

CONSTITUTION AND BY-LAWS  
OF THE  
PITTSBURGH FIGURE SKATING CLUB, INC  
Pittsburgh, Pennsylvania

Member Club of  
The United States Figure Skating Association (USFSA)

Adopted:	September 3, 1963	Revised:	September 28, 1970
			January 31, 1988
			May 1, 1999
			June 7, 2013

ARTICLE I - NAME AND INCORPORATION

Section 1. NAME The Organization shall be known as The Pittsburgh Figure Skating Club, Inc.

Section 2. INCORPORATION The Club was incorporated under the Laws of the State of Pennsylvania, at No. 3020 January Term, 1946, on December 14, 1945

Section 3. OFFICERS OF CORPORATION The four officers of the Club shall be the President, Vice President, Secretary, and Treasurer.

Section 4. CORPORATE SEAL The Corporate Seal shall be as affixed below

(SEAL)

Section 5. HEADQUARTERS This Club shall have its headquarters at any place designated by the Board of Directors.

ARTICLE II - PURPOSE

Section 1. PURPOSE The purpose of the Club is to encourage participation in the sport of figure skating on ice by all persons without discrimination on the basis of race, color, religion, age, gender or national origin by:

1. Sponsoring, producing, or cooperating in the production of amateur ice carnivals and shows sanctioned by the USFSA.

2. Encouraging achievement to the highest levels of proficiency as defined by the USFSA and providing tests using qualified judges and officials.
3. Educating and informing the public in all forms of figure skating, with particular emphasis on health and fitness.
4. Promoting the sport by encouraging attendance and participation at USFSA sanctioned competitions and carnivals.
5. Offering skating opportunities with skating instruction and guidance to its members, the general public, charitable organizations and needy individuals, such as the handicapped and underprivileged.
6. Conducting its affairs in full accord with the USFSA Bylaws and shall follow all rules, regulations, and guidelines of the USFSA.
7. Supervising the raising of funds to support all above activities by assessing dues, sales of appropriate items, carnivals, or other lawful means and assuring that the net earnings of which are devoted to recreational, educational, or charitable purposes.
8. The corporation shall serve only such purposes and functions that are consistent with the intent and meaning of Section 501 (c) (3) of the Internal Revenue Code.

### ARTICLE III - OFFICERS

Section 1. OFFICERS The officers shall be President, Vice-President, Secretary, and Treasurer, and shall be elected annually from and by the Board of Directors. The offices of Secretary and Treasurer may be combined.

### ARTICLE IV - DUTIES

Section 1. DUTIES OF PRESIDENT It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club, and of the Board of Directors. The President shall, with the approval of the Board, appoint the members to all committees and shall be ex-officio a member of the committees of the Club. The President shall supervise the activities of the Club and its property. Pending the approval of the Board of Directors, the President shall have the power to suspend any member for violating the By-Laws or Regulations of the Club and to call special Board 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 of Directors.

Section 2. DUTIES OF VICE PRESIDENT It shall be the duty of the Vice President to assist the President in the discharge of his/her duties and shall perform the duties of the President in his/her absence, inability or refusal to act.

Section 3. 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 when requested by the President or Board of Directors. Disbursements shall be made only with proper documentation and receipts. The Board of Directors shall have the power whenever they deem it necessary to appoint an Assistant Treasurer. The funds shall be deposited in the name of the Club in a bank and/or in securities approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer and the President or another designated officer or member of the Board of Directors. If the Board requires, the Treasurer or assistant shall be bonded by a company approved by the Board.

Section 4. DUTIES OF THE SECRETARY The Secretary shall keep the records of the Club and of all meetings of the Club, and the Board of Directors; shall issue notices of all meeting of the Club and Board of Directors.

The Secretary, together with the President, shall sign all agreements and contracts made by the Club, upon the approval of the Board of Directors.

## ARTICLE V - BOARD OF DIRECTORS

Section 1. NUMBER OF MEMBERS There shall be a Board of Directors composed of nine voting members of the Club.

Section 2. Term of Office Three members shall be elected each year, and they shall serve for a period of three years. A member, to be eligible for the Board of Directors, must have been a member of the Club in good standing for one year. For members less than 18 years of age, their parent or legal guardian may run for and, if elected, serve on the Board of Directors on their behalf.

Section 3. METHOD OF VOTING Voting for the Board of Directors shall be by ballot mailed two weeks prior to the Annual Meeting of the general membership and returned to the Secretary for count three days prior to the meeting. The three candidates receiving the greatest number of votes will be elected. The new Directors will be announced at the annual meeting. In the event of a tie vote, the tie shall be broken by lot.

Section 4. RE-ELECTION A member of the Board of Directors, after having served one three-year term, may become an incumbent candidate for re-

election for one additional three-year and then one year must elapse before he/she is again considered for nomination

Section 5. NOMINATING COMMITTEE On or before the 1st day of March of each year, the President shall appoint a Nominating Committee of not less than three or more than five members, none of whom shall be a member of the Board nor have been a member of the previous year's Nominating Committee. The Nominating Committee shall file with the Secretary a list of the nominees for the Directors of the Club, no later than April 1, which list shall promptly be made known to the members. Other nominations for the Board of Directors may be made in writing, signed by at least ten members of the Club eligible to vote at the Annual Meeting, and filed with the Secretary at least three weeks prior to the Annual Meeting. A voting member may sign only two nominating petitions. All such other nominations shall be made known to the members at the time of the mailing of the ballots by the Secretary.

In the event that any member of the Board resigns or for any reason whatever is unable to serve, in accordance with the By-Laws, he/she will be succeeded by the person receiving the next highest number of votes, to serve only for the unexpired portion of the term. In the event no alternate is available through the election standings, the Board shall appoint a member of the Club to serve the unexpired portion of the term.

Section 6. OFFICERS The President, Vice-President, Secretary and Treasurer shall be elected annually by the Board of Directors at their first regular meeting. No officer shall hold the same office for more than three consecutive years. The Immediate Past President may be asked to serve as an Ex-Officio member of the Board by the President.

## ARTICLE VI - POWER AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. MEETINGS The Board of Directors shall meet at least once in every two months. The date and location of such meetings shall be stated by the President, or in his/her absence, by the Vice-President.

Any four members of the Board may call a meeting upon written notice to all the members of the Board of Directors at least three days prior to the meeting. The notice shall state the date and location of the meeting, purpose for which the meeting is called, and the names of the four members requesting the meeting.

Section 2. QUORUM Five members shall constitute a quorum of the Board of Directors.

Section 3. AUTHORITY The Board of Directors shall have general charge of the affairs and assets of the Corporation to the extent that such power and duties are not inconsistent with the non-profit status under section 501 (c) (3) of the Internal Revenue Code. It shall be the duty of the directors to carry out the purposes and functions of the Club.

Section 4. RULES They shall make such rules as they deem proper for their own government, for the government of the committees, and for the government of the general membership. They shall prescribe rules respecting the use of the Club's property, prescribe rules for the admission of applicants for membership, and fix penalties for offenses against their rules.

Section 5. APPROPRIATIONS All appropriations from the funds of the Club shall be subject to approval of the Board of Directors.

Section 6 AUDITS They shall have the power to audit or have audited all fiscal records of the Club.

Section 7. INDEBTEDNESS They shall have power to limit the indebtedness incurred by any officer or director of the Club on behalf of the Club.

Section 8. CANDIDATES FOR MEMBERSHIP They shall elect to membership in the Club such Candidates as they consider desirable. Such election must be at a regular meeting of the Board, and three negative votes are necessary to reject an application for membership. No rejected candidate shall be eligible to membership within twelve months after rejection.

Section 9. SUSPEND OR EXPEL They shall have the power to suspend or expel any member for violations of the Constitution and By-Laws or for conduct which they shall deem improper. Such a member shall be advised by the Secretary as to the action taken by the Board and as to his/her right to a hearing before the Board. A prompt hearing shall be held before the Board upon request of the suspended or expelled member.

Section 10. DROP AND REINSTATE TO MEMBERSHIP They drop from the roll any delinquent member and also may reinstate such members.

Section 11. USFSA DELEGATE They shall appoint Delegates to the Governing Council of the United States Figure Skating Association. The Club president or secretary shall inform the Association's secretary, in writing, of the names and addresses of the Delegates appointed. Said Delegates shall represent the Club and shall attend the Association's meetings, either in person or by proxy.

Section 12. OPERATING PROGRAM Prior to the beginning of the skating season they shall prepare and submit to the general membership an operating program (dates, times and locations of all Club sessions) for the coming skating year.

Section 14 BOARD MEMBER LIMITATION The office of a Board member shall be ipso facto vacated:

1. If he/she is no longer a member of the Club.
2. If by notice in writing to the Club he/she resigns his/her office.
3. If he/she missed three successive meetings without reasonable excuse.
4. If he/she is convicted of a criminal offense.

## ARTICLE VII - STANDING COMMITTEES

Section I. NAMES The Standing Committee shall be: (1) Membership Committee, (2) Hospitality Committee, (3) Test Committee, (4) Competition Committee, and such other committees as the Board of Directors may from time to time deem necessary. They shall be appointed annually by the President with approval of the Board of Directors.

Section 2. MEMBERSHIP COMMITTEE The Membership Committee shall consist of three or more members. They shall investigate and pass upon the qualifications of all candidates for membership and report their conclusions to the Board of Directors.

Section 3 HOSPITALITY COMMITTEE The Hospitality Committee shall consist of three or more members. They shall provide and take charge of social entertainment given by the Club with the approval of the Board of Directors.

Section 4 TEST COMMITTEE The Test Committee shall consist of three or more members who shall set dates, obtain approved judges, and conduct USFSA tests. They shall make recommendations to the Board of Directors as to persons eligible to enter competitions.

Section 5. COMPETITIONS COMMITTEE The Competitions Committee shall make arrangements for all Club and Inter-Club competitions.

Section 6. BOARD MEETINGS The Chairmen of the Standing or Other Committees may be requested by the President to attend meetings of the Board of Directors. They may enter into and take part in all discussions, but may not vote.

## ARTICLE VIII - MEMBERSHIP

Section I. GEOGRAPHICAL SCOPE Membership shall not be restricted to geographical scope and vicinity.

Section 2. CLASSES OF MEMBERSHIP AND PRIVILEGES The membership of the Club shall consist of the following classes with the following privileges:

- A. Full Member - Home Club - Full Member - Home Club shall have all privileges of the Club.
- B. Full Member - Non Home Club — shall have all privileges of a Full Member — Home Club except that they may not vote or hold office in the Club. At Club sessions they will have a lower priority for ice time than Full Member — Home Club.
- C. Professional Members Professional members shall have all privileges of the Club. Professional members may teach on Club session but may not actively skate while they are not teaching.
- D. Such other classes of membership as the board may from time to time establish and which may be discontinued by action of the Board, i.e. student membership, military membership, associate membership, non-skating membership, etc.
- E. Honorary Members - Honorary members may be elected at any meeting of the Club after recommendation of the Board of Directors. Recommendation may be made by any Club member.

All members, regardless of classification, may attend all general meetings, although only members in good standing shall have the right to vote. For members less than 18 years of age, that member's parent or legal guardian shall have the right to vote on his or her behalf.

Section 3. APPLICATION FOR MEMBERSHIP Each candidate for membership must be proposed, in writing, by one member. Applications for membership must be subscribed by the candidate, must state his/her name, and address, and include an agreement to comply with the Constitution and By-Laws and must be accompanied by a fee as set by the Board, and be investigated by the Membership Committee and forwarded to the Board of Directors with its recommendations. The Board shall proceed as set forth in Article VI, Section 8.

Section 4. ARREARS FOR DUES Any member in arrears for dues, or other indebtedness, shall be notified by mail by the Secretary at his/her last known address, and his/her name with the amount due, with any additional indebtedness, may be posted on the Club bulletin board as delinquent. If the amount posted is not paid in full within one month thereafter, the name of the delinquent shall be reported by the Secretary to the

Board of Directors at their next meeting. If a member is dropped from the roll for non-payment of dues, or other indebtedness, he/she may, upon payment of same, at the discretion of the Board of Directors, be reinstated to full membership.

Section 5. ARREARS FOR DUES RESTRICTIONS No member in arrears for dues in this or any other USFSA Club shall be eligible to hold office, or be entitled to vote, or to enter in any club tests or competition.

Section 6. RESIGNATION Any member not in arrears for dues who wishes to tender his/her resignation must do so in writing to the Secretary, who shall report the same to the Board of Directors at their next meeting for their action,

Section 7. HONORARY MEMBERS An Honorary Member shall be free from dues. He/she may participate in exhibitions and attend ice skating sessions under the same rules governing senior members. He/she shall not be nominated or elected to office or a member of the Board of Directors; he/she shall not have a vote.

Section 8. RESPONSIBILITIES FOR GUESTS Members shall be responsible for the conduct and fees of all persons admitted to the Club's property or activities at the member's request.

Section 9. BOARD APPROVAL FOR COMPETITION OR EXHIBITION No member or members of the Club shall make entry in the name of the Club in any competition or exhibition except with the approval of the Test Chairman, President, or Vice President, Secretary or Treasurer who will report their action to the Board of Directors.

## ARTICLE IX — CLUB MEETINGS

Section 1. TIME There shall be one Annual Stated Club Membership Meeting which meeting shall be held within two months 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 the written request of ten Club members in good standing.

Section 3. QUORUM Twenty percent of the total voting membership shall constitute a quorum for the transaction of business at any meeting of the general membership.

Section 4. SPECIAL MEETING LIMITATION No business shall be transacted at a special meeting except that for which notice was given.



## ARTICLE X - FEES, DUES, AND ASSESSMENTS

Section 1 ANNUAL DUES Annual membership dues and fees as set from time to time by the Board of Directors shall be payable on or before the date(s) designated by the Board. These payments may be extended at the discretion of the Board of Directors. Skating privileges may be withdrawn for non-payment of dues.

Section 2 PROSPECTIVE MEMBERS A prospective member may be admitted to three club sessions per season, the first session at no charge and then at a skating fee set by the Board, provided he/she is accompanied in person by a Club member.

Section 3 GUESTS A visiting skater from another member club of the USFSA may skate one session free of charge each season. Thereafter a skating fee set by the Board will be charged for each session attended.

## ARTICLE XI - DISSOLUTION

Section 1. The board of Directors may adopt a resolution recommending that the Pittsburgh Figure Skating Club, Inc. be dissolved and that the question of such dissolution be submitted to a vote of the general membership as provided in Article IX. This resolution shall also include a provision for disposition of all Club assets in manner not inconsistent with Article II.

Section 2. All debts, liabilities, and obligations of the Club shall be paid of otherwise discharged, or adequate provision made therefor.

Section 3. All remaining assets of the Club will be sold and distributed to an organization of the type described in Section 501 (c) (3) of the Internal Revenue Code of 1954. This organization, having objects and purpose similar to the Pittsburgh Figure Skating Club, will be selected by the Board.

## ARTICLE XII - BOARD OF TRUSTEES

Section 1. A Board of Trustees shall be established to administer the funds expected to accrue to the Pittsburgh Figure Skating Club as a result of the 1983 Nationals. The Board of Trustees will consist of five members. Two of the Trustees will be selected from the current Board of Directors of the Club. Two of the Trustees will be selected from the voting members of the Club who are not on the Board of Directors and will be elected or re-elected annually by the general voting membership at the Annual Meeting. The remaining Trustee, who may or may not be on the Board of Directors, will be selected from the general voting membership and will be elected or re-elected annually by the general voting membership at the Annual Meeting.

Section 2. The money accrued from the 1983 National shall be invested at the direction of the Board of Trustees. The interest that accrues may be made available to the Board of Directors for use as operating expenses in needed.

#### BY-LAWS

All questions of parliamentary practice shall be determined in accordance with Robert's Rules of Order.