

**BY-LAWS OF THE
Silver Blades Skating Club
Incorporated No. 0056157
(March 11, 1948)
Skate Canada Club No. 1000466
Approved June 16, 2021**

Revised October 2023 based on proposals, amendments and repeals to the bylaws of Silver Blades Skating Club voted on at the 2023 Annual General Meeting in Accordance with By-law 8.

Voting members approved the amendments on June 15, 2023

BY-LAWS OF THE SILVER BLADES SKATING CLUB

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I. GENERAL

1.1 Purpose

These By-Laws relate to the general conduct of the affairs of Silver Blades Skating Club.

1.2 Definitions

- a) Act – means the Not-for Profit Corporations Act, 2010 (Ontario) S.O. 2010, c.15, including Regulations made pursuant to the Act, and any amendments, statutes or regulations that may be substituted from time to time
- b) Auditor – a certified individual or public accounting firm appointed by the Board at the Annual Meeting to audit the books, accounts, and records of the Club for a report to the Members at the next Annual Meeting in accordance with the Act.
- c) Board – the Board of Directors of the Club.
- d) Club – Silver Blades Skating Club.
- e) Days – days including weekends and holidays.
- f) Director – an individual elected or appointed to serve on the Board pursuant to these By-Laws.
- g) Members – members of the Club in accordance with this By-Law and who have not ceased to be members and includes Voting Members and Non-Voting Members.
- h) Officer – an individual elected or appointed to serve as an Officer of the Club pursuant to these By-Laws.
- i) Ordinary Resolution – a resolution passed by a majority of the votes cast on that resolution.
- j) Skate Canada - means Skate Canada, a corporation governed by the laws of Canada. It is the sport governing body for figure skating in Canada.
- k) Skate Ontario - means Skate Ontario, a corporation governed by the laws of Ontario. It is the sport governing body for figure skating in Ontario.
- l) Written Notice - In these By-Laws, written notice will mean notice which provided by email to the individual, Director, Officer, or Member, as applicable.

1.3 Registered Office

The registered office of the Club will be located within the municipality of the City of Toronto.

1.4 Gain for Members

The Club will be carried on without the purpose of gain for its Members and any profits or other accretions to the Club will be used in promoting its objectives.

1.5 Ruling on By-Laws

Except as provided in the Act, the Board will have the authority to interpret any provision of

these By-Laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Club.

1.6 Conduct of Meetings

Meetings of Members and meetings of the Board will be conducted in accordance with recognized standards as determined by the Board.

1.7 Interpretation

Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

1.8 Affiliations

The Club is a member of Skate Canada and a member of the Skate Ontario. As such, it is bound by and will operate in compliance with the applicable By-Laws, rules, regulations, policies and procedures of Skate Canada and Skate Ontario.

II. MEMBERSHIP

2.1 Membership Year

The membership year of the Club will be September 1st to August 31st unless otherwise determined by the Board.

2.2 Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set by Skate Canada.

2.3 Setting of Club Fees, Rules and Skating Hours

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, September 1st, or the date that fees are paid (whichever is later) and terminate on the last day of the Skate Canada membership year, August 31st.

2.4 Skate Canada and Club By-laws, Rules and Regulations

All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such rules and/or regulations as made by the Board of Directors of the Club.

2.5 Classes of Club Membership

There will be one (1) class of voting membership, the members of which are called "Voting

Members” and one (1) class of non-voting membership, the members of which are called “Non- Voting Members”.

2.6 Voting Membership

An individual is automatically deemed to be a Voting Member in any of the following situations:

- a) a Director, for so long as he or she remains a Director
 - b) a Skater who is 19 years of age or older, for the duration of the Fall/Winter Session
 - c) a Parent or Legal Guardian whose child (children) is (are) under the age of 19 and is (are) registered as a Skater(s) with the Club, for the duration of the Fall/Winter Session
- There is one vote for every family.

2.7 Non-Voting Membership

A Skater who is under the age of 19 is automatically deemed to be a Non-Voting Member for the duration of the current Skating Year.

2.8 Suspension and Expulsion from the Club

The Executive of the Board of Directors may suspend or terminate membership of a member of the Club for acting contrary to the Bylaws, Rules and Regulations of Skate Canada, Skate Ontario or the Club. The Board shall give the individual(s) a written explanation for the suspension or termination. The individual(s) shall have the right to appeal to the Board of Directors.

Please refer to the Club’s policies and procedures in regard to complaints, suspensions and expulsion as well as dispute resolution.

2.9 Member in Good Standing

For a member of the Club to be considered in good standing with the Club, Club fees as are stipulated by the Club Board of Directors must be paid in advance of the membership year in question. Members will not be permitted to take part in any Club activities until these fees are paid. If these fees are not paid within 30 days of the date set for payment, such members shall be considered as having terminated their club membership. The Board of Directors will determine the date set for payment.

A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member of the Club;
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- c) Has complied with the By-laws, policies, and rules of the Club;
- d) Has paid all required membership fees to the Club.

2.10 Cease to be in Good Standing

Members that cease to be in good standing, as determined by the Board will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

2.11 Rights of Membership

A Member in good standing has the following rights and privileges of membership (unless otherwise agreed by the parties):

- a) to attend all General Meetings
- b) to make or second motions at a General Meeting and to speak in debate on motions under consideration in accordance with Call to Order or such rules of order as may be adopted by the Board
- c) to exercise a vote on matters for determination at General Meetings
- d) may serve on committees of the Club, as invited
- e) may nominate individuals for election to the Board, in accordance with this By-Law
- f) may be nominated, if eligible, to stand for election as a Director of the Club, in accordance with this By-Law
- g) may participate in the programs and initiatives of the Club, in accordance with such criteria as may be determined by the Board from time to time.
- h) to access the minutes of members' meetings, which are posted on the Club's website

III. GOVERNANCE

3.1 Composition of the Board

The general management of the club shall be vested in a Board of Directors consisting of: not less than three (3) and not more than fifteen (15) elected Directors at least one (1) of whom, but no more than three (3) must be a Skate Canada Coach in Good Standing .

3.2 Members of Board of Directors, Committees and Club Delegate to Skate Canada

- I. The members of the Board of Directors and the Club Delegate to Skate Canada and Skate Ontario must be members in good standing of the Club, be registrants of Skate Canada, be of legal age (18 years and older) and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.
- II. The Club Delegate to Skate Ontario and Skate Canada - The delegate, or alternate, to Skate Canada and/or Skate Ontario shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's

name.

- III. The following persons are disqualified from being a Director:
- (1) A person who is not an individual.
 - (2) A person who is under 18 years old.
 - (3) A person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property.
 - (4) A person who has been found to be incapable by any court in Canada or elsewhere.
 - (5) A person who has the status of bankrupt. 2010, c. 15, s. 23 (1).

3.3 Terms of Office

- I. The President shall be elected for a one (1) year term or until they or their successors have been duly elected in accordance with these By-laws unless they resign or are removed from or vacate their office. Their lifetime number of terms shall be limited to four (4). The incumbent cannot step into the role of President unless they have served one term in another capacity on the Board.
- II. All remaining board members shall serve terms of one (1) year and will hold office until they or their successors have been duly elected in accordance with these By-laws unless they resign or are removed from or vacate their office.
- III. The Past President may be appointed for a maximum of one year. They shall be ex- officio and not have a vote.
- IV. All Directors are encouraged to have a potential incumbent “job shadow” them at any point during their tenure on the Board in order to promote a pool of new members.

3.4 Resignation and Removal of Directors

Resignation – A director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Board. When a Director who is subject to a disciplinary investigation or action of the Corporation resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

Vacate Office – The office of any Director will be vacated automatically if:

- The Director resigns; or
- The Director is absent from three (3) consecutive meetings of the Board without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors; or

- Has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property; or
- The Director dies

Removal – An elected Director may be removed by Ordinary Resolution of the Members at an Annual General Meeting or Special Meeting provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at such a meeting. At such a meeting, the Members may, by a majority of votes cast at the meeting, elect a qualified individual in the removed Director's stead for a period ending at the next Annual General Meeting.

Any member of the Board of Directors may be removed by the majority vote of the Board of Directors.

3.5 Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 member of the Board of Directors, including the Chair (the President or designate). NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore, the chair may vote to break a tie and thus pass the motion or to create a tie and thus defeat a motion. A majority of the Board of Directors shall form a quorum.

3.6 Board of Directors Vacancies

Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring no later than the close of the next Annual General Meeting, with input from the Nominating Committee.

3.7 Officer

- I. Role of President – The President should act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-President will fill this duty.
- II. Role of Vice President – The Vice President shall support the President
- III. Role of Treasurer – The Treasurer shall be responsible for the safe control of all club funds, for preparing and submitting to the Board of Directors an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement. Any two of the President, the Vice-president, Secretary and the Treasurer shall sign all cheques and legal documents. Note: It is recommended that the Treasurer be one of the signatories.

IV. Role of Secretary - The Secretary shall deal with all correspondence, subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

3.8 Other Directors Positions

The other directors' positions may consist of, but are not required: Competition Chair, Test Chair, Synchro Chair, Communications Chair, StarSkate Chair, Fundraising Chair, Membership Chair and Hospitality Chair. Other Directors at large may also be nominated and elected up to a maximum of 10 (ten). The Chairs may lead committees of volunteers.

3.9 Committee Chairs – Appointment

The President may appoint other Committee Chairs, other than those elected by the membership, who shall look after duties assigned to them. All Committee Chairs shall report to a member of the Executive of the Board of Directors.

IV. ANNUAL GENERAL AND SPECIAL MEETINGS

4.1 Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held not later than 15 months after holding the preceding annual meeting. Other special and/or general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10% of the voting members of the Club. A quorum for an Annual General Meeting or Special Meeting shall be 20 eligible-voting members present in person.

The Board of Directors or members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting.

4.2 Written Notice

Written notice (email or posted) of all Annual General Meeting and Special Meetings shall be provided not less than 10 days and not more than 50 days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, and a complete list of the candidates nominated for elections. Seven (7) days prior to the AGM, amendments to these By-laws, the minutes from the previous AGM and the list of Director Reports will be distributed.

4.3 Voting at Annual and Special Meetings

Board members will be elected at each Annual General Meeting in the order as follows:

Board of Directors

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands. Current President would cast the tie-breaking vote if necessary.

Virtual meeting votes, when required, will occur in the following way:

- i. Membership will receive an email to register for the AGM prior to the AGM (10 to 50 days in advance)
- ii. Registration must occur 10 days prior to the AGM.
- iii. These members will receive an online voting survey identifying the nominated candidates, constitution/by-law amendments, previous year's minutes (and any other votable item) 7 days prior to AGM.
- iv. Members respond to their online voting survey 2 days prior to AGM.
- v. Online voting survey results to be counted by Secretary and presented at AGM.

4.4 Nominations

Any nomination of an individual for election as a Director will:

- a) Be submitted to the Board of Directors no later than 21 days prior to the Annual General Meeting. This timeline may be amended by Ordinary Resolution of the Board.
- b) There will be no nominations from the floor of the meeting.

4.5 Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to those eligible to vote under By-law 2.5, 2.6 and 2.7.

4.6 Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

- Summarize the Notice of Meeting
- Quorum
- Motion to Accept the Minutes of the preceding General/Special meeting
- Season in Review (President)
- Amendments to the Constitution and By-laws
- Auditor's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors and Nominating Committee

- Appointment of Auditor
- New Business

Within 14 days of the close of the meeting, the Minutes will be posted on the Silver Blades website.

V. FINANCE AND MANAGEMENT

5.1 Fiscal Year

Silver Blades Skating Club's fiscal year begins June 1st and ends May 31st.

5.2 Deposits

All funds shall be deposited by the Treasurer or his/her designate in such banks or other institutions as may be designated by the Board of Directors.

5.3 Disbursements

All disbursements of Club funds shall be by cheque/EFT or other auditable document.

5.4 Auditing

An auditor appointed at the Annual General Meeting shall prepare a compilation statement of the financial transactions of the Club each year. The financial statements shall be made available to the members of the Club at the AGM.

5.5 Dissolution

In the event that the club ceases to exist, the net assets from liquidation shall go to Skate Ontario.

5.6 Remuneration

All Board members will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board.

5.7 Conflict of Interest

A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Club will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, shall not attend any part of a meeting of the Directors during which the contract or transaction is discussed, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest and any Board approved Conflict of Interest Policy.

VI. INDEMNIFICATION

6.1 Will Indemnify

The Club will indemnify and hold harmless out of the funds of the Club each Director and any individual who acts at the Club's request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Club's request in a similar capacity.

6.2 Will Not Indemnify

The Club will not indemnify a Director or any individual who acts at the Club's request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Club will not indemnify an individual unless: a) The individual acted honestly and in good faith with a view to the best interests of the Club; and b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

6.3 Insurance

The Club will, at all times, maintain in force reasonable insurance including Directors and Officers liability insurance.

6.4 Liability

The Club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.

VII. COMMITTEES

7.1 Nominating Committee

The Nominating Committee shall be a standing committee at the Club. The Chairperson, who will be a member of the Board of Directors, and the members of the Committee, shall be elected at the Annual General Meeting. The Nominating Committee shall ideally consist of five members, two from the Board of Directors and up to three from the membership.

7.2 Nominating Committee Responsibilities

This Committee is responsible for selecting a full slate of candidates for election to the Club's Board of Directors, both recruited and those who have submitted a written submission to the Board. Those nominations shall be presented to the Board of Directors no later than 21 days before an Annual General Meeting in the year which an election is to be held. Each nominee must be a member in good standing, and indicate acceptance either verbally, in writing, or by email, prior to the commencement of elections. Nominations from the floor at the Annual General Meeting will NOT be accepted.

The Board reserves the right to appoint Director candidates into vacant positions after the 21- day period with the input of the Nominating Committee.

Existing board members will indicate their interest in remaining in their position at least 21 days prior to the Annual General Meeting.

The Board ideally should strive for a diversity of members, including members with skaters across skating levels.

7.3 Other Committees

The Board may form other committees, or appoint chairs, as the Club requires, including, but not limited to: finance committee, membership committee, skating program committee, ice show committee, test committee, music committee, club competition committee, and/or a synchro committee.

VIII. AMENDMENTS

8.1 Right to Submit, Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the Constitution or bylaws of the Club. This proposal must be submitted in writing to the Club Board of Directors. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 30 days before the respective meeting. No amendment to the Constitution or By-laws of the Club shall be accepted from the floor at any meeting.

8.2 Interim Amendments

By-laws may be enacted or amended by a majority vote (50% plus 1) of the Board of Directors whenever required. Such By-laws or amendments must be presented at the next General Meeting for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year.

8.3 Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 50%+1 of those eligible to vote that are present in person at an Annual General Meeting of the Club.

8.4 Effective Force of Amendments to By-laws

All amendments to the By-laws shall come into force immediately or on a date specified for same if they are passed. All such amendments shall be submitted to the National Office of Skate Canada and Skate Ontario.

8.5 Robert's Rules of Order

Roberts' Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Club may adopt.

APPENDIX A

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

Roberts Rules Cheat Sheet

To:	You say:	Interrupt Speaker	Second Needed	Datatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp, etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Datatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair Decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Yes	No	No	No	2/3
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Adopted by:

Silver Blades Skating Club Incorporated on June 15, 2023

Jo Ann Macmillan
President

Date

Catherine Marcolin
Secretary

Date

Reviewed:

Date	Name	Exec Board Member Position
October 20, 2023	Sarah Knight	Vice President