



Updated 6/13/2024

MISSION STATEMENT

It is the mission of the Swan City Ice Skaters (SCIS) to:

1. Provide a fun and committed environment for skaters of all ages to practice, improve and display their skills in all figure skating disciplines;
2. Educate and inform the public of all aspects of the benefits to be derived from figure skating;
3. Encourage and cultivate a spirit of fraternal feeling among ice skaters and their families;
4. Encourage and assist amateur figure skating and participation in local, regional, national and international competition;
5. Provide a secure environment that allows for young women and men to learn the importance of teamwork, commitment, self-discipline and respect for others; and
6. To carry out the general policies and objectives of the U.S. Figure Skating Association.

Board of Directors

1. Members of the Board of Directors are voted onto the board by a majority of the members of the club;
2. **Officers** - officers of the Board of Directors shall be President; Vice President; Secretary and Treasurer and are voted into the positions by a majority vote of Board Members;
3. **TERMS FOR BOARD OF DIRECTORS** - Those elected to the Board shall serve a three (3) year term. A board member may serve more than one term if they are voted in by the club at the annual Club Meeting. Terms will be staggered, so that at least one (1) Board member is elected each year if made possible. Vacancies that arise on the Board

shall be filled by appointment by the remaining Board Members and Officers. Officers will be voted in by the board members each term. An adult board member may hold an Officer position for an unlimited amount of time as long as they have the majority vote by the Board of Directors.

4. **QUALIFICATIONS** - A candidate for the Board of Directors or for an Officer position must be a voting member in good standing. Candidates may not be a member of the Board of Directors or an Officer in another Skating Club.

5. The Board of Directors shall have the authority to remove an officer or director from their position if an appropriate cause exists. Persons may be removed from office if they: cease to be SCIS members; miss more than three (3) scheduled meetings without a reasonable excuse; resign from office; or place the wellbeing of the Corporation at risk. The Board of Directors shall have the authority and responsibility to audit all financial and fiscal records.

The Board of Directors shall have the authority to expel or suspend any SCIS member for violations of the Bylaws or for conduct deemed to be improper by the Board. Such member shall be advised of such action and shall have the right to a prompt hearing before the Board of Directors. The Board of Directors has the authority to reinstate any member that has been expelled, provided the reason for expulsion has been remedied.

6. **UNITED STATES FIGURE SKATING DELEGATE** - The Board of Directors shall appoint delegate(s) to the United States Figure Skating. The Corporation Secretary shall inform the United States Figure Skating Secretary in writing of the delegate(s) information.

Financial Affairs Section –

RESPONSIBILITY - The Board of Directors shall have the responsibility for all fiscal oversight of SCIS moneys.

(a) Fiscal Year - The fiscal year will begin on May 1 and end on April 30 of the following year.

(b) Fees, Dues And Assessments - All fees, dues and assessments shall be set annually at the discretion of the Board of Directors in accordance with these Bylaws.

(c) Auditing - The Board of Directors shall have the authority and responsibility to audit all fiscal records of the SCIS.

INCOME - All funds shall be deposited in the name of the SCIS in a bank approved by the Board of Directors.

EXPENDITURES - All disbursements can only be made by the President or Treasurer. The Board may give to the Treasurer an annual grant of authority to disburse funds for regularly recurring expenses (i.e., ice time fees). All other disbursements over two hundred dollars (\$200) must be approved by the Board. This Board approval may be obtained by a telephone vote, email vote, or via text by each Board member. Any such disbursement must then be reviewed at the next Board meeting and so recorded in the Board minutes. Section

LIABILITY INSURANCE – The Corporation, whenever so authorized by the Board of Directors, may purchase and maintain insurance on behalf of any authorized representative (which, for the purposes of this Article shall mean a Director, Officer, employee or agent of the corporation, or a person who is or was serving at the request of the corporation as a Director, Officer, employee or agent) against any liability asserted against him or her and incurred by him or her in such

capacity, or arising out of his or her status as such, whether or not the corporation would be authorized or required to indemnify him or her by law.

MEMBERSHIP -

SCIS shall have members who are interested in the objects and purposes of the Corporation and who are registered with U.S. Figure Skating, with voting rights and any other legal rights or privileges in connection with the governance of the Corporation, in accordance with such provisions and criteria pertaining to qualifications, classification, privileges, application and acceptance of members established from time-to-time by the Board of Directors. SCIS members shall be required to abide by, and to conduct themselves in a manner consistent with, the Bylaws, Official Rules, policies, procedures, code of conduct, and code of ethics and principals of ethical behavior of U.S. Figure Skating.

DUES –

The Board of Directors may establish, as it shall deem necessary and appropriate, such periodic membership dues, other assessments and procedures for the manner of payment and collection thereof. Any member in arrears for dues or other indebtedness shall be notified in writing by first class mail sent to their last known address. Arrears shall be defined as a failure to pay on or before the due date. The Treasurer shall inform the President of such action and shall carbon copy the notice to keep in club files.

If the arrearage is not paid within one month (30 days) of the notice, or if the member refuses to work with the Treasurer to develop a reasonable payment plan, the name of the delinquent member shall be provided to the Board of Directors who may then drop the delinquent member from the Club roster, and file member in bad standing with USFSA.

If a member is dropped from the Club roster due to indebtedness, they may, upon full repayment, be reinstated to their previous membership, with Board approval.

GEOGRAPHICAL SCOPE -

Membership shall not be restricted to geographical scope or vicinity.

CONFLICT RESOLUTION POLICY -

- **MEMBERS** - Any member or members having a complaint against another SCIS member for an infraction of the Bylaws or rules, must file a report of such incidents in writing to the Board of Directors. The written report shall set forth the facts of the case, including the names and telephone numbers of any witnesses. After receiving such a complaint, the Board of Directors shall notify all involved parties and will invite all involved to a meeting to discuss the complaint within thirty (30) days of receipt of the written complaint.

The Board shall consider all testimony of the incident and render a decision within seven (7) days of the meeting, advising all parties involved of the decision, in writing. If either party wishes to appeal the Board's decision, they must provide a written request to the Corporation Secretary with seven (7) days of receipt of the Board's decision.

The President must call a special meeting within thirty (30) days to consider the appeal. Absentee ballots will be included with the meeting notice. A reversal of the Board's decision requires a majority vote by those members present at the meeting. Absentee votes will be counted as present if they are received by an Officer of the Board before the meeting begins.

- **DIRECTORS/OFFICERS** - The membership may remove a Director or Officer at any meeting of the membership called for such a purpose. The Director or Officer shall be provided a copy of the reason(s) for removal at least ten (10) days prior to the meeting. The Director or Officer shall be given the opportunity to defend themselves. Removal of a Director or Officer requires a majority vote by those present. Absentee votes will not be accepted in these circumstances.

BOARD APPROVAL FOR COMPETITION OR EXHIBITION -

No member or members of the Club shall make entry in the name of the Club in any competition or exhibition except with the approval of the Test Chair or a Club Officer. The Test Chair or Club Officer is responsible to check with the Treasurer to ensure that the member is in good standing and that no arrearage exists.

USFSA AFFILIATION -

In order to teach and foster figure skating on ice, SCIS has been organized to exist as a member club of U.S. Figure Skating and, therefore, seeks to assist in carrying out the objects and purposes of U.S. Figure Skating in accordance with the provisions of the U.S. Figure Skating Bylaws and Official Rules. SCIS shall maintain its membership in U.S. Figure Skating and conduct its affairs in a manner consistent with the Bylaws, Official Rules, policies and procedures of U.S. Figure Skating.

SYNCHRONIZED SKATING AFFILIATION -

A SCIS member that participates on a synchronized figure skating team outside of SwanSyncSation and Wisconsin Inspire shall not be present during any SwanSyncSation or Wisconsin Inspire practice times held at the Beaver Dam Family Center.

Family Members of SCIS skaters are also not permitted during said practice times as stated above

SCIS that are skating at an IJS level are permitted to skate at SwanSyncSation practice ice of an Aspire Level Team.

SCIS Family Members of SCIS skaters who are skating at an IJS level are permitted to be present at SwanSyncSation practice ice of an Aspire Level Team. This policy does not apply to Swan Collegiate Alumni Skaters.