

Windom Figure Skating Club Bylaws

SECTION I - NAME

- I. The name of the organization shall be the Windom Figure Skating Club. (WFSC)

SECTION II - LOCATIONS & SEAL

- I. The organization does not have a physical location, but practices and events for the organization are held at the Windom Arena, 1480 8th Ave. Windom, MN 56101. The mailing address for the organization is PO Box 85, Windom, MN 56101.
- II. The organization does not have a corporate seal.

SECTION III - PURPOSE

- I. The purpose of this club shall be to develop, encourage, and promote figure skating as a sport with emphasis on the development of confidence and self-esteem in each skater.

SECTION IV - MEMBERS, MEETINGS, AND PROPERTY RIGHTS

- I. The membership of this organization shall consist of (up to 2) parents or guardians per active skaters/participant (aged 3-19 years old) of the WFSC youth figure skating program.
- II. Fiscal Year: The fiscal year of the WFSC shall be from July 1st - June 30th
- III. Annual membership fees will be determined each year by the Board of Directors. Each family will be notified of the following year's fee prior to the annual fall registration. All monies, membership and ice show fees owed to the WFSC must be paid in full prior to the beginning of each skating session.
- IV. The annual meeting shall be held within 3 months following the end of the preceding season. The purpose of the annual meeting shall be to elect directors of the organization and other business in regard to the organization governance or structure. The Treasurer shall also provide a year-end comprehensive written financial report to the membership.
- V. At least 20% of the general membership must be present in order for the meeting to be considered the Annual Meeting.
- VI. The Annual Meeting may be held in person or electronically so long as any means of communication is done so that the members may speak and hear each other during the meeting.
- VII. Special meetings of the membership may be called at any time by the President, the majority of the Board of Directors, or by 10% or more of the voting membership making a special request to the President, preferably in writing. Special meetings shall be held whenever called by the President and notice will be given to each member via email at least 5 days prior to the special meeting.
- VIII. No member shall have any personal right, title or interest in or to any property of this organization.
- IX. Membership shall not be transferable or refundable.

SECTION V - RULES

- I. Rules Governing Lessons Provided by the club
 - A. WFSC follows the Learn to Skate USA Basic Skills Program and Guidelines.
 - B. Lessons are available to eligible skaters, three (3) years of age by September 1st of the current year, through the age of nineteen (19) until high school graduation.
 - C. Additional procedures and requirements can be found in the WFSC Handbook
- II. Rules Governing Lessons Not Provided by WFSC
 - A. The WFSC Board of Directors, Skating Director and/or current Head Instructor, shall review any requests for advancement of levels and testing skills.
 - B. Skaters must take lessons provided by a certified USFSA or Learn to Skate USA instructor to receive credit for skill(s) or advancement of level(s).
 - C. It is the member's responsibility to submit written documentation to show proof of advancement or skill ability, as documented by a USFSA or Learn to Skate USA certified instructor.
- III. Rules Governing The Ice Show
 - A. The management of the annual Ice Show shall be governed by the Board of Directors, Head Instructor, or appointed Ice Show Coordinator(s).
 - B. All parents and or guardians are required to participate in committee activities or pay a fee determined by the Board of Directors.

SECTION VI - BOARD OF DIRECTORS

- I. The property, affairs, and business of this organization shall be managed by the Board of Directors
- II. The full Board of Directors will consist of seven members including an Executive Team consisting of President, Vice President, Secretary and Treasurer plus 3 Directors. Each board member will serve 2 year renewable terms.
- III. General membership in good standing shall quantify qualification to fill any role on the Board of Directors as voted on by general membership although special care should be taken for the Executive Team to insure a strong understanding of the organization, governing rules, as well as the individual must possess the personal capacity to fulfill the role in the best interest of the organization.
- IV. Terms of the Board of Directors shall be staggered whereas three members will be elected during odd number years and four members will be elected during the even years.
 - A. Nominations for ballot representatives will be accepted from any person that resides as a member in good standing either in writing to be added to the ballot or as a write-in, accepted up until the voting takes place.
- V. The Board of Directors shall hold regular monthly meetings with the dates to be determined by the Board. The Board meetings are open to all membership with an exception being closed meetings involving management or employee relations. Membership may request an addition to the agenda in writing to the President or Secretary at least 5 days prior to the meeting.
 - A. Quorum will be at least 50% of all elected positions will be required for each meeting. In the absence of a quorum, a majority of the directors' present must adjourn the meeting until a time where quorum will be available.
 - B. At each meeting of the Board of Directors, the President shall preside. He/She shall have and exercise general charge and supervision of the affairs of the club and shall perform such duties as may be assigned by the Board of Directors. In case of the inability of the President to act, the Vice President shall act in his/her place. The Secretary, or a director that has been assigned, shall be on duty to take official minutes of all meetings and publish them appropriately.

C. Robert's Rules of Order shall be used to govern all meetings.

- VI. Any director of this organization may resign at any time by giving written notice to the President or to the Secretary of this organization and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.
- VII. Any vacancy in the Board of Directors caused by death, resignation or removal shall be filled by a vote of the remaining directors and each director so chosen shall hold office until the next annual election or until his or her successor shall be duly elected and qualified if sooner displaced.
- VIII. Any director may be removed either with or without cause at any time by a vote of a majority of the total number of directors at a special meeting of the Board of Directors called for that purpose and the vacancy in the Board of Directors caused by any such removal shall be filled in the same manner as specified in Section VII hereof.
- IX. Any elected position may be removed if said participant fails to attend at least 80% (8 out of 10) of scheduled board meetings during a one year period

SECTION VII - FINANCIAL & DOCUMENTATION MATTERS

- I. The Board of Directors of this corporation shall cause to be kept:
 - A. Records of all proceedings of the Board of Directors
 - B. Such other records and books of accounts shall be necessary and appropriate to the conduct of the organization including financial statements, copies of all bylaws, copies of all handbooks and other governing documents.
- II. The Board of Directors shall cause to be established and maintained in accordance with generally accepted accounting principles applied on a consistent basis and appropriate accounting system for the organization. The Board of Directors shall cause the records and books of account to be audited at least once bi-annually or as deemed necessary or appropriate.
- III. The Board of Directors of this organization shall be compensated in the form of credit in the families skating account to be used to pay for lessons and/or costumes. This shall be the sole method of compensation, and the credit shall have no monetary value outside of the skaters account (i.e. no refunds or payout of credits) For each regular monthly board meeting attended, the board member will receive \$10 in their skaters account.
- IV. Fiscal Year: The fiscal year of the WFSC shall be from July 1st - June 30th.
- V. All checks, drafts or other orders for the payment of money and all notes, bonds or other evidence of indebtedness issued in the name of this organization shall be signed by the elected Treasurer.
- VI. All funds raised during organization-led fundraising efforts become property of the organization and may not be refunded. Funds raised will be dispersed by the Treasurer as agreed prior to the fundraiser taking place including general funds, individual funds, family funds, and so on.

SECTION VIII - LIABILITY

- I. Pursuant to Minnesota Statutes Section 317A.257, no director, officer or general member shall be held civilly liable for any act or omission by that person if that act or omission was in good

faith, was within the scope of the persons responsibilities, and did not constitute willful or reckless misconduct. The organization shall provide a defense for any of its directors or officers so long as the act was not done outside of the person's scope of responsibility or was reckless misconduct. Such protection shall insure to any and all directors and officers of this organization so long as and to the extent they continue to serve the organization without compensation other than reimbursement for expenses actually incurred on behalf of the organization.

SECTION IX - DISPOSITION OF ASSETS

- I. In the event of liquidation or dissolution of this organization whether voluntary by a general membership vote of 75% or involuntarily by the operation of law, all remaining assets of this organization will be used first to pay all liabilities and organizations and all costs and expenses incurred by the organization in connection with the liquidation or dissolution of the organization. All remaining assets of the organization will be dispersed at the discretion of the Board of Directors to Windom Arena for future needs of similar non-profit organizations.

SECTION X - NON-DISCRIMINATION

- I. This organization shall not discriminate against any individual by virtue or race, color, religion, creed, national origin, sex, marital status, sexual orientation, age or disability.

SECTION XI - AMENDMENTS

- I. The Board of Directors may amend this organization's Bylaws from time to time for the purpose of clarifying the intent of the organization or to adopt policy that will legally protect the organization. An amendment to the Bylaws may be conducted at a regular meeting or special meeting so long as the General Membership is notified in writing at least 5 days prior to the meeting and is allowed to attend the meeting to hear the reading of the bylaws and witness the motion and vote to adopt them.

Original Submission February 1999; Judy Goehring, Nene Smestad, Simoine Bolin, Brenda Oddson.

Revised for first reading January 2006; Simoine Bolin, Brenda Muller, Nene Smestad.

Adopted by membership at Annual Meeting April 2006.

Revised for first reading August 2016; Brenda Muller, Renee Green, Aimee Veenker, Rachel Raverty, Tawana Elg, Michele Johnson, and Sherri Negen.

Adopted by membership at the March 2017 meeting

Revised for first reading August 2020; Bridget Hodkin, Kristin Hovland, Michele Johnson, Laura Klassen, Sherri Negen, Rashelle Weicherding, Erin Wolf, Tami Ysker

Adopted by membership February 2021.

Revised for first reading January 2025; Miranda Schunk, Caitlin Leopold, Jodi Johnson, Kristen Hovland, Erin Wolf, Emily Prokosch, Aimee Veenker, Rashelle Weicherding

Revised for Second reading March 2025; Miranda Schunk, Caitlin Leopold, Jodi Johnson, Kristen Hovland, Erin Wolf, Emily Prokosch, Aimee Veenker, Rashelle Weicherding

Adopted by membership May 2025.