each candidate for admission shall complete an application which shall be in such form and request such information as the Directors require. All applications may be subject to review and/or approval by the Board of Directors.
- B. The Membership Chairperson shall inform the applicant of the fee payment schedule, as determined by the Board of Directors. Failure to meet the required payments will make the application null and void. The Membership Committee will notify the Treasurer immediately upon receipt of an application.

**Section III Termination and Suspension of Membership**

- A. Any member may resign upon delivery of a resignation in writing to the Secretary. Refund of dues will be at the discretion of the Board of Directors.
- B. By Resolution of the Board of Directors for non-payment of fees or indebtedness to the Club. Any member in arrears for dues, or other indebtedness shall be notified by certified mail, (return receipt requested), by the Secretary at their last known address. If the amount is not paid in full within one month thereafter, the name of the delinquent shall be reported by the Secretary to the Board of Directors at their next meeting. The Board of Directors may drop from the roll any name of such delinquent member. A member dropped from the roll for non-payment of dues, or other indebtedness, may, upon payment of same, at the discretion of the Board of Directors, be reinstated to full membership.

1. Arrears for Dues Restrictions  
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 tests or competitions.
  
- C. By two-thirds majority vote by the Board of Directors for violating the Articles of Incorporation, Bylaws or rules and regulations of the Corporation. Termination and/or suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Involuntary termination and/or suspension of membership shall occur only after following procedures set forth in Article X, titled Discipline.
  
- D. A suspended member may reapply in writing for membership after a period of time to be determined by the Board of Directors at the time of suspension.

#### **Section IV Honorary Membership**

- A. An Honorary Membership may be given to any member or non-member of the club who has provided many years of extraordinary service to the club or who has provide outstanding contributions to the club. This membership can be recommended by the Club Board of Directors or by individual members who petition the Board of Directors for the recognition of a particular individual. This Honorary Membership will be confirmed by a majority vote of the General Membership at any of General Member Meetings held throughout the year.
  
- B. The privileges of an Honorary Membership will include all rights of club membership without having to pay a membership fee for those rights. These rights include but are not limited to the right to participate in all Club activities and functions that don't require an event fee and the right to vote at all General Meetings. If the Honorary Member wishes to be an Officer or Board Member, they must have a United States Figure Skating (USFS) membership at their own expense. If the Honorary Member wishes to test, they must have a USFS Membership at their own expense and pay the required test fees. Also, if the Honorary Member wishes to be a Member of USFS through the club for other reasons, they will be responsible for those fees.

#### **Section IV Rights, Duties, and Privileges**

- A. Only those who have been admitted as members in the Club shall be entitled to the rights and duties of the Club. Guests of Club Members are entitled only to skate during designated Club sessions. Members are responsible for the conduct of their guests and indebtedness.
  
- B. A visiting skater from an out-of town member club of U.S .Figure Skating may, upon presenting a current membership card, skate one (1) regular club session free of charge each season.
  
- C. The rights and duties of a member in the Club shall terminate with his/her membership. All those who have been admitted members of the Club shall be deemed to have assented to be bound by the Bylaws and regulations of the Club, all restrictions, penalties, and any rulings or decisions properly made, and the exercise of any authority vested in the Directors.
  
- D. All members must immediately notify the Secretary of any change of address. Failure to do so shall be deemed a waiver of any notice called for under the Bylaws and Rules of the Club.
  
- E. Members shall be responsible to follow the Club's Code of Conduct, as outlined and incorporated in the Standing Rules, attached hereto.
  
- F. No member or members of the Club shall make entry in the name of the Club in competition or exhibition except with the approval of the Board of Directors, or someone given this authority by them.

#### **Section V Dues, Fees and Assessments**

The dues, fees and assessments shall be determined by the Board of Directors. The membership shall be notified by use of club bulletin board or website of any assessment and the notice must state clearly the specific purpose for which the assessment has been made.

**Article IV  
Officer and Directors**

A. The government and management of the Club shall be vested in a Board of Directors consisting of a President, Vice President, Secretary, Treasurer and five (5) directors as follows:

1. None of the officers and/or directors shall be a professional/coach. The term for the five (5) directors will be a two (2) year term, with no term limit, alternating two (2) directors the first year and three (3) directors the second year.

All members will be eligible voting members of the Club and in good standing. The president, Vice president, Secretary and Treasurer, shall serve for a one (1) year term with no term limits. All officers and directors will be nominated and approved by the members at the Annual Meeting to serve their assigned terms or until their successors are selected. The incoming Board of Directors will take office on July 1st. The past President shall serve as an advisor to the Board of Directors and may be elected as an Officer or Director. There shall be a definite regularly scheduled meeting date for the Board of Directors during the Club season.

B. Nominations for Officers and Directors shall be made by a nominating committee of three (3) members of the Club which shall be elected by the membership at the Mid-Season General Meeting by the following procedure:

1. Each voting member present shall nominate three voting members in writing.
  - a) Prerequisite for holding a position on the Nominating Committee is one (1) year membership in the Club.
  - b) Only one (1) family member may serve on the Nominating Committee.
2. The three members receiving the greatest number of votes are elected. In the event that the elected member(s) are unable to serve on the Nominating Committee, the Board of Directors would recruit the next in line based on the votes received.
3. The Nominating Committee shall select a single slate of Officers and Directors. The report of the Nominating Committee shall be in the hands of the Secretary at least thirty (30) days prior to the Annual Meeting and the Secretary shall have notice of the Nominating Committee report in the hands of the members at least 10 days before the Annual Meeting.
4. Nominations from the membership at large may be made in writing, signed by three members in good standing, and shall be handed to the Secretary, or to a Director at least two weeks prior to the meeting.
5. All nominations shall be posted on the Club bulletin board and/or website no later than 2 weeks before the Annual Meeting.
6. If there are two or more candidates for any office, that office will be voted secret ballot. A majority elects.
7. Included with the Nominating Committee's report will be a signed acknowledgement by all potential Officers and Directors that they have read and agree to abide by the Bylaws.
8. Prerequisite for holding a position on the Board of Directors is to be a member in good standing with U. S. Figure Skating by September 15<sup>th</sup> of the previous year.

C. The office of a Board Member shall be vacated:

1. If the individual becomes bankrupt or suspends payments or compounds with his creditors or makes an unauthorized assignment or is declared insolvent.
2. If the individual is convicted of a felony.
3. If by notice in writing to the Board of Directors the individual resigns his office.

4. If a 2/3 majority of all Club members vote to remove the individual from office.
  5. If the individual is no longer a member of the Club.
- D. Five board members, two of whom are Officers, will form a quorum.
  - E. Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes except where otherwise stated.
  - F. They shall have entire authority in the management of 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 them.
  - G. The Board of Director meetings are open to the membership, however, the membership may not participate unless invited to do so. If necessary, portions of the meeting may be closed to the membership.
  - H. At all Club sessions, the Directors and Officers present are responsible to take whatever action is necessary for the proper operation of the session.
  - I. All appropriations concerning our operating funds will be reviewed by the Board of Directors. Appropriations of \$200.00 or more may be made only with the approval of the Board of Directors. In addition, the Treasurer may pay approved ice rental time, budgeted items, required federal, state, local fees or taxes and the U.S. Figure Skating dues.
  - J. Any member of the Board of Directors who is absent for three (3) regularly scheduled meetings of the Board, without rendering sufficient reason for such absences, may be dropped from office by a majority vote of those present at any regularly called meeting of the Board of Directors.
  - K. Any Officer or Board member of the Club may be removed from office for cause by vote of the Board of Directors according to the procedures set forth in Article XI.
  - L. All vacancies occurring among the Directors, Officers, or Committees for any cause shall be filled by the Board of Directors for the unexpired portion of the term without undue delay until the next annual election.
  - M. The Board of Directors shall make such rules as they deem proper respecting the use of the Club's property; fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them.
  - N. The Board of Directors may audit records of the Secretary and of the committees. They may appoint or secure the services of a qualified individual to audit the books and records of the Club Treasurer.
  - O. All appropriations concerning our investment funds with Waddell & Reed will be reviewed by the Board of Directors. Any appropriations concerning the original investment amount of \$50,000 in the Moderate A share portfolio will require a Supermajority (8 of 9) vote of the Board of Directors. All other appropriations of investment funds may be made only with the approval of the Board of Directors.  
Wichita FSC Bylaws p. 4 Amended May 20th, 2009

**Article V**  
**Duties of Officers**

- A. The Officers of the Club shall serve at the pleasure of the members and shall include a President, a Vice President, a Secretary, and a Treasurer. All Officers are members of the Board of Directors with voting privileges.
  1. President  
The President shall be a member of the Board of Directors and shall preside at all meetings of the Club and of the Board of Directors but shall have no vote at the meetings of the Board of Directors except in the case of a tie or if a Supermajority is required. He shall order all meetings of the Club and of the Directors, sign all contracts, agreements, appoint committee chairpersons to be approved by the Board of

Directors, and perform all duties incident to the office of President. The President shall be the liaison between the Club and rink management.

2. Vice President

The Vice President shall assist the President in the discharge of his duties and in his absence assume his duties and officiate in his stead. The Vice President shall be the Chairperson of the Bylaws Committee whose duty it shall be to review the Bylaws not less than once a year.

3. Secretary

It shall be the duty of the Secretary to keep minutes of the meetings of the Club and of the Board of Directors and to supervise all reports and documents connected with the business of the Club; and to supervise the keeping of membership records. Reports of Action of open meetings of the Board of Directors and general meetings shall be posted on the Club bulletin board and/or website.

4. Treasurer

a) The Treasurer shall have charge of the funds of the Club, shall keep a record of all receipts and disbursements, and shall render a written report at each regular meeting thereof. The Board of Directors shall have the power to appoint an Assistant Treasurer whenever they deem necessary.

b) All funds shall be deposited in the name of the Club with a registered financial institution or licensed securities dealer approved by the Board of Directors. All disbursements by check in excess of two hundred dollars (\$200) shall be signed by the Treasurer and countersigned by another Officer of the Board of Directors.

c) The Treasurer shall prepare and submit a report of anticipated expenditures for the coming year together with proposals of sources of revenue to meet the same. Report to be submitted at the last Board meeting of the skating season.

## **Article VI Meetings**

A. Meetings of the Club shall be the Annual Meeting, the General Meeting, and the Special Meeting.

1. Annual Meeting

The Annual Meeting will be held during the first two weeks of May. A majority vote of the Board of Directors at a special or regular meeting of the Board may change this period in special circumstances. The Annual Meeting will include consideration of the annual report, election of officers, directors and for any other business relating to the Club's affairs. Absentee ballots will be provided upon request.

2. General Meetings

General Meetings shall be held no less than twice during the Club season for the general information of the membership; one in the month of September, and one around the midpoint of the Club Season. A majority vote of the Board of Directors at a special or regular meeting of the Board may change this period in special circumstances.

Wichita FSC Bylaws p. 5 Amended May 20th, 2009

3. Special Meetings

Special Meetings of the Club, the Directors, and of any committee may be called by the President at any time, or on the written request to the Secretary by the majority of the Board of Directors, or of any ten members. The only business that shall be transacted at a Special Meeting will be that of which notice was given.

B. A quorum for all membership meetings shall consist of twenty (20%) percent of all the voting members of the Club in good standing.

C. Notices of Annual, General and Special meetings shall be posted at least ten (10) days in advance on the Club

bulletin board and/or website.

D. The order of business at meetings shall be as follows:

Roll Call  
Report as to Quorum  
Reading of the minutes  
Treasurer's report  
Reception of reports  
Unfinished business  
New business  
Closing of meeting

E. "Robert's Rules of Order, Newly Revised," current edition shall be followed.

### **Article VII Committees**

A. The Standing Committees shall be:

Membership  
Club Communications  
Club Sponsored Sessions  
Financial Advisory  
Bylaws  
Test and Records  
Nominating  
Grievance  
Competition  
Social Events  
Junior Advisory

and such other committees as the Board of Directors may deem necessary. Committee chairpersons shall be approved annually by the Board of Directors at their first regular meeting after the annual election. The Chairperson shall appoint the committee members unless otherwise specified. Chairpersons of committees shall attend meetings of the Board of Directors at the direction of the President and shall make an annual report including a financial report of the committees' activity to the Board of Directors at the March meeting with the committee's report on the year's activities and recommendations for the future.

1. Membership Committee  
Responsible to accept "Membership Enrollment forms", forward them to the Board of Directors for approval, inform the Secretary of new members, register members with the U.S. Figure Skating, brief individuals on Club operations, prepare and issue a Club Roster and other important Club information to all Club members on Club operations, collect club dues and promptly forward any monies to the Treasurer, officiate at reception area during all Club sessions, and provide each member with a copy of the Bylaws. Club Roster shall be completed and issued to the membership within 45 days of the beginning of the season.  
This committee shall be responsible for Article III, Section II, Item B.
2. Club Communications Committee  
Shall prepare and maintain a Club bulletin board and website and shall maintain an electronic notification list for emergencies.
3. Club Sponsored Sessions Committee  
Shall make rules and arrangements for the programming during Club sponsored sessions and devise a program to insure all members have opportunities to practice the various forms of skating. Rules and regulations shall be reviewed and approved by the Board of Directors and will be posted on the Club bulletin board and/or website.
4. Financial Advisory Committee

Shall serve with the following goals: (1) To ensure the future financial security of the Club; (2) To recommend benefits, stipends and scholarships for all full members of the Club; and (3) propose and implement, methods of earning money to supplement the Club's Treasury.

5. Bylaws Committee  
Will review the Bylaws not less than once yearly. The Chairman of this Committee is the Vice-President, ex officio.
6. Test and Records Committee  
Shall have duties as stated in the U.S. Figure Skating rule book, insure members are aware of tests being given, arrange for judges, and all other functions necessary for the advancement of skaters. The Test and Records Committee will insure that all members are aware of what badges or tests they have passed and the requirements for the next badge or test.
7. Nominating Committee  
The duties of this Committee are as defined in Article IV, Item B.
8. Grievance Committee  
The duties of this Committee are defined in Article X.
9. Competition Committee  
The duties and responsibilities of this Committee are to organize the competitions sponsored by the Club.
10. SocialEventsCommittee  
The duties and responsibilities of this Committee are to organize club social events that are approved by the Board of Directors.
11. JuniorAdvisoryCommittee  
The duties and responsibilities of this Committee are to organize skater social events, bring suggestions to the Board of Directors, and to promote a team atmosphere and good sportsmanship.

#### **Article VIII Sanctions**

- A. Any of the members of the Club requiring a sanction for a public performance whether there is an admission charged or not, should make application for a sanction in sufficient time before the event through the Sanction Officer. Any member of the club requesting to skate in an event, exhibition or test session not sanctioned by The Wichita Figure Skating Club must receive approval by the Board of Directors.
- B. Any competition, event, or test session being hosted by the Wichita Figure Skating Club or any event that requires sanctioning from United States Figure Skating must be presented to the Board of Directors for approval.

#### **Article IX Discipline**

- A. Termination  
The Board of Directors shall have the power to terminate or suspend membership in the corporation in accordance with policy and procedures set forth in the Bylaws.
- B. Complaints  
Any member or members having a complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing, to the Grievance Committee. Such complaint shall set forth the facts of the case, together with the name(s) of witness(es), if any. After receiving such complaint, a meeting of the Grievance Committee shall be held as soon as practicable to investigate the same. Both the complainant(s) and the member(s) complained against shall have the right to present evidence and shall be given copies of any written statements regarding the complaint. They shall be notified at least seven (7) days prior to a hearing date. Following a hearing, the Grievance Committee shall report its findings and make a recommendation to the Board of Directors.
- C. Hearing

After receiving the decision of the Grievance Committee, the Board of Directors will vote within 24 hours of such hearing on any action to be taken. The decision of the Board shall be reduced to writing and shall provide reasons for the decision. The decision of the Board will be final.

D. Lesser complaints or suggestions

Which may arise shall be made in writing through the Secretary to the President and will be read to the Board of Directors who will take such action as they deem necessary, including the decision to involve the Grievance Committee if advisable.

E. Notice

Any notice required by this section shall be given by any method reasonable, calculated to provide actual notice, provided that in the event any notice is given by mail, it is given by first class or registered mail to the last known address of the involved member of the club according to corporate records.

### **Article X Miscellaneous**

A. The fiscal year of the Club shall terminate on June 30th in each year as registered with the State of Kansas.

B. U.S. Figure Skating Delegate

The Board shall appoint from among its registered members eligible, a number of delegates in proportion to the total number of registered members of such member club during the preceding fiscal year as specified in U.S. Figure Skating Bylaws, Article VII. The delegate(s) shall be representative(s) between the Club and the Association and shall attend U.S. Figure Skating Governing Council Meeting either in person or by proxy. Said Club shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

C. The Board shall have authority to make, at their discretion, appropriations for clerical assistance to the secretary and/or treasurer.

D. The Board shall prepare and submit to the annual meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same.

E. No member, other than a Director, shall be entitled to require discovery of any information respecting any details of conduct of the Club's business which, in the opinion of the Directors will be inexpedient in the interests of the Club or of its members, to communicate to the public.

F. The Directors shall from time to time determine whether and to what extent, and at what time and place and under what conditions and regulations the accounts and books of the Club or any of them shall be opened to the inspection of members (other than a Director) and no member shall have any right of inspecting any account or book or document of the Club, except as conferred by statute or authorized by the Directors or by a resolution of the members in general meeting.

### **Article XI Compensation**

No compensation or payment shall be made to any officer, director or member except as an allowance for actual expenditures or services actually made or rendered to or for the Club. Neither the whole nor any portion of the assets or net earnings, current or accumulated, shall ever be divided or distributed to or divided among such persons; provided, further, that neither all nor any part of such assets or net earnings shall ever be used for, accrue to, or inure to the benefit of any member or private individual within the meaning and provisions of section 501 (c) (3) of the Internal Revenue code of 1986 (or corresponding provision of any future United States Internal Revenue law).

### **Article XII Dissolution**

Upon dissolution of this corporation, the governing body shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for educational purposes and the promotion of amateur sports, in particular figure skating, as shall at the time qualify as exempt organization(s) under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision

of an future United States Internal Revenue law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization (s) as said court shall determine which are organized and operated for such purposes.

### **Article XIII Amendments**

- A. By Members  
Any Article of the Bylaws may be repealed, altered, amended or suspended for any length of time by consent of two-thirds (2/3) of the members present at a General Meeting or at a meeting specially convened for that purpose. Changes to the Bylaws shall have been specified in the notice calling the meeting.
- B. By Board of Directors
1. Any section requiring a Supermajority vote may only be changed by a Supermajority (8 of 9) vote.
  2. Any other section not requiring a Supermajority vote may, by a two-thirds (2/3) vote of those present at a regular or special meeting repeal or amend any section of these Bylaws, or enact new articles or sections; but any such change, unless in the meantime confirmed by a majority vote in the case of new articles or sections, or by a vote of two-thirds (2/3) in the case of repeal or amendment of any article or section, of the members present at a meeting specially convened for the purpose, shall have effect only until the next annual meeting and if not then so confirmed, shall from that time cease to be in force.

### **Special Rules**

### **CODE OF CONDUCT**

In keeping with our purpose as outlined hereto, and in providing a high quality program to individuals and groups of all ages, skaters are expected to comply with the following Code of Conduct.

1. Coaches and other skaters are to be treated with respect and courtesy at all times. Coaches can and will ask discourteous skaters to leave the ice.
2. A skater in a lesson shall be given first right-of-way. A skater doing a solo shall be given second right-of-way. Skaters are expected to provide first and second right-of-way, by being conscientious and staying clear of the appropriate skater. A fallen skater is expected to pick his/her-self up immediately.
3. Skaters are expected to utilize every minute available on the ice. No standing around or getting off the ice during skating sessions.
4. Skaters are asked not to stand and visit on the ice, socializing should be done in the lobby once the skating session is over.
2. A skater should never interrupt or talk to a coach while the coach is giving a lesson to another skater.
3. Skaters are asked to warm up well; stretching for at least five (5) minutes before entering the ice, and stroking for the first five (5) minutes of the session.
4. Skaters should perform stroking, back-crossovers, spins, and jumps in proper order.
5. Skaters should only work on the jumps and spins that have been taught to them.
6. Skaters must perform proper Ice Etiquette.

7. Skates must not be worn in the lobby, halls, refreshment areas, stands, or restaurant without guards.
8. Unauthorized persons must not enter the music area.
12. Skaters are requested to comply with the rules and regulations as posted with in Wichita Ice Center.
13. Skaters should practice keeping their head up, smiling, and presenting themselves as a champion does!
14. At all times, skaters shall remember that they represent the Wichita Figure Skating Club, and their actions are a reflection on the club. Skaters in non-compliance with the above Code of Conduct shall be subject to the following action in addition to **Article IX, titled Discipline**, hereto:
  - a) A verbal warning may be given to the skater(s) by a coach, parent monitor, or board member. The skater(s) behavior may be reported to their primary coach if he/she is not on the ice at the time.
  - b) Should the skater(s)'s behavior not change, a letter may be sent accordingly by the Board of Directors to the appropriate person at the skater(s)'s residence.
  - c) Non-compliance is subject to suspension at the discretion of the Board of Directors.  
Wichita FSC Bylaws Amended May 20th, 2009, p. 10.

**Certification**

I, JoAnn Leffert, being duly elected Secretary of the Wichita Figure Skating Club, Inc., for the 2016-2017 fiscal year; do hereby certify that the foregoing is a true and correct copy of the Bylaws in force as adopted at a General Meeting of the membership held on the 6th day of May, 2017.

\_\_\_\_\_  
Signature / Secretary

\_\_\_\_\_  
Print Name / Secretary  
JoAnn Leffert

May 6th 2017 \_\_\_\_\_ Date  
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