

THE LAKEWOOD WINTER CLUB

BY-LAWS

ARTICLE I

Name and Purpose

Section 1: The name of the organization shall be the LAKEWOOD WINTER CLUB. For designation purposes, it is referred to in these by-laws as LWC.

Section 2: The purpose of the LWC shall be to operate a non-profit social organization promoting the activities of amateur figure skating through the rules, by-laws and guidelines of the United Figure Skating Association (USFSA)

ARTICLE II

Fiscal Year

Section 1: The fiscal year of the LWC shall begin on May 1st of each year and ending on the April 30th of the following year.

ARTICLE III

Membership

The LWC does not discriminate in membership based on sex, age, race, national origin, religion, disability, and/or handicap.

Section 1: How does one become a member of the LWC?

Before accepting an applicant as a member of the LWC, the Board of Directors shall review the membership application and approve the membership with a majority of a quorum of the Board of Directors. The LWC shall have classes of membership as set forth more fully in this Article of the By-laws.

Section 2: What are the classes of membership of the LWC?

- A. The LWC has four classes of Regular Memberships designated as Adult, Coach, Parent, and Judge. Election as a Regular member is at the discretion of the Board of Directors.
- B. The LWC has four classes of Special Memberships designated as Junior, Associate, Patron and Tot. Election as a Special member is at the discretion of the Board of Directors.

Section 3: What are the privileges of a Regular Membership?

The privileges as a Regular Member include, but are not limited to

- A. The right to vote and hold office
- B. Use of the Club facilities
- C. Participate in the Club's activities and programs
- D. Represent the Club in competition and exhibitions
- E. Test at the Club facilities
- F. Purchase Club apparel
- G. Access to the Club's skating director and club choreographer
- H. Inclusion in the policies under administration
- I. Participate in the club's social events
- J. Receive Club awards for accomplishments
- K. Receive the benefit of scheduled freestyle sessions
- L. Receive allocations
- M. Receive membership in the USFSA
- N. Introduce guests to the Club
- O. Sponsor Candidates for Club membership, and
- P. Vote on all matters relating to the Club at meetings of the membership.

Section 4: What is a Regular Adult Membership?

A Regular Adult Member may compete for and receive benefits from the LWC

- A. A Regular Adult Membership is available to a skater who is eighteen (18) years of age or older at the time of registration or renewal and is proposed by the Membership Committee.
- B. A Regular Adult Member must train at Sprinker Recreational center, be coached by a LWC Regular Coach Member, and reside in the state of Washington.
- C. The Club encourages and recommends that the Regular Adult Member attend the Club's Annual Meeting as well as participate in volunteer and fundraising activities for the benefit of the Club.
- D. The Club encourages the Regular Adult Member to support and participate in the Club's Ice Show.
- E. The LWC Board of Directors shall consider written requests for Adult Regular Membership from an adult skater who attends a college, university, or trade school outside the state of Washington. The adult skater must have previously been a Special Junior Member of the LWC. The adult skater's request must state clearly the reasons why the Club should extend a Regular Adult Membership to the adult skater. The Board of Directors shall review and vote on the written request.

Section 5: What is a Regular Coach Membership?

- A. A Regular Coach Member must teach and/or train at Sprinker Recreational Center.
- B. A Regular Coach Member shall encourage growth of new memberships without skill or age barriers.
- C. The Club encourages and strongly recommends that the Regular Coach Member attend the Club's Annual Meeting and may be required to attend by the Club's Skating Director.
- D. The Club encourages and recommends that the Regular Coach Member participate in Volunteer and fundraising activities for the benefit of the Club, including hosting the LWC Holiday Party.
- E. The Club encourages the Regular coach Member to support and participate in the Club's Ice Show.

Section 6: What is a Regular Parent Membership?

- A. A Regular Parent Member shall support and empower Special Junior Members to achieve their membership requirements and to actively participate as a Club Member.
- B. The Club encourages and recommends that the Regular Parent Member attend the Club's Annual Meeting as well as participates in volunteer and fundraising activities for the benefit of the Club.

Section 7: What is a Regular Judge Membership?

- A. A Regular Judge Member must provide continued support of Club test sessions.
- B. A Regular Judge Member must provide his or her support and expertise for Club sponsored events, such as May Blades, Critiques, Seminars, and Parents' Club.

Section 8: What are the limitations of a Special Membership?

Members under Special Membership classes are not entitled to vote on any matter relating to the Club or serve on the Board of Directors. The Board of Directors, at its discretion at any time, may terminate an entire class of membership or any single member within any class. No change from any Special Membership class to any other class of membership, Regular or Special, shall only be made unless pursuant to a vote of the Board of Directors at its discretion and upon payment of such fees as they pertain to the new class.

Section 9: What is a Special Junior Membership?

A Special Junior Member may compete for and receive benefits from the LWC.

- A. A Special Junior Membership is available to a skater who is less than eighteen (18) years of age or older at the time of registration or renewal and is proposed by the Membership Committee.
- B. A Special Junior Member must train at Sprinker Recreational Center, be coached by a LWC Regular Coach Member, and reside in the state of Washington.
- C. The Club encourages and recommends that the Special Junior Member attend the Club's Annual Meeting as well as participates in volunteer and fundraising activities for the benefit of the Club.
- D. The Club encourages the Special junior Member to support and participate in the Club's Ice Show.

Section 10: What is a Special Associate Membership?

- A. A Special Associate Member must be a full member in good standing with another USFS club.
- B. A Special Associate Member must pay all fees for this class and maintain a valid membership with the USFS.

Section 11: What is a Special Patron Membership?

- A. A Special Patron Member shall be a former Regular Member for at least five (5) years duration
- B. A Special Patron Member is a non-USFS member.
- C. A Special Patron Member maintains an interest in supporting the LWC and its skaters.

Section 12: What is a Special Tot Membership?

- A. A Special Tot Member must be no less than two (2) years old and no more than five (5) years old.
- B. The Club shall not require a parent to become a LWC member so that his or her child can be a Special Tot Member.
- C. A Special Tot Member cannot be a member of the USFS.

Section 13: What is an Honorary Membership?

The Board of Directors may award an Honorary Membership by unanimous vote to any person, in any class of membership, and may bestow such Honor upon individuals who the Board believes are deserving. The Board shall decide the term of such Honorary Membership. Honorary Members shall have all such rights and privileges of their particular membership class, but shall be exempt from the payment of membership dues.

Section 14: Can restricted persons in skating join as members of the LWC?

Yes. Restricted persons in skating and ineligible persons in skating as defined by the USFS may apply as members of the LWC. Ineligible persons, if otherwise qualified, may serve as a LWC officer. Only one ineligible person may serve on the LWC Board of Directors at a time.

ARTICLE IV Dues and Registration

Section 1: Membership dues shall be set and reviewed annually by the Board prior to June 1st of each year.

Section 2: Membership dues shall become payable 30 days prior to the USFS renewal date and shall become delinquent 30 days after the USFS renewal date.

Section 3: Members with delinquent dues and/or past due accounts with the LWC as of July 1st of each year shall lose all membership rights until such accounts are cleared.

Section 4: A member may pay for their volunteer hours at time of membership and waive the responsibility to volunteer throughout the year.

Section 5: VOLUNTEER HOURS will be PRORATED for NEW members that join after the first month of the membership year.

ARTICLE V Board of Directors

Section 1: The entire management of the LWC, its business affairs, assets and properties shall be vested in a Board of Directors referred throughout these By-Laws as the Board, consisting of nine Directors: eight elected Directors and the immediate Past President.

Section 2: The members of the Board shall be elected at the Annual Meeting of the LWC membership as outlined in Article VII of these By-Laws. Each year, four Directors shall be elected to serve two-year terms of office. In the event the current President shall be reelected, or shall be reason of prior election or reelection, continue as a Director after the expiration of the term as President, the predecessor as President shall be and remain the ninth member of the Board as Past President for the ensuing year.

Section 3: Directors shall be installed in office at the first Board meeting in May, and their terms of office shall run from May 1st to April 30th, two years hence.

Section 4: Directors shall be REGULAR members of the LWC in good standing. No more than one member of a family can serve on the Board of the LWC at any given time.

Section 5: If a Director's position should become vacant for any reason, the Nominating Committee shall be notified and shall submit to the Board a list of at least three qualified nominees to fill the position prior to the next Board meeting following the effective date of the vacancy. After reviewing the list, the Board shall select one member from the list to fill the vacated position for the duration of the term

Section 6: Any director who is absent from three consecutive meetings of the Board, or more than five Board meetings in total over a twelve month period, shall be called upon to show just cause to the Board why the Director should not be removed from the office. Should said Director fail to show cause to the satisfaction of the Board, the Board shall declare the position vacant, and the position shall be filled as outlined in Section 5 above.

ARTICLE VI

Board Meetings

Section 1: Regular meetings of the Board shall be held on a monthly basis as set by the Board. Notice of the regular meeting shall be mailed to each of the Directors by the Secretary at least five days prior to the meeting. This notice shall also contain the minutes of the previous regular meetings as well as the minutes of any special Board meetings held in the interim.

Section 2: Special meetings of the Board may be called by the President, or by request of two Directors. At least 24 hours notice of any special meeting shall be given.

Section 3: Board meetings shall be open to the membership of the LWC. Members wishing to present agenda items before the Board shall give adequate prior notice to the President and shall receive permission from the President to make such presentations. The Board reserves the right to conduct closed sessions on certain business items as deemed necessary.

Section 4: A majority of the Board (five Directors) shall constitute a quorum for transacting business at any meeting of the Board, except as noted. If less than a quorum is present, the meeting shall be adjourned until such a time that a quorum can attend. Matters regarding discipline or expulsion of an LWC member, removal of a Director from office, or dissolution of the LWC shall require a quorum of seven Directors.

Section 5: Except as otherwise noted, all decisions of the Board shall be made on a simple majority vote of those Directors present. A two-thirds vote of the Directors present shall be required for bestowing Honorary memberships. A two-thirds vote of the total number of Directors shall be required to take discipline or expulsion action against any LWC member, to remove a Director from office, or to approve Articles of Dissolution for presentation to the LWC membership.

ARTICLE VII

Membership Meetings and Elections

Section 1: The Board shall determine the time and place of any Membership meetings. There shall be at least one Membership meeting during the year for the purpose of nominations and elections of Directors and officers of the Board, and of members of the Audit Committee and shall be held during the month of April.

Section 2: Each REGULAR member shall be mailed a written notice of the date, time, place, and agenda of any membership meeting at least 20 days prior to the date of the meeting.

Section 3: One-third of the REGULAR members shall be required to be represented, either in person or by their valid absentee ballot, in order to constitute a quorum. If less than a quorum is represented, no official business shall be transacted and the meeting shall be adjourned until such time that a quorum can be represented

Section 4: Voting privileges shall be held only by REGULAR members who have been members since the preceding September. REGULAR members may vote in person at the annual meeting or by an absentee ballot postmarked at least five calendar days prior to the annual meeting (U.S. mail only). All absentee ballots will be opened at the meeting and verified by the Membership chairperson and the Secretary.

Section 5: The Nominating Committee shall propose a slate of candidates for election to the Board of Directors to the membership. This list shall be included in the notice of the Annual Meeting sent out to the members. All nominees must meet the qualifications listed in Article V of these By-Laws and must be willing to serve. Write-in nominations will no longer be accepted on the ballots.

Section 6: Following the election of Directors to the Board at the Annual Meeting, nominations, and elections shall be held in a similar fashion to fill out the offices of the President, Vice-President, Secretary, and Treasurer. Nominees for each office shall be Directors of the Board. Those elected to officer positions shall serve a one-year term of office.

Section 7: Following the election of Officers at the Annual Meeting, nominations shall be held in a similar fashion to fill the three positions on the Audit Committee. Candidates for the Audit Committee shall be REGULAR members in good standing. Audit Committee members shall assume office on May 1st and shall serve a one-year term of office.

Section 8: Special Membership Meetings may be called at the request of the President, two Directors, or five REGULAR members or 10 percent of the REGULAR membership (whichever is greater). At such a Special Membership meeting, only such business as specified in the agenda published in the notice of the meeting shall be conducted

Section 9: Unless otherwise noted, all decisions of the membership shall be made on a simple majority vote of those REGULAR members represented and voting. Election of the Directors to the Board and members of the audit Committee shall be by plurality vote. Articles of Dissolution, amendments to the Bylaws and amendments to the Articles of Incorporation shall require a two-thirds vote of those REGULAR members represented and voting.

ARTICLE VIII

Officers

Section 1: The elected officers of the LWC shall be a President, a Vice-President, a Secretary and a Treasurer. Each shall be elected at the Annual Meeting of the LW membership as outlined in Article VII of these By-laws. In addition, the President may appoint a non-board member to serve as Recording Secretary. If no such appointment is made, the Secretary shall assume the duties of Recording Secretary.

Section 2: If an elected officer should vacate the position while retaining the position as a Director, the Board shall elect another of their number to complete the term of office. Should an elected officer vacate both the office and the position as Director, the President shall temporarily assume the duties of the position until the vacated Director position has been filled, as outlined in Article V of these By-laws. At that time, the Board shall select one of their number to complete the term of the vacated office. This section shall not prevent the Vice-President from automatically succeeding to the office of President upon the vacation of that office,

however.

Section 3: The duties of the officers shall be as follows:

- A. **The President** shall preside at all meetings of the Board and at all Membership meetings. The President may call a special meeting of either the Board or the Membership. The President shall appoint all members of the Nominating Committee and shall appoint all chairpersons of all other committees except the Audit Committee, all with the approval of the Board. The President shall sign all contracts and obligations of the LWC, together with the Secretary and with the knowledge and approval of the Board. The President shall also perform all duties as are customarily vested in the President.
- B. **The Vice-President** shall perform the duties of the President when absent and serve in place of the President in the event of the vacation of that office.
- C. The Recording Secretary shall record the minutes of all special and regular meetings of the Board and of the membership.
- D. **The Secretary** shall keep on file the minutes of all regular and special meetings of the Board and of the Membership. The Secretary shall notify the members and the Directors of all regular and special meetings as herein provided. The Secretary shall conduct any necessary correspondence on behalf of the LWC, and shall sign, with the President, and contracts and obligations of the LWC.
- E. **The Treasurer** shall keep a full and accurate account of all receipts and disbursements of the LWC. The Treasurer shall be bonded at the expense of the LWC in an amount no less than Twenty Thousand Dollars (\$20,000) immediately upon taking office. The Treasurer shall have supervisory authority over the collection of membership dues, ice fees, test fees, and the like through the committees charged with these functions. The Treasurer shall prepare monthly statements of receipts and disbursements for the Board, and shall prepare an annual statement of the same for the Annual Meeting of the Membership. The Treasurer shall turn over to the Audit Committee all books and financial records within 30 days of the end of the term of office as Treasurer and upon receipt of a review request from the Audit Committee.

ARTICLE IX

Committees

Section 1: The LWC shall have the following permanent committees: Audit, Competitions, Club Sessions, Parents Club, Inter-Club, Membership, Newsletter, Nominating, Publicity and Tests and Judges. The President may with the approval of the Board, establish other special committees on a temporary basis as necessary.

Section 2: All members of the Nominating Committee and chairpersons of other committees except the Audit Committee shall be appointed by the President, approved by the Board, and shall serve at the pleasure of the Board.

Section 3: Except as otherwise noted, any member of the LWC may be a member of a committee Chairpersons of all committees and members of the Audit and Inter-Club Committees shall be REGULAR members in good standing.

Section 4: The duties and responsibilities of the permanent standing committees shall be as follows:

- A. **The Audit Committee** shall review all books and financial records of the Treasurer's term of office, and at any other time request by the Board or the membership. It shall perform its duties in a timely manner and report its findings to the Board and/or the membership as required.
- B. **Competitions Committee** shall coordinate all efforts on behalf of the LWC to help with any Inter-Club sponsored competitions, as well as to take charge of any competition that the LWC may choose to sponsor Any representative of the LWC on any Inter-Club competition shall be members of this committee.
- C. **The Club Sessions Committee** shall be responsible for supervising any LWC club session. It shall enforce the club rules and guidelines for the session as set by the Board. It shall cooperate with the Parents Club in organizing and supervising any special club session events.
- D. **The Parents Club** shall arrange for the accommodations and pleasure of any out-of-town guests of the LWC, and shall arrange and supervise any LWC parties, picnics, and other social functions. It shall help welcome new members to the LWC and support them as they are acquainted with the skating functions and activities plus general information regarding the club. It shall provide projects to strengthen the sport of ice skating and support of the LWC.
- E. **The Inter-Club Committee** shall be the LWC delegates to the Inter-Club Board and the delegates to the USFSA Governing Council This Committee shall represent the interests of the LWC at meetings of the Inter-Club Board and the USFSA Governing Council.
- F. **The Membership Committee** shall solicit and encourage new and renewal memberships in the LWC. It shall refer all new memberships to the Board for its review and approval. It shall keep the Club roster current, and shall keep the Board the various committees apprised of changes in members' status.
- G. **The Newsletter Committee** shall solicit information for, and publish for distribution to all LWC members, a periodical newsletter.
- H. **The Nominating Committee** shall propose a slate of candidates for election to the Board of Directors, as required for the elections at the Annual Meeting, and for any vacancies that may occur during the year as outlined in Article V, Section 5.
- I. **The Publicity Committee** shall be responsible for seeking and obtaining from the local media, publicity for any activities of the LWC that would be of interest to the public.
- J. **The Test and Judges Committee** shall organize and supervise text sessions as required for the progression of the LWC members through USFSA tests. It shall keep records of tests passed by LWC members. It shall keep records for the purpose of judge appointments, promotions, and maintaining existing appointments for LWC members who are USFSA Judges and Trial Judges.

ARTICLE X

Discipline

Section 1: Any LWC member shall be subject to a discipline inquiry by the Board upon filing by any other LWC member with the President or the Secretary of a written accusation of incompetence, failure to live up to the rules, regulations, or by-laws of the LWC and the USFSA, or conduct injurious to the reputation of the LWC and its members. The Board may have a hearing to consider the matter with such care as circumstances may require. Such a hearing may be held only after at least twenty days have passed since the filing of the accusation and only after the accused has been given twenty days notice of such a hearing.

Section 2: If upon examining all the facts presented of said circumstances, the Board shall find the accused member innocent of the accusation, the Board shall notify those who filed the accusations, as well as the member accused, of their finding

Section 3: If the Board shall find the accused guilty, the Board shall have the right to take such action, as they deem necessary under the circumstances, including expulsions from the club, or in the case of a Director, removal from the Board.

Section 4: Quorum and voting requirements for the hearing and cession process shall be as indicated in Article VI of these by-laws.

Section 5: Acceptance of Benefits: No LWC member shall engaged in any transaction on behalf of the LWC in which the LWC member will personally receive a benefit of money, property or serviced sot which the member is not legally entitled. This shall include, not be limited to, acceptance of said benefits of money, property, or services obtained from vendors doing business with the LWC.

ARTICLE XI

Dissolution

Section 1: Any resolution to dissolve the LWC shall be approved by the board as required by Article VI of the by-laws, and upon submittal to the members at a Membership meeting shall be approved by the members as required by Article VII of these by-laws.

ARTICLE XII

Amendments

Sections 1: These By-Laws, or any section thereof, may be amended, repealed, or replaced by new By-Laws at any Membership meeting, if any such proposal was included in the agenda as sent out in the notice of the meeting and that the members as required by Article VII of the By-Laws approve the proposal.

Section 2: Amendments may be proposed by the Board, by a special committee established by the Board for the purpose of By-Laws review, or by a proposal made and signed by five REGULAR members or ten-percent of the REGULAR membership (whichever is greater).

ARTICLE XIII

Rules

Section 1: The rules contained in *Robert's Rules of Order*, Revised shall govern in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE XIV
Lakewood Skating Foundation

Section 1: The members of the Board of the Lakewood Winter Club shall serve on the Board of Directors of the Lakewood Skating Foundation.