

CONSTITUTION OF THE

Name of Club: TRINITY PLACENTIA FIGURE SKATING CLUB

Club Number: 1001133

Date of Incorporation: 1978

Date of Revision to Constitution: June 2026

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be Trinity Placentia Figure Skating Club hereinafter called the Club.

ARTICLE 2: SKATE CANADA

a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit club, that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members [Skate Canada By-law 1100 (3)].

1. b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada. [Skate Canada By-law 1201 (1) (c) (ii), 1201 (1) (c) (viii) and 1201 (1) (c) (ix)]

1. c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada

By-law 1201 (1) (c) (iv).

1. d) The Club is located in the Newfoundland & Labrador Section of Skate Canada.
See

Skate Canada By-law 1503 for definition of Sections.

ARTICLE 3: PURPOSE OF THE CLUB

1. a) The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of Skate Canada.
1. b) The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered Members of Skate Canada in good standing [By-law 1201 (1) (c) (iv)] 8
1. c) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
1. d) The Club shall operate only Skate Canada figure skating and skating programs.
1. e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

ARTICLE 4: BY-LAWS OF THE CLUB

- 1 a) The By-laws, appended to this Constitution, shall describe the organization and functions of the Club and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.

1 b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws [Skate Canada By-law 1201 (1)(c) (iv)].

1 c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a Club has precedence over any inconsistent Skate Canada by-law relating to that Club. [Skate Canada by-law 1201 (1) (c) (iv).] 9

BY-LAWS OF THE

TRINITY PLACENTIA FIGURE SKATING CLUB

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all, irrespective of sex, age, creed or color.

By-law 2: 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 regulations as made by the Board of Directors of the

Club.

By-law 3: Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada. (See Skate Canada By-law 1201 (1)

(c) (ix), Skate Canada By-law 1202 (1) (a), Rule 2101, Policies and Procedures.)

By-law 4: Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within 30 days of the date set for payment, unless other arrangements are made through the Club Hardship Policy (See TPFSC's Club Policy Document). Members in arrears shall be notified of the error in writing and will not be permitted to participate in club sessions until in good standing status.

By-law 5: 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. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

By-law 6: Suspension and Expulsion from the Club

The Board of Directors may suspend or expel a member of the Club for acting contrary to the Bylaws, Rules and Regulations of Skate Canada or of the Club. The Club Board shall develop a suspension and expulsion policy in accordance with the Skate Canada Complaint, Suspension and Expulsion Policy and Procedure that contains a provision for suspending or expelling of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures. See Skate Canada By-law 1204.

By-law 7: Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

Individual membership: Non-skating members who have paid the fees as set by the club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

Active Membership: All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members) Note that if rights and privileges differ between members of different Skating Programs, this differentiation must be clearly specified.

Special Membership: Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada.

Partial Membership: All eligible skaters who are Associate Member or Restricted Member of

Skate Canada through another **Home** Club and have paid a reduced fee as set by the Club.

Honorary Membership: The Annual Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not vote at meetings of the Club unless otherwise qualified. They may have a voice at the meetings of the Club.

Restricted Membership: A restricted member is an individual who is a paid employee (of the

Club, Section or Association), a non-active coach, a performing professional skater or a professional dance partner. A restricted member is permitted to hold elected office, and may

vote at meetings, is not permitted to compete in competitions and is not permitted to officiate at tests or competitions. See Skate Canada By-law 1201 (1) (c) (xi), By-law 1202 (2) and Rule 2001.

Active Member (Non-voting rights) or (Restricted Voting Rights) – An active member (Nonvoting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights. [Skate Canada By-law 1201 (1) (c) (i) and 1202 (1) (e)] 12

LIABILITY

By-law 8: 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 [Skate Canada By-law 1201 (1) (c) (viii)].

CLUB MANAGEMENT

By-law 9: Members of Board of Directors, Committees and Club Delegate to Skate Canada

The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age and be eligible persons (with the exception of the Coaching Representative) as defined by Skate Canada Rules.

By-law 10: General Management of the Club

The general management of the club shall be vested in a Board of Directors consisting of: immediate Past President, President, Vice-president, Secretary, Treasurer, seven Directors at large (Canskate coordinator, STARskate Coordinator, Synchrono Coordinator, Registrar, Fundraising Chair, Test Chair, & Ice Show Coordinator) and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for 2 year terms at the Annual General Meeting. The President and Vice-President as well as Synchrono Coordinator, Ice Show Coordinator, Fundraising Chair,

Competition Chair & StarSkate Coordinator shall be elected in even numbered years and the Secretary, Treasurer, Registrar, CanSkate Coordinator, and Test Chairperson shall be elected in odd numbered years. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. The coaching representative shall be elected as per Skate Canada by-laws.

By-law 11: Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

By-law 12: 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. 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. [Skate Canada Bylaw 1420 (5)] 13

By-law 13: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting of the Club may be filled until the next annual General Meeting by a majority vote of the remaining members of the Board of

Directors or in the case of the Coaching Representative, by the coaching staff.

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, 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.

By-law 15 a: Role of President (2 year term)

The President shall act as Chair of all Board of Directors and general meetings and shall only vote in the case of a tie. In his/her absence, the Vice-president will fill this duty.

By-law 15 b: Role of Vice President (2 year term)

The Vice President shall chair general meetings in the absence of the president. The Vice President shall also act as liaison between the Manager of the stadium facility and represent The Club on the stadium's board of directors.

By-law 15 c: Role of Past President (2 year term)

The Past President shall be ex-officio and shall hold office until a new President has been duly elected.

By-law 16 a: Role of Treasurer (2 year term)

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis 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. The Treasurer, President, and Vice-President shall all have signing authority for cheques and legal documents.

By-law 16 b: Role of Secretary (2 year term)

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.

By-law 16 c: Role of Registrar (2 year term)

The Registrar shall ensure the proper organization and scheduling of registrations programs run by the TPFSC, maintain a database(Uplifter) of all members of the TPFSC. The Registrar shall ensure that current TPFSC membership is updated with Skate Canada through their online registration system and perform any other duties deemed necessary by the Board.

By-law 17 a: Role of Synchro Coordinator (2 year term)

The Synchro Coordinator shall oversee the organization and operation of the program for all Synchro teams. The synchro coordinator shall ensure that proper arrangements have been made for any travel for competitions. The Synchro Coordinator shall work with the Fundraising Chair if synchro fundraisers are necessary, and shall perform any other duties deemed necessary by the Board.

By-law 17 b: Role of StarSkate Coordinator (2 year term)

The StarSkate Coordinator shall oversee the organization and operation of the program. They shall work with the StarSkate Technical Director throughout the season to organize events within the program and shall work with the Ice Show Coordinator for ice show preparations. They shall provide notices of scheduling and other pertinent information about the program to all those registered or their guardians and perform any other duties deemed necessary by the Board.

By-law 17 c: Role of CanSkate Coordinator (2 year term)

The CanSkate Coordinator shall oversee the organization and operation of the program. They shall work with the CanSkate Technical Director throughout the season to organize events within the program and shall work with the Ice Show Coordinator for ice show preparations. They shall provide notices of scheduling and other pertinent information about the program to all those registered or their guardians and perform any other duties deemed necessary by the Board.

By-law 18 a: Role of Ice Show Chair (2 year term)

The Ice Show Chair shall oversee all aspects of planning and organizing for the Annual Ice Show and perform any other duties deemed necessary by the Board

By-law 18 b: Role of Fundraising Chair (2 year term)

The Fundraising Chair establishes fundraising goals in conjunction with the board and makes sure that legal requirements related to fundraising are fulfilled. The Fundraising Chair shall help advertise fundraising opportunities for club members and help advertise fundraising events in the community. The Fundraising Chair will ensure all fundraising fees are tracked on Uplifter once a club fundraiser has finished and will perform any other duties deemed necessary by the Board.

By-law 18 c: Role of Test Chair (2 year term)

The Test Chair shall ensure that testing that is required for skaters is scheduled and carried out with consultation of the coaches, shall ensure that all test sheets are filled out and monies are collected prior to test day, shall ensure all test sheets are collected and filed within the time frame. The Test Chair shall also perform any other duties deemed necessary by the Board.

By-law 19 a: Role of Coaches Representative (1 year term)

The Coaches Representative shall be an active and returning coach and they must be 18+ not participating in youth programming(StarSkate or youth synchro).

The Coaches Representative shall vote and attend Board meetings and act as a liaison between the coaches and the Board with the best interest of all coaches in matters pertaining to policies, procedures and individuals. The Coaches Representative shall ensure that the coaches with TPFSC are all in “good standing” with Skate Canada, communicate with all TPFSC coaches to ensure they are informed on coaching opportunities within the club and the province, and they shall perform any other duties deemed necessary by the Board.

By-law 19 b: Role of Technical Directors – StarSkate, CanSkate, & Ice Show (1 year term)

The technical directors of each skating program will be responsible for the coordination of on-ice program delivery. They will communicate with parents and guardians in regards to

the operations of each program, and field questions and concerns. They will be assisted by the StarSkate, CanSkate, & Ice Show coordinators who sit on the Board of Directors.

By-law 20 a: Committees – President as ex-officio member

The President shall be an ex-officio member of all committees.

By-law 20 b: Committees - Appointment

The President shall appoint standing Committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their Committee members to the President for approval.

By-law 20 c: Committees: Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the Club and be Associate Members of the Association. Skate Canada By-law 1201 (1) (c) (ii).

By-law 22: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's

Rules of Order in all cases in which they are applicable and consistent with the By-laws or special rules of the Association (Skate Canada By-law 1603).

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 23

The Club Delegate to Skate Canada and/or the Section 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. The Club shall appoint a Councilor and an alternate Councilor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councilors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

ANNUAL GENERAL MEETING

By-law 24: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held at the end of the season and members will be given 15 days notice via email. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 10% per cent of Club Members. A quorum for an

Annual General Meeting or Special Meeting shall be 10% per cent of the eligible-voting members. Skate Canada By-law 1201 (1) (c) (i) requires that each club hold an annual meeting.

Note that the required quorum should be 10% of your voting membership.

By-law 25: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 15 days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-laws, a complete list of the positions/roles up for election and detailed procedures for nominating a member.

By-law 26: Voting on Club Elections

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.

By-law 27: Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club members who are registered as Associate Members of Skate Canada and are 18 years of age, to the Club Coaching representative(s) and to Special Members of the club voting on behalf of their underage children (who are members of the Club and registered as an Associate Member of Skate Canada). Special Members shall be restricted to one vote per family regardless of how many children are in the family.

By-law 28: Order of Business

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

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Amendments to the Constitution and By-laws
- President's Report
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- New Business

AMENDMENTS

By-law 29: 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 21 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.

By-law 30: 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.

By-law 31: Voting of Amendments

Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an Annual General Meeting of the Club.

By-law 32: Effective Force of Amendments to By-laws

All amendments to the By-laws, upon receiving approval of any general or special meeting of members and upon approval of the provincial government, (if applicable) shall come into force immediately or on a date specified for same. All such amendments shall be submitted to Skate

Canada. Skate Canada reserves the right of refusal of any amendment. Such refusal shall only be made if the intent of such amendment is to violate, in principle or spirit, any Skate Canada Rule and/or By-law.

FUNDS

By-law 33

The Treasurer shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-law 34

All disbursements of club funds shall be by cheque or other auditable document.

By-law 35

The treasurer shall prepare a year-end financial statement of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club.

By-law 36 Dissolution

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

By-law 37

The TPFSC will provide a Travel Bursary of a \$100 that given to Trinity Placentia skaters who travel outside of Newfoundland and Labrador to compete to help with the cost of travel. Each skater is capable of receiving the travel bursary once per season.

COMMITTEES

Committees listed below are the most likely 'Standing' Committees that a Club will require, if needed. Terms of reference for each Committee shall be approved by the Club Board of Directors. (For small clubs, a Chair may replace a Committee. For medium to large clubs, a Committee of 2-5 people is suggested.)

By-law 38: Skating Programs Committee

This committee will consist of the CanSkate, StarSkate and Synchro Coordinators as well as coaching representatives from each program. The purpose of the committee is to generate policies in relation to skating programs, plan activities and other extra-curricular events for skaters in the programs, communication to all skaters and their families, and further program development.

By-law 39: Ice Show Committee

This committee will be responsible for the organization, developing, planning and execution of the annual ice show. Membership to include CanSkate & StarSkate Representatives, a coach representative as well as parent volunteers across all program areas.

By-law 40: Test Day Committee

This committee will be responsible for the development, planning and execution of test days throughout the skating year. The Test Chair on the Board of Directors will be the chair of this committee. Representatives to include the StarSkate Coordinator, coach representative, and other interest general StarSkate Representatives.

By-law 41: Financial Committee

The financial committee will meet prior to the beginning of every season to calculate the cost of operation of each program. Treasurer will be the Chair of this committee.

Committee membership to include Vice-President, Secretary, Treasurer, StarSkate Coordinator, Synchro Coordinator and CanSkate Coordinator.

By-law 42: Synchro Committee

The Synchro committee will meet prior to the beginning of the season to make recommendations to the board in regards to policy, fees, as well as other synchro related issues. They will continue to meet throughout the season for synchro planning purposes. The committee shall consist of the synchro coaches, synchro coordinator, as well as the managers of each team.