

CONSTITUTION OF THE ICE SKATING CLUB OF INDIANAPOLIS, INC.

Article I

NAME AND INCORPORATION

- SECTION 1. NAME: The organization shall be known as The Ice Skating Club of Indianapolis, Inc.
- SECTION 2. INCORPORATION: The Club was incorporated under the Not-For-Profit Laws of the State of Indiana, June 15, 1971.
- SECTION 3. OFFICERS OF THE INCORPORATION: The four officers of the Club shall be the four officers of the incorporation.
- SECTION 4. CORPORATE SEAL: The corporate seal shall be the Club patch.
- SECTION 5. HEADQUARTERS: The Club shall have its headquarters at the Carmel Ice Skadium, Carmel, Indiana.

Article II

PURPOSE

The purposes of the Club are: to encourage the instruction, practice and advancement of the members in compulsory figures, free skating, pair skating, dancing and all types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, to produce or cooperate in the production of amateur ice carnivals and shows and generally to do and perform such other acts as may be necessary, advisable, proper or incidental in the realization of the objectives and purposes of this organization; and to carry out the general policies of the United States Figure Skating Association.

Article III

OFFICERS

- SECTION 1. CLASSIFICATION: The officers shall be President, Vice President, Secretary and Treasurer.
- SECTION 2. ELECTION OF OFFICERS: Officers shall be elected by a vote of the Board of Governors from its membership at the first meeting of the Board following the Annual Meeting. The term of each office shall be one (1) year with re-election permitted.

Article IV

DUTIES OF OFFICERS

- SECTION 1. **PRESIDENT:** It shall be the duty of the President to take charge of the Club, to preside at all meetings of the Club and the Board of Governors. The President shall have the entire supervision and management of the Club and its property, pending the action of the Board of Governors; the power to suspend any member for violation of the By Laws or regulations of the Club, pending the approval of the Board; to call special board meetings and Club meetings. The President shall sign all sanction applications and together with the Secretary shall sign all agreements, competition bids and contracts made by the Club, upon approval by the Board of Governors. The President shall appoint all Standing Committees and other committees as necessary with the approval of the Board of Governors.
- SECTION 2. **VICE PRESIDENT:** It shall be the duty of the Vice President to assist the President in the discharge of his duties and in his temporary absences to assume his duties and officiate in his stead.
- SECTION 3. **TREASURER:** It shall be the duty of the Treasurer to receive and deposit all money in the name of the Club in such bank or trust company as the directors may designate; to pay all bills; to issue, sign and endorse in the name of the Club all checks, drafts, notes and orders for the payment of money upon approval of the Board of Governors. The Treasurer shall present a report at each Board meeting and present a report of the annual audit at the Annual Meeting. The Treasurer shall be bonded, the bond to be paid for from the funds of the Club.
- SECTION 4. **SECRETARY:** It shall be the duty of the Secretary to record the proceedings of the meetings of the Club and the Board of Governors; to send notices off all meetings of the Club and the Board of Governors; to notify applicants for membership of their election to membership or their rejection; to send a copy of the ISCI Constitution to each new member; to sign with the President all agreements, competition bids and contracts authorized by the Club or the Board of Governors; and to perform all other duties that usually pertain to the office.

Article V

BOARD OF GOVERNORS

- SECTION 1. **NUMBER OF MEMBERS:** The Board of Governors shall consist of nine (9) members elected by the Club from its voting membership, who have eligible standing and have attained 18 years.
- SECTION 2. **TERM OF OFFICE:** Three (3) members shall be elected each year at the Annual Meeting of the membership, and they shall serve for a period of three (3) years.

- SECTION 3. NOMINATION AND ELECTION: The candidates for the Board shall be nominated by a Nominating Committee selected by the Board of Governors. Nominations from the floor can be submitted at the Annual Meeting. Three (3) governors will be elected each year to replace those whose terms expire. If a governorship becomes vacant, the Board shall elect a Club member as a Governor until the next Annual Meeting. At that next Annual Meeting of the membership, a Governor shall be elected by separate ballot for the unexpired term. Elections shall be made by secret ballot.
- SECTION 4. TABULATING PROCEDURE: A tabulating committee of two (2) or more members appointed by the presiding officer, excluding any member of the Nominating Committee, shall tabulate all ballots. The names of the three (3) people receiving the highest number of votes shall be presented to the presiding officer.

Article VI

POWERS AND DUTIES OF THE BOARD OF GOVERNORS

- SECTION 1. MEETINGS: The Board of Governors shall meet at least once in every month during the skating season. The date of such meeting shall be stated by the President or, in his 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 Governors at least three (3) days prior to the meeting. The notice shall state the date of the meetings, the purpose for which the meeting is called and the names of the four (4) members requesting the meeting.
- SECTION 2. QUORUM: Five (5) members shall constitute a quorum.
- SECTION 3. AUTHORITY: The Board of Governors shall have general supervision of the affairs of the Club between meetings of the Club membership: shall approve or reject committee appointees of the President; shall authorize contracts and have control of the funds of the Club as herein before defined; shall make the rules to be observed at skating sessions, a copy of which shall be available to every member; shall fill vacancies occurring in its body per Article V, Section 3. In the event such vacancy is an officer of the Club the Board of Directors shall elect from its new body to fill the officer vacancy.
- SECTION 4. FINANCIAL INVESTMENTS: Any investments entered into by the Board of Governors must be financially prudent and be made with the long term strategy for capital preservation. The secondary objective will be the rate of return. New investments and changes of investments must be approved by at least two thirds (2/3) of the Board of Governors.
- SECTION 5. SUSPEND OR EXPEL: The Board of Governors 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 during Club sessions. However, no member shall be expelled or suspended for longer than 30 days without a hearing.

SECTION 6. U.S.F.S.A DELEGATE The Board of Governors shall elect a delegate or delegates to the United States Figure Skating Association. The Club Secretary shall inform the Association's Secretary, in writing, of the name and address of the Delegate(s) elected. Said Delegate(s) shall be the sole representative(s) between the Club and the Association and shall attend the Association's meetings, either in person or by proxy. The board may, as it sees fit, pay the travelling expenses of the Delegate(s) to the Association's meetings.

SECTION 7. BOARD MEMBER LIMITATIONS: The office of a Board Member shall be ipso facto vacated.

1. If he becomes bankrupt or suspends payment or compounds with his creditors or makes any authorized assignment or is declared insolvent.
2. If he is found to be of unsound mind
3. If he is convicted of a criminal offence
4. If by notice in writing to the Club he resigns
5. If he is no longer a member of the Club

Article VII

STANDING COMMITTEES

SECTION 1. NAMES: The standing committees shall be (1) Membership; (2) Music; (3) Hospitality; (4) Tests; (5) Competitions; (6) Junior Membership; (7) Publicity; (8) Newsletter. Committee chairpersons and members shall be appointed annually by the President with the approval of the Board of Governors at their regular meeting after the Annual Meeting.

SECTION 2. MEMBERSHIP COMMITTEE: The Membership committee shall consist of three (3) or more members. They shall consider candidates and give final approval for membership. Additionally, a member of the committee will be at each Club skating session to perform the duties as defined in the By Laws.

SECTION 3. MUSIC COMMITTEE: The Music Committee shall consist of three (3) or more members. They shall select and make arrangements for the playing of all music at the Club sessions, entertainments, carnivals, etc.

SECTION 4. HOSPITALITY COMMITTEE: The Hospitality Committee shall consist of three (3) or more members and be responsible to provide arrangements for social events of the Club as defined in the By Laws.

SECTION 5. TEST COMMITTEE: The Test Committee shall consist of three (3) or more members who shall have complete charge of giving USFSA tests, setting dates and obtaining approved USFSA judges for the test. The decision shall rest with this committee as to persons eligible to enter any such tests. The Test

Committee is responsible for following the test rules of the USFSA as written in the current USFSA Rulebook as well as following the test policy of the Ice Skating Club of Indianapolis in addition to working in conjunction with the ISCI Board of Directors.

- SECTION 6. COMPETITION COMMITTEE: The Competition Committee shall consist of a chairperson who will be responsible to conduct those competitions entered into by the Board of Governors. The chairperson shall establish the necessary sub-committees to successfully run a competition and subsequently appoint chairpersons to each sub-committee with Board approval.
- SECTION 7. JUNIOR MEMBERSHIP COMMITTEE: The Junior Membership Committee shall consist of three (3) or more members who shall be responsible for the operation of the Junior Group Sessions. They shall carry out the rules and regulations governing membership, conduct on the ice, and division of the ice time for all Junior Group sessions as approved by the Board of Governors. Additional duties and responsibilities may be defined in the By Laws.
- SECTION 8. PUBLICITY COMMITTEE: The Publicity Committee shall consist of three (3) members and is responsible for all written articles and photographs of ISCI skaters, keeping within the sanction rules of the USFSA. The committee will make certain that publicity is shared by all skating members as fairly and equitably as possible.
- SECTION 9. NEWSLETTER COMMITTEE: The Newsletter Committee shall consist of three (3) members and is responsible for publishing and sending to members a periodical newsletter for the purpose of keeping members informed of Club activities and Board business.
- SECTION 10. REPORTS OF THE COMMITTEES: The chairpersons of the standing committees may be requested by the President to attend meetings of the Board of Governors to provide a report of committee activities. These chairpersons may enter into and take part in all discussions relevant to their committee, but may not vote.

Article VIII

MEMBERSHIP

- SECTION 1. MEMBERSHIP CLASSIFICATIONS:
- **INDIVIDUAL:** Individual membership shall be for an individual 16 years of age or older not covered by a family membership. The individual would have full voting rights within the Club.
 - **FAMILY:** Family membership will include a minimum of two individuals, at least one of whom is over the age of 18. Family membership is required for all families whose skaters are under the age of 16 years. Family members over the age of 16 shall have full voting rights within the Club.

- **OUT-OF-TOWN:** Out-of-town membership may be granted to persons eligible for Family or Individual membership who reside more than 100 miles from the Carmel Ice Skadium.
- **HONORARY :** An honorary membership may be granted to a person who has attained a status of distinction within the skating community. This honor may only be conferred by a unanimous vote of the Board of Governors.
- **ASSOCIATE MEMBERSHIP:** (no voting privileges). Must have full membership in another USFS approved club. (If under 16 years of age, must have a parent join with prospective member)
- **COACH MEMBERSHIP:** (no voting privileges). Must have Board approval. Must present copies of valid (A) USFS Membership Card; B) PSA Membership Card; C) Proof of Liability Insurance with membership application. Coach must have Gold Test in either Pairs, Dance or Singles or Master Rated in Pairs, Dance or Singles. This will take effect as of 17/1/2013.
- **OFFICIALS MEMBERSHIP:** (no voting privileges). Non-Skating USFS Official. With Board approval.

SECTION 2. APPLICATION FOR MEMBERSHIP: Application for new membership shall be made on the official form and sent to the Membership Committee, accompanied by the annual dues and signed by two (2) voting members. If unanimously approved by the Membership Committee, after having been posted on the Club bulletin board at the rink for three (3) skating sessions, the applicant shall become a member.

SECTION 3. NUMBER OF MEMBERS: The number of members accepted in any classification shall be limited by the Board of Governors. When the limit is reached in any classification, applications shall be filed for consideration as vacancies occur.

SECTION 4. LEAVES OF ABSENCE: The Board of Governors may grant a leave of absence to any member for illness or absence from the city upon application to the Board of Governors

SECTION 5: MEMBERSHIP TERMINATION: Membership may be terminated upon citation before the Board of Governors and upon unanimous vote of the Board.

SECTION 6. RESIGNATION: Any member not in arrears for dues, or other indebtedness, may tender a written resignation for his membership to the Secretary, who shall report the same to the Board of Governors, at their next meeting for the Board's action.

SECTION 7. ARREARS FOR DUES: Any member in arrears for dues, or other indebtedness shall be notified by mail by the Treasurer at the member's last known address. If the amount billed is not paid in full within fifteen days thereafter, the name of the delinquent, with the amount due, shall be posted on the Club bulletin board

as delinquent by the Treasurer and then reported to the Board of Governors at their next meeting. Fifteen days after the initial due date, a late fee shall be added to the delinquent amount. A member dropped from the roll for non-payment of dues, or other indebtedness may, upon payment of same with applicable late fees, and at the discretion of the Board of Governors, be reinstated for full membership. Members, whose delinquent dues are not paid by the last of the current session, forfeit membership.

SECTION 8. ARREARS FOR DUES RESTRICTIONS: No member in arrears for dues, or other indebtedness, shall be eligible to hold office or a Board seat, be entitled to vote, be permitted to enter any competition, or participate in any Club activities.

SECTION 9. MEMBER REMUNERATION: When expense reimbursement is approved by the Board of Governors, the intent of the Club is only to reimburse its members for actual costs incurred in the performance of Club business. No member or member's immediate family may profit or benefit in any manner from performing ISCI business or financial transactions.

SECTION 10. MEMBER'S RESPONSIBILITIES FOR GUESTS: Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's sessions as guests of that member.

SECTION 11. COMPETITION OR EXHIBITION APPROVALS: No member or members of the Club shall make entry in the name of the Club in any competition or exhibition without first receiving the approval of the Board of Governors or an appointee of the Board given this authority. Individuals shall make certain that all sanction requirements have been met (See USFSA Rulebook).

Article IX

CLUB MEETINGS

SECTION 1. FREQUENCY: There shall be one (1) Annual Meeting of the club membership, within one month after the skating season closes in the Spring.

SECTION 2. NOTICE OF TIME, DATE AND PLACE: Notices of Annual and Special Meetings shall be mailed by the secretary to every member at least ten (10) days in advance thereof, and shall be posted by the Secretary for the same length of time on the Club bulletin board.

SECTION 3. QUORUM: Twenty percent (20%) of the active membership shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. SPECIAL MEETINGS: The Secretary shall call special meetings at the discretion of the President, or upon the written request of five (5) Club members in good standing.

SECTION 5. SPECIAL MEETING LIMITATIONS: No business shall be transacted at a Special Meeting except that for which the notice was given.

SECTION 6. MEETING SEQUENCE: At Annual Meetings, the following order of business shall be observed:

1. Roll Call
2. Reading of the minutes of the previous meeting.
3. Reports of Officers.
4. Reports of committees.
5. Election of governors.
6. Unfinished Business
7. New Business
8. Adjournment

SECTION 7. RULES OF ORDER: All questions of parliamentary procedure not herein provided shall be determined in accordance with Robert Rules of Order.

Article X

COMPLAINTS AND DISCIPLINE

METHOD OF PROCEDURE: Any member or members having complaint against another member for the infraction of any law or rule, other than skating rules, as for conduct injurious to the welfare of the Club, may report the same in writing to the Board of Governors. 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 Governors shall be held as soon as practicable to investigate same. The complainant or complainants, and the member complained of, shall receive at least seven (7) days notice of such meeting and may be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary who shall mail copies thereof to the complainant or complainants, and to the member complained of. An appeal from the majority decision of the Board of Governors may be taken to the Club within seven (7) days thereafter by serving upon the Secretary a written notice of such appeal. A Special Meeting shall thereupon be called for the consideration of the case, and a two-thirds (2/3) vote shall be necessary to reverse the majority decision of the Board of Governors.

Article XI

FEES, CUES AND ASSESSMENTS

SECTION 1. PROSPECTIVE MEMBERS: A prospective member may be admitted to three (3) sessions per season provided that person is accompanied by a Club member who in turn introduces the prospective member to the Chairman of the Membership committee, or in the absence of the Chairperson, to one of the committee members, at each session attended. A guest fee is required. Guest fees paid are applicable to membership fees.

SECTION 2. GUESTS: A visiting skater from an out-of-town member club of the USFSA may skate three (3) sessions per season. No fee is required for the first session while a regular guest fee is required for the remaining two sessions.

A visiting skater not affiliated with a member club of the USFSA may be admitted to three (3) Club sessions per season, provided the guest is accompanied by a Club member, and upon payment of the regular guest fee for each session skated.

Article XII

AMENDMENT OF THE CONSTITUTION AND ADOPTION OF NEW ARTICLES

SECTION 1. AMENDMENT: Proposal for an amendment of any part of the Constitution may be presented to the Board of governors in writing and must have at least ten (10) signatures of the voting membership. Upon approval by the Board of governors, the original constitution wording to be amended (if applicable), the proposed amendment(s) with the changes highlighted and an explanation detailing the change(s) shall be prepared and sent to the total voting membership along with one serialized ballot for each voting member. Ballots may be cast as specified in at the designated Annual Meeting, Special Meeting or by Mailed Ballot. Absentee Ballots (in lieu of attendance at the designated Annual or Special Meeting) received by the Secretary or President prior to the designated meeting, shall be included in the tabulation. Passage of the proposal(s) shall require affirmative votes from at least three-fourths (3/4) of the ballots cast. If the proposal is not passed by the Board of Governors, it may be submitted to the Board of Governors with at least twenty-five (25) signatures of eligible voters, after which it must be prepared by the Board of Governors for presentation at the Annual Meeting, Special Meeting or by Mailed Ballot.

SECTION 2. ADOPTION OF NEW ARTICLES: Proposal for a new Article will be conducted in the same manner as a Proposal for Amendment.

Article XIII

BY LAWS

SECTION 1. ADOPTION AND AMENDMENT: By Laws may be amended and adopted only by the Board of Governors. A proposed Amendment or new By Law will be presented at one Board Meeting and voted on at the next Board Meeting and shall be adopted by a vote of two-thirds (2/3) of the number of members of the Board of Governors.

SECTION 2. PROPOSAL BY MEMBERSHIP: Any voting member may suggest a new By Law or an Amendment to a member of the Board of Governors for presentation at a Board Meeting.

If a voting member of the Club proposes an Amendment or a new By Law to a Board Member and that Board member refuses to present it or the Board refuses to consider it, it may be resubmitted in writing to the Secretary with signatures of at least one half (1/2) of the voting membership, in which case the Board of Governors must vote on the proposal and a name tally of the voting of the Board of governors must be published.

BY-LAWS of the ISCI CONSTITUTION

Article I

DUTIES OF STANDING COMMITTEE

SECTION 1. MEMBERSHIP COMMITTEE:

1. Check-in skaters and assign patches from the prepared rotating patch sheets
2. Check the roster to assure skaters skate the proper session
3. Accept fees for guests, additional ice and patches and give receipts for cash payments
4. Be available to welcome new members and to give information to any prospective member.
5. Find a competent substitute for their absence

SECTION 2 HOSPITALITY COMMITTEE: They will be responsible to provide snacks and meals to judges and officials during test sessions. This committee will also be responsible for arrangements and other Club social events.

Article II

COMMITTEE MEMBERSHIP OF PRESIDENT

The President shall be an ex officio member of all committees

Article III

TERM OF OFFICE

Within two weeks of the Annual Meeting, the outgoing President will call a meeting of the Board elect. The Newly elected Board will vote to select the officers for the ensuing year and retiring officers will turn over duties. New officer's and new member's terms shall commence concurrently.

Article IV

DELEGATES TO COUNCILS

SECTION 1. GOVERNING COUNCIL: Delegate shall be selected by the President and approved by the Board of Governors. Such presidential selection shall be made to and reported for approval by the Board at the January meeting before the next Governing Council. Delegates must be USFSA members who represent ISCI. To the extent possible, delegates will be board members and will have been members of ISCI for at least three (3) year. If needed, other members to be considered shall be members of permanent or special committees of the USFSA.

SECTION 2. TRI-STATE COUNCIL and INDIANA COUNCIL of FIGURE SKATING: Delegates to the Tri-State Council and Indiana Council of Figure Skating Clubs, except the professional delegate to the Indiana Council of Figure Skating Clubs, shall be selected by the President and approved by the Board of Governors and shall be registered members of the USFSA who represent ISCI. The professional delegate to the Indiana Council of Figure Skating Clubs shall teach on ice purchased by the Skating Club. First preference shall be given to any professional holding membership in the club.

Article V

PARENTAL RESTRICTION

No parent of a skater(s) may serve on the Board of Governors unless they are purchasing ice for their skater(s), and have been an ISCI member for one club year.