

**Constitution of Northeast Ice Skating Club at Valley Rinks**  
(formerly Skating Club of Andover)

Member Club of the United States Figure Skating Association

Adopted: February 6, 2003  
Revised January 15, 2004  
Revised May 6, 2004  
Revised May 19, 2007  
Revised June 10, 2008  
Revised September 1, 2010  
Revised September 20, 2014

**Article I**  
**Name and Corporation**

**Section 1. Name.** The organization shall be known as Northeast Ice Skating Club (NEISC) at Valley Rinks.

**Section 2. Incorporation.** The club was incorporated under the Laws of the State of Massachusetts. March 19, 2003

**Section 3.** The four officers of the Club shall be the four officers of Incorporation.

**Section 4. Corporate Seal.** The Corporate Seal shall be maintained on file in the Club Office.

**Section 5.** This club shall have its headquarters in the Haverhill Valley Forum in Haverhill, Massachusetts.

**Article II**  
**Purpose & Club Mission**

The Purpose of the Club is to encourage and promote the instruction, practice and advancement of the members in any or all of the disciplines of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; and to carry out the general policies and objectives of the United States Figure Skating Association.

The Club Mission is as follows: The Northeast Ice Skating Club is a non-profit organization dedicated to promoting the sport and artistry of figure skating by connecting with our community and schools to provide recreation, athletic training, personal and team mentoring, education, and social experiences to our youth. We will utilize the Club and its members to develop high self-esteem and a sense of accomplishment for youth and adults in our local area and throughout the region.

## **Article III Officers**

**Section 1. Titles.** The officers shall be the President, Vice-President, Secretary and Treasurer. All officers must be members of the USFSA who have designated the corporation as their home club.

**Section 2. 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 of Directors. The President shall have the entire supervision and management of the Club and its property pending the action the Board of Directors; the power to suspend any member for violating the by-laws or regulations of the Club, pending the approval of the Board; to call special meetings and Club meetings. The President, together with the Secretary, shall sign all agreements and contracts made by the Club upon the approval of the Board.

**Section 3. 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 duties and officiate in his/her stead.

**Section 4. 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 Board meeting. Disbursements shall be made only upon vouchers approved by the Board of Directors. The Board of Directors has the power, whenever they deem it necessary, to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board of Directors, or in a securities approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer and/or the President or another designated officer or member of the Board of Directors. The Treasurer shall not withdraw from the Club's savings account or other investment any funds earned in a prior year, except upon the vote of a majority of Directors. The Treasurer shall prepare a yearly financial report to the accountant for preparation of all year-end filings for all government agencies where required.

**Section 5. Duties of the Secretary.** It shall be the duty of the Secretary to keep the "minutes of the meeting" of the club and of the Board of Directors, to supervise all reports and documents connected with the business of the Club, and to issue notices of all meetings of the Club and Directors.

**Section 6. Vacancies.** If any of the foregoing offices become vacant by reason of death, resignation, removal or otherwise, the Board of Directors shall elect a successor who shall hold office for the remainder of the term.

**Section 7. Removal.** Any officer or director may be removed from the Board by the unanimous vote of the Directors at a special meeting called for the purpose, except the Director under consideration for removal shall not vote. Such removal, once approved, shall be without prejudice to other contractual or membership rights, if any, of the person removed from the Board. Election to the Board in itself does not create contractual rights.

## **Article IV**

### **Board of Directors**

**Section 1. Qualifications.** Directors must be voting members of the corporation who have designated the corporation as their Home Club under the applicable rules of the United States Figure Skating Association.

**Section 2. Number of Members.** There shall be a Board of Directors composed of no fewer than nine (9) members of the Club. In no event may an officer on the Board of Directors be an ineligible person as defined in the USFSA rulebook, ER 1.04, a restricted person (as defined in the USFSA rulebook, ER 1.03) or a coach. One restricted person, one ineligible person and coaches with eligible status may serve as directors as long as they do not collectively constitute a majority of the Board of Directors. In addition, eligible coaches may serve as officers so long as collectively, they do not constitute a majority of the total officers on that board.

**Section 3. Term of Office.** The Board shall be elected each year at the regular meeting of the membership, and they shall serve for a period of one year.

**Section 4. Vacancies.** In the event of a vacancy on the Board of Directors, it shall be filled by vote of the remaining directors by a senior member in good standing who has been a Club member for at least six (6) months. Such appointed Director shall fill the remainder of the term of the vacated Director position or shall complete the year.

**Section 5. Quorum.** Two thirds of the Board shall constitute a quorum.

**Section 6. Meetings.** The Board of Directors shall meet at least once in every month during the skating season, with no less than nine (9) meetings during the calendar year. The date of such meetings shall be stated by the President or, in his/her absence, by the Vice-President. Any four (4) members of the Board may call a Board meeting upon written notice to all the members of the Board of Directors at least seven (7) days prior to the meeting. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

**Section 7. Authority.** The Board shall have the 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. The Board shall make such rules as they deem proper respecting the use of the Club's property, prescribe rules for the admission of strangers; fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them. The Board shall appoint a Membership Chair, a Test Chair, and other committee chairs as the Board may choose to create from time to time.

**Section 8. Financial Duties.** The Board of Directors shall make all appropriations from the funds of the Club. The Board of Directors shall audit records of the Secretary, Treasurer, and other committees. They shall prepare and submit to the stated annual

meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board.

**Section 9. Board Member Limitation.** The office of the board member shall be ipso facto vacated:

- a) If he/she is found to be mentally incapacitated
- b) If he/she is convicted of a felony
- c) If by notice in writing to the Club he/she resigns his/her office

**Section 10. USFSA Delegates.** The Board shall appoint from among its registered eligible members 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 the USFSA Bylaws, Article XV. The delegate(s) shall be representative(s) between the Club and the Association and shall attend the USFSA Governing Council meeting, either in person or by proxy. Said Club shall file of certificate of such appointment with the Association and the certificate shall be provided by the Association.

## **Article V Elections**

**Section 1. Time.** The date for the Annual Meeting and Elections shall be determined by the Board no later than ninety (90) days prior to the end of the current fiscal year. Elections shall be held on a date that is prior to the beginning of the fiscal year for which such officers and directors are chosen.

**Section 2. Nominating Committee.** Each year a nominating committee shall be appointed by the Board of Directors or the President at least sixty (60) days in advance of the annual election. This committee shall consist of one (1) member of the Board and one (1) full representing members of the Club who is not a member of the Board; *OR* two (2) members of the Board. The names of the candidates selected by the nominating committee shall be sent to each Board member by the Nominating Committee prior to the date of the May Board meeting. The Board will approve the final ballot recommended by the Nominating Committee no later than the date of the May Board meeting.

**Section 3. Voting.** Approved ballots shall be mailed to all members at least twenty (20) days before the date set for counting votes. Members may cast their ballots by mail addressed to the Secretary, at a ballot box location designated by the Board, or in person at a meeting held which part of, or the entire, agenda is designated for casting of the ballots. Ballots not received in time to be counted shall be invalid. Any meeting held for the purpose of voting shall be open to all members, though the actual counting of the ballots shall be conducted under the supervision of the Secretary or such other person as the Board of Directors may designate.

**Section 4. Records.** The Secretary shall preserve the records of an election for at least one (1) year.

## **Article VI Membership**

**Section 1. Candidates.** Candidates for membership shall be individuals interested in the objectives of the Club who conform to the definition of eligible or ineligible skater as specified in the rules and constitution of the United States Figure Skating Association.

**Section 2. Classes of Membership.** Details of each Membership Class are included in the Standard Membership Package provided to all Club Members. The following is a summary of each membership class. In the event any conflict arises between this and the Membership Package, the information in the Membership Package shall govern.

- a) *Senior Members, who shall have attained the age of eighteen years as of the first day of October of the current membership year, who shall be representing members of the club and have all privileges.*
- b) *Junior Members, who are under the age of eighteen years as of the first day of October of the current membership year, who shall be representing members of the club and have all privileges.*
- c) *Associate Skating Members, non-representing members of the club who shall not vote or hold office, but shall have all other privileges including skating.*
- d) *Non-Skating Associate Members, who shall not hold office and shall have all other privileges except skating. (This can be a reduced fee – parents, etc.)*
- e) *Honorary Members, who may be conferred by the unanimous vote of all members of the Board of Directors and shall be exempt from initiation fees and dues.*
- f) *Collegiate Members, who may be conferred by the majority vote of all members of the Board of Directors and shall be for a term of 4 years.*

**Section 3. Application for Membership.** Applications for admission, with appropriate fees, shall be submitted to the Membership Chair (or President) and the Membership Chair shall submit all applications to the Board of Directors for their approval. Membership applications shall be voted on by the Board within sixty (60) days of their receipt. No person shall be elected a member if three or more members of the Board shall object to the election of such person. Rejection may not be discriminatory as to age, race or religious preference. Each new member shall be notified by the Membership Chair.

**Section 4. Termination & Suspension of Membership.** Any member's membership may be terminated by a majority vote of the Board of Directors. Notice shall be given to said member by registered mail at his/her address as it appears on the Club records within ten (10) days of the termination. 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. Appeal rights shall be as governed by the USFSA rules and by-laws.

**Section 5. Voting Rights.** The Board of Directors shall determine the classes of membership and the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to each class of membership. There is not a requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions.

a) *Senior members and junior members shall be entitled to voting rights. Junior members under the age of eighteen (18) at the time of voting may be represented by a parent of legal guardian.*

## **Article VII Club Meetings**

**Section 1. Time.** There shall be at least one annual stated Club membership meeting each year. A stated meeting shall be held within one month after the skating season opens in the fall or within one month after the skating season closes in the spring.

**Section 2. Special Meetings.** The Secretary shall call special meetings at the direction of the President or upon written request of ten (10%) percent of the Club members in Good standing.

**Section 3. Quorum.** Thirty (30%) percent of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

**Section 4. Notices.** Notices of stated and special meetings shall be mailed by the Secretary to every member at least ten (10) days in advance thereof, and/or posted for the same length of time on the Club bulletin board.

**Section 5. Special Meeting Limitation.** No business shall be transacted at a special meeting except that of which notice was given.

## **Article VIII Discipline & Conflict Resolution**

**Section 1. Complaints.** Any member or members having complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report same, in writing to the Board of Directors. Such complaint shall set forth the facts of the case, together with the names of witnesses, if any. After receiving such complaint, a meeting of the Board of Directors shall be called by the President and be held as soon as practical to investigate same. The President, or his/her designee, shall preside at the meeting. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least ten (10) days prior to a hearing date. At the conclusion of the hearing/meeting, the Board shall meet in Executive Session to discuss and vote upon the appropriate penalty for wrongful conduct. The decision by a majority of Board members in attendance for such vote shall be final.

In the event the Board of Directors receives a complaint involving a member of the Board, said Board member shall recuse him/herself from all meetings related to the complaint.

**Section 2. Suspension or Termination of Membership.** A membership may be suspended or terminated for Cause (as defined below) by the Board. Except as provided in this section, no membership shall be suspended for more than thirty (30) days, or terminated, without first providing the member an opportunity for a hearing before the Board, including an opportunity to demonstrate (orally or in writing) why the member should not be suspended or terminated. The member shall be given not less than ten (10) days prior written notice of the hearing, and the notice shall specify the reasons for the proposed suspension or termination. The President (or if the President is unavailable or has a conflict of interest, a designee appointed by the Board) shall preside at such hearing. Written notice must be given and either delivered in person or mailed to the home mailing address of the member in question.

“Cause” shall be defined as nonpayment of dues or assessments; violation of any U.S. Figure Skating or NEISC Rule, Code of Conduct or Code of Ethics; dishonesty; fraud; act or threat of violence, vandalism, theft or destruction of property; violation of law; or any other conduct which, in the determination of the Board, has an adverse impact on the health, safety, operations, well-being, or reputation of NEISC.

Any member may be immediately suspended without a hearing by the Board on a temporary basis, not to exceed thirty (30) days, until such time as a full hearing may be held, upon a determination by a majority vote of the Board that the member poses a threat to the health, safety, operations, well-being, or reputation of NEISC.

Suspension or termination of membership does not entitle the suspended or terminated member to a refund or abatement of dues, or relieve the suspended or terminated member from any obligations for charges incurred, services or benefits actually received, dues, assessments, or fees arising from contract or otherwise. Upon suspension or termination of a member, the President shall immediately notify U.S. Figure Skating of the suspension or termination.

## **Article IX Fees, Dues and Assessments**

**Fees.** The annual dues payable to the corporation shall be in such amount as determined from time to time by the Board of Directors.

## **Article X Fiscal Year**

The fiscal year shall run from July 1 through June 30 until such time as the Board of Directors adopts a different fiscal year.

**Article XI**  
**Membership in the USFSA**

The Club shall maintain its membership in the USFSA and conduct its affairs in a manner consistent with the by-laws of that association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by the USFSA and the United States Olympic Committee.

**Article XII**  
**Amendments to By-Laws**

These by-laws may be amended by a two-thirds vote at a regular meeting of the members, provided a thirty (30) day notice of the general nature of the proposed amendment(s) has been mailed to all eligible voting members. The amendment vote requires two-thirds majority of the eligible voting members to approve the amendment. Proxies may be used for voting purposes.

**Article XIII**  
**Board Membership Requirements**

Club members must have 2 years of membership (or their child) in good standing to be eligible for Board positions. Any nominee that does not meet this requirement may be made eligible if appointed and approved by the Board.

**Article XIV**  
**Club Name Change**

Effective Sept. 1<sup>st</sup> 2010 the Skating Club of Andover changed their name to the Northeast Ice Skating Club at Valley Rinks as voted by the board of directors on August 27, 2010.