

North Toronto Skating Club
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CONSTITUTION OF THE North Toronto Skating Club

Club Number 1000451

Constitution Revision Date: May 2016

ARTICLE 1: NAME OF CLUB

The Name of the Club shall be **NORTH TORONTO 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)].
- 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)]
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada By-law 1201 (1) (c) (iv).
- d) The Club is located in the CENTRAL ONTARIO Section of Skate Canada. See Skate Canada By-law 1503 for definition of Sections.

- e.) The Club shall be located primarily in the North Toronto Memorial Arena and will provide figure skating primarily for the residents of the Greater Toronto area.

ARTICLE 3: PURPOSE OF THE CLUB

- 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.
- b) The Club, with regard to any aspect of its operation, is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada [By-law 1201 (1) (c) (iv)] 8
- 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.
- d) The Club shall operate only Skate Canada figure skating and skating programs.
- e) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.
- f) It is hereby ordained and declared that the directors shall serve without remuneration, and no director shall, directly or indirectly, receive any profit from his position as such; reasonable expenses incurred by any director in the performance of his duty may be paid.
- g) The Club shall offer or grant and contribute towards prizes, awards and distinctions.
- h) The Club shall accept donations, gifts, legacies and bequests for use in promoting its purpose.

ARTICLE 4: BY-LAWS OF THE CLUB

- 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.
- 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)].

- 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).]
- d) In all By-laws of the Club words importing the singular number only shall include the plural and Vice versa; words importing the masculine gender shall include the feminine and neuter genders; words importing persons shall include bodies corporate, corporations, partnerships and trusts.

BY-LAWS OF THE NORTH TORONTO SKATING CLUB

MEMBERSHIP

By-law 1: Club Membership

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

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 are 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. Members in arrears, shall be considered as having terminated their club membership.

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 from time to time. 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, for conduct injurious to the members of the club or the operation 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 from time to time 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. 10 11

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. NOTE: The conditions granted under this partial memberships may be added here (ie. ice time for practice only, no lessons, no vote, may not hold office).

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) if the Club is not incorporated add the following: and shall not have interests in the assets of the Club 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 not permitted to hold elected office, may not 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 (Non Voting 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

Student Membership

Eligible skater who is an Associate Member of Skate Canada and who is currently enrolled in a post-secondary program and has paid a reduced fee as set by the Club. Student Members of legal age are entitled to one vote.

Non Home - Club Members: Non Home-Club Members shall be accepted as Active Members .

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 & 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, approximately six Directors at large, and a Coaching Representative.. Directors may include but are not limited to: (Skate Canada Test Chair, Music Room, Special Events - Club Comp/ Annual Show , Hospitality , Fundraising, Communications/Webmaster, Arena Board Representative and a Coaching Representative. .All of the above, shall be elected for a 1 year term at the Annual General Meeting. 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: Conflict of Interest

Each Board of Directors Member should avoid conflicts of interest between his/her personal life. If such conflict does arise, the Board of Directors Members must declare that conflict before the Board of Directors. The Board will determine whether the individual is eligible to vote on a case by case basis. All members must abide by Skate Canada Conflict of Interest Rules.

By-law 13: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair and excluding the Arena Board Representative when not in attendance. 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 14: 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 15: 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. This does not include Arena Board Representative.

By-law 16: Governing

The Board, in addition to or as part of all other powers delegated to them, shall have the power to make rules and regulations and do all other things which they may deem necessary in the proper operation, government and management of the Club. All rules and regulations shall be posted on a notice board in the Club premises. A copy shall be kept available in the Club office for new members on request.

By-law 17: Professional Services

The services of professionals approved by the Board shall be available to members for private lessons; to be paid for by members taking such lessons but neither the professional nor the member receiving these services may approach the club in respect to any matter which may arise because of such services.

By-law 18 : Office Administrator

The services of a qualified Office Administrator, approved by the Board, shall be retained. This person shall undertake the responsibilities outlined in a service agreement jointly signed on an annual basis by a representative of the Board and by the Office Administrator to be hired.

BOARD RESIGNATIONS

Any member of the Board wishing to resign shall notify the President or Secretary in writing and return all Club documents or property before relinquishing his/her duties.

A Board member after resignation from the Board shall revert back to a Special Member -

A resignation from membership is also a form of a motion. The rules for resignation from office require the Board member not to abandon their duties until the resignation has been accepted by the Board within 48 hours.

By-Law 19: Board of Directors -Restrictions

No two Board positions can be held by immediate family members at any given time. No two Core Board positions can be held by the same person.-

By-law 20: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president / Secretary or Treasurer (or appointed Board Member), will fill this duty.

- a) Shall preside at all meetings of the Club and the Board and shall only vote in the case of a tie.
- b) Shall be eligible to sit as a member on all committees.
- c) Shall delegate responsibilities to the members of the Board.
- d) Ensure that meetings are held in accordance with the Constitution.
- e) Represent the Club in all public matters or appoint a designee to do so.
- f) Shall represent the Club at meetings of Central Region or appoint a designee to do so.
- g) Shall have financial signing authority along with two (2) other designated members of the Board of Directors.
- h) Shall oversee the booking/cancellation and maintenance of all ice time required by the Club.
- i) Shall ensure the proper organization and scheduling of registrations for all programs run by the Club.
- j) Shall communicate all important information to the all members and coaches.
- k) Perform any other duties deemed necessary by the Board.

By-law 21: Role of Treasurer

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. Any two of the President, Treasurer, designated Board member, Controller, and/or Office Administrator shall sign all cheques and legal documents.

By-law 22: Role of Secretary

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. With the assistance of the Office Administrator, he 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 23: Committees – President as ex-officio member

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

By-law 24: Coaches Representative

- a) Shall act as a representative on the Board for all coaches with the Club.
- b) Shall act with the best interest of all coaches in matters pertaining to policies, procedures and individuals.
- c) Perform any other duties deemed necessary by the Board.

By-law 25: 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 26: 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).

Committees are a vital part of our organization and are needed for brainstorming and generating ideas. All ideas generated will be presented to the Board for approval. Upon approval the committee will help implement the program(s) decided on by the Board.

By-law 27: 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).

The President will outline the Rules of Order to the Board at the start of each season.

By-law 28: Meeting Occurance & Location

In any skating year, there shall be at least six (6) Board meetings and at least four (4) of these meetings shall be held during the skating Season.

By-law 29.

Meetings of the Board may, subject to By-law 28, be held from time to time at such place, at such time and on such day as the President, the Board or its majority may determine, and the Secretary shall call meetings when directed or authorized by the President, the Board or such Directors. Notice of every meeting so called shall be given to each Director before the time when the meeting is to be held, save that no notice of a meeting shall be necessary if all the Directors are present or if those absent waive notice of or otherwise signify in writing, their consent to the holding of such meeting, either before or after such a meeting.

By-law 30.

Meetings of the Board may be held at any place as may be designated in the Notice calling the meeting.

By-law 31.

For matters deemed to be of an urgent and important nature by the President, or any board member they may poll the Board by email and telephone and, if the procedure contained herein is followed, any By-law, Resolution or Special Resolution approved thereby shall be as valid and effective as if passed at a meeting of the Directors duly called, constituted and held for that purpose. The President shall attempt to reach all Directors by email and telephone within a two-day period and shall read to each Director so reached the text of the proposed By-law, Resolution or Special Resolution. If a majority of the Directors consent thereto, this shall constitute approval and the President shall circulate the text of the By-law, Resolution or Special Resolution for signature by those consenting thereto and the Secretary shall table the same at the next meeting of the Directors and place the same in the Minute Book of the Club.

By-law 32.

At all meetings of the Board, every question to be decided by the Board shall be decided by a majority of the votes cast on the question; and in case of equality of votes, the chairman of the meeting shall be entitled to cast the deciding vote.

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 33.

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 34: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 60 days of the close of the skating season. Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request of 2 per cent of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 2 per cent of the eligible-voting members. Skate Canada By-law 1201 (1) (c) (i) requires that each club hold an annual meeting.

By-law 35.

An Annual Meeting shall be held within the calendar year of the close of the skating session. Other Special meetings may be held from time to time upon request of the Board or upon written request of two percent (2%) of the Club's Membership. A quorum for an Annual General Meeting or Special Meeting shall be two percent (2%) of the Club's membership.

By-law 36: 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 and a complete list of the candidates nominated for elections.

By-law 37: Voting on Club Elections

Voting on Club elections shall be by a show of hands and a simple majority shall elect a candidate. It is understood that there will be no voting if a position on the Board is obtained by acclamation. Voting on other matters may be by show of hands. No voting by proxy is permitted. In the event of a tie, the Chairman may cast a deciding vote.

By-law 38: 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 39: 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
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the Constitution and By-laws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS

By-law 40: 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 41: 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 42: 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 43: 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.

By-law 44: Suggestions or Complaints

By-Law 47: Members having suggestions or complaints shall register them in writing with the Secretary of the Club. These shall be dealt with by the Board of Directors at the next scheduled Executive, General or Special Meeting of the Club.

FUNDS

By-law 45.

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

By-law 46.

All disbursements of club funds shall be by cheque or other auditable document. Which shall be signed by any 2 of; the President, designated Board member, , the Treasurer , Controller and the Office Administrator.

By-law 47.

An accountant designated by the Board of Directors shall prepare a compilation 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 48: Dissolution of Club

It is hereby further ordained and declared that upon the dissolution of the Club and after payment of all debts and liabilities, the remaining property of the Club shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario, it being understood and agreed that the Club may re-incorporate and use the said remaining property

COMMITTEES

Committees listed below are the most likely 'Standing' Committees that a Club will require. 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 49: Finance Committee/Chair

This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

By-law 50: Nominating Committee

This Committee is responsible for selecting at least a full slate of candidates for election to the Club's Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The Nominating Committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

NOMINATIONS

By-law 51: Nominations

The President, in conjunction with the Board, shall appoint a Nominating Committee at least thirty (30) days prior to the date of its Annual Meeting. The Committee shall be required to draw up a list of nominations and having obtained the consent of all, shall present this list to the Secretary at least twenty-one (21) days prior to the Annual Meeting.

By-law 52: Membership Committee/Chair

This committee is responsible for promoting and developing membership in the Club and for ensuring submission of Club and member registrations to Skate Canada.

By-law 53: Skating Programs Committee/Chair

In consultation with the Club coaching staff, the Committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including, but not limited to, CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development. Reporting to the Skating Programs Committee is the Recreational Skating Programs Sub-committee. Note: Special Program Subcommittees, as deemed necessary by the club, may be formed. These Sub-committees may include, but are not limited to: Carnival / Ice Show Committee/Chair Ice Committee/Chair Test

Committee/Chair Music Committee/Chair Club Competition Committee/Chair
Synchronized Committee/Chair Recreation Program Committee/Chair

By-law 54: Annual Skating Show

ICE SHOW:

This person or committee shall be responsible for the planning and production of the Ice Show under the guidance and approval of the Board of Directors. A Club Professional Coach may be appointed to produce the show under a separate contract, but shall not assume the position of Manager or Chair of the Ice Show Committee.

By-law 55.

ICE:

This individual and/or Committee shall be responsible for planning the ice requirements and scheduling for all sessions. This Chair and/or Committee shall be responsible for setting the skating qualifications for each session and report their recommendations to the Board for approval.

By-law 56.

TEST:

This person and/or Committee shall be responsible for arranging and supervising all tests (in consultation with appointed referees), and obtaining evaluators for Skate Canada Tests and competitions, keeping, or causing to be kept, Club records of Tests; preparing, or causing to be prepared, Test records for forwarding to Skate Canada; and for the encouragement of potential Skate Canada evaluators. In addition, this committee shall assist and promote Evaluator Schools and Clinics and assist the Skate Canada 7 Central Ontario Section Judges' Chair.

By-law 57.

COMPETITION:

This person and/or Committee shall be responsible for organizing the Competition/Fun Day Event; setting up a Committee for the operation of these Events and for overseeing the Event days. The Competition Chair is also responsible for liaison with the Skate Canada Central Ontario Competition Committee.

By-law 58.

VOLUNTEER:

This individual and/or Committee shall be responsible for the preparing and overseeing of the schedules for the CanSkate Session Ice Captains. These schedules shall be drawn up and delivered in a timely fashion at the beginning of the first week of skating in September and at the beginning of the New Year. This

Committee shall also have input into the design and preparation of the Volunteer Commitment Form and shall be prepared to provide lists of volunteers to other committees upon request.

By-law 59.

SKATER DEVELOPMENT:

The person and/or Committee shall be responsible for enriching the basic training programme of the skaters within the Club by providing a variety of enrichment programmes which help to make skating a positive experience for each skater. They shall liaise with the Section Skater Development Committee to maintain an awareness of programmes available to the Club, and liaise with the professional staff to ascertain what programmes they feel would benefit the skaters. This Committee shall keep the Club membership well informed respecting Club activities, applicable clinics and seminars, invitational competitions and any appropriate activity that is deemed to promote, encourage and develop the skill and enthusiasm of the skaters. This Chair and/or Committee shall also organize and oversee the Program Assistants.

By-law 60.

FUNDRAISING:

This person and/or Committee shall be responsible for initiating, coordinating and overseeing fund-raising events for the benefit of the Club and to develop sponsorship programmes with individuals or corporations for the financial benefit of the Club as a whole, or any part thereof at the discretion of the Board.

By-law 61.

HOSPITALITY:

This person and/or Committee shall be responsible for organizing refreshments and meals to be served to judges, evaluators, accountants and other volunteers during test days and competition/fun events, also such events such as Open House, seminars, clinics, etc where provision of refreshments is appropriate.

By-law 62.

MUSIC:

This individual and/or Committee shall be responsible for obtaining and overseeing music room personnel, arranging for music at Club sessions, purchasing music as approved by the Board and ensuring, where appropriate, that Skate Canada or other suitable Dance music is available for practice sessions. The music person and/or Committee shall provide a fair

system of rotation for solos and dances at least one (1) week prior to the Competition/Fun Event. Maintenance of the music room equipment will also be the responsibility of this individual and/or Committee.

By-law 63.

PUBLIC RELATIONS /NEWSLETTER

This person and/or Committee shall be responsible for promoting and developing membership in the Club by informing the public of Club programs, special activities and dates of Club registration. It will be the Committee's responsibility to produce posters, videos and other promotional material, and to speak to interested groups regarding the various programs offered by the Club. This person and/or Committee will also be responsible for the preparation and distribution of quarterly Skating Club Newsletters.

By-law 64.

ARENA BOARD REPRESENTATIVE

This person shall be appointed by the Board of Directors of North Toronto Skating Club, reside in the city of Toronto, and has obtained the age of eighteen (18) years. This term commences on September 1st of each year and this person shall hold office for two terms, This person is one of nine persons who form the Committee of Management meetings and participate with the full responsibility of an Arena Board member and shall also act as a liaison between the North Toronto Skating Club and the Committee of Management.

Adopted by: NORTH TORONTO SKATING CLUB

on _____ of _____ (day) (month) (year)

Signed

(President) (Date) Signed

(Club Board Member) (Date)