



# Oxford Skating Club

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## CONSTITUTION OF THE OXFORD SKATING CLUB

### Article I NAME

*Section 1. Name.* The organization shall be known as the Oxford Skating Club, hereafter referred to as “OSC” or the “Club”.

*Section 2. Principal Skating Headquarters.* The Club shall be headquartered in Goggin Ice Center at 610 South Oak Street, Oxford, Ohio 45056.

*Section 3. Fiscal Year and Skating Season.* The Club shall have as the fiscal year July 1 through June 30 of each year. The skating season ordinarily shall be during the months of September through March, with additional times as set by the Board of Directors.

### Article II PURPOSE

*Section 1. Purpose.* The purposes of the Club shall be: to provide for the instruction, practice, and advancement of the members in various types of skating – beginning, intermediate, advanced, including free skating, dance, moves in the field, synchronized team skating, and all types of figure skating; to encourage and cultivate a spirit of fraternity among the members; to perform such other acts as may be necessary, advisable, proper, or incidental in the realization of the objects and purposes of the organization (i.e., rental of facilities of the Goggin Ice Center, cooperation in the production of amateur ice shows); and to carry out the general policies of *United States Figure Skating*

*Section 2. Mission.* The mission of the Oxford Skating Club is as follows: Oxford Skating Club is a non-profit organization where all figure skaters, recreational to competitive are encouraged to meet their individual skating goals. OSC promotes sportsmanship and creates opportunities to develop skaters to their fullest potential in a positive and supportive environment.

### **Article III OFFICERS**

*Section 1. Officers.* The officers shall be President, Vice President, Secretary, and Treasurer. The four officers of the Club shall be members of the Board of Directors. These four officers make up the Executive Committee of the Board.

*Section 2. Qualification of Officers.* The officers shall be required to designate the Oxford Skating Club as their home club.

*Section 3. Terms of Office.* The term of office shall be one year, with each being subject to re-election. The officers will take office on July 1 following their election.

### **Article IV DUTIES OF OFFICERS**

*Section 1. Duties of President.* It shall be the duty of the President to:

- Preside at all monthly Board meetings and other meetings as needed
- Represent OSC as the titular head of the organization
- Supervise and manage the Club and its property, subject to the authorization of the Board of Directors.
- Sit on the Executive Committee of the OSC Board of Directors
- Sign all agreements and/or contracts made by the Club.
- Oversee enforcement by the Board of Directors of all by-laws, policies, contracts, club documents
- Serve as the liaison with Goggin Ice Center, or designate another officer to serve in that capacity
- Suspend any member for violating the regulations of the Club, subject to the authorization of the Board of Directors
- Initiate communication with external professional consultants when needed (ex. attorneys, accountants, insurance agents, rink officials, etc.)
- Ensure that all Board members are functioning according to their roles and responsibilities
- Promote on-going development and growth of OSC according to the mission statement of the organization

*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 in the President's absence, assume his/her duties and officiate in his/her stead
- Sit on the Executive Committee of the Board of Directors
- Ensure that all standing committees are functioning according to their roles and responsibilities
- Oversee (with the President) enforcement by the Board of Directors of all by-laws, policies, contracts, and club documents
- Ensure that all club documents are updated and consistent; keep record of all Club documents
- Oversee the review of the by-laws and required vote on revisions
- Chair the Grievance Committee or appoint another Board member to chair such committee

- Promote on-going development and growth of OSC according to the mission statement of the organization

*Section 3. Duties of Secretary.* It shall be the duty of the Secretary to:

- Ensure appropriate members at Board meetings including count of quorum
- Apply for sanctions of events with United States Figure Skating (USFS) and Ice Skating Institute (ISI) if required
- Record minutes of Board meetings, Executive Committee meetings, and other club meetings
- Handle all documents and correspondence related to and including dates of terms for elections for Board of Directors
- Hold all historical documents of the OSC
- Oversee club communication
- Oversee website and webmaster
- Keep membership records with aid of Membership Chair
- Handle all Club correspondence
- Notify Club members of all Board meetings
- Reserve room for Board meetings
- Report members not in good standing to USFS with aid of Membership Chair
- Promote on-going development and growth of OSC according to the mission statement of the organization

*Section 4. Duties of Treasurer.* It shall be the duty of the Treasurer to:

- Keep a full and accurate account of all financial areas of OSC operations including all accounts receivables (for example, including but not limited to: team fees, membership fees, test fees, fundraising); accounts payable (including but not limited to: ice bills, competition entry fees, coaches' salaries, apparel vendors)
- Do all banking and maintain OSC accounts
- Communicate as needed with accountants/auditors for annual evaluations
- Collect past-due accounts
- Make monthly financial reports to the Board of Directors and annual report of activity at June Board of Directors meeting for inclusion in Club annual report
- Maintain and complete all forms related to taxes and tax-exempt status
- Keep full and accurate account of all receipts and expenditures of the OSC
- Handle payment arrangements with families who need to make special payment arrangements
- Sit on scholarship committees of the Synchronized Skating Scholarship and the Freestyle Skating Scholarship
- Report members not in good standing to OSC secretary for communication to USFS, to test chair/committee, and to Board of Directors
- Enforce all payments due from members for team fees, ice time, testing, etc.
- Set financial projections and budget analysis annually
- Maintain financial well-being of the OSC
- Promote on-going development and growth of OSC according to the mission statement of the organization

The Board of Directors shall have the power whenever it is deemed necessary to appoint a Board member as an assistant treasurer.

*Section 5. Duties of At-Large Board Members.* It shall be the duty of all At-Large Board Members to:

- Serve terms as dictated by election results
- Attend all Board meetings as called
- Serve as liaisons to the Board for at least one standing committee of the Club; help identify committee chairs
- Communicate Club business in a positive way
- Promote on-going development and growth of OSC according to the mission statement of the organization

## **Article V**

### **BOARD OF DIRECTORS**

*Section 1. Number of Members.* There shall be a Board of Directors (hereafter also referred to as the “Board”) composed of eleven senior members of the Club as defined in Article VIII, Section 1.a. These rules apply to all elections after 1993.

*Section 2. Term of Office.* In the spring of 1994, four members shall be elected to three-year terms and one member shall be elected to a two-year term. In the spring of 1995, and every three years thereafter, three members will be elected to three-year terms. In the spring of 1996, and every three years thereafter, four members will be elected to three-year terms. In the spring of 1997, and every three years thereafter, four members will be elected to three-year terms. The Board members will take office on July 1 following their election.

*Section 3. Board Nominations and Election.* Each year, a Nominating Chair shall be appointed by the President. It shall be the duty of this appointee to nominate the necessary number of candidates to the Board of Directors for voting by mail or email to the Adult members of the Club, prior to June 1st of each year. Nominations from the floor are always in order. Voting shall be by ballot, and the candidates receiving the highest number of votes from at least 20 percent of the senior membership shall serve for the number of years specified. Two members of the same family may serve as one position on the Board of Directors. Members of the same family may not hold more than one position. If both members of a same family hold a position, only one vote may be used. Members of the same family holding one position on the Board may serve as one Officer position on the Board. Unexpired terms of Directors shall be filled by appointment by the majority vote of the remaining directors until the next regular election, at which election the person receiving the next highest number of votes shall be elected to the unexpired term. If a Director misses three consecutive meetings without proper notification, he/she will have his/her term declared expired by the Board of Directors, and the procedure mentioned above would then be followed.

*Section 4. Officers.* The President, Vice President, Secretary, and Treasurer of the Club shall be elected by ballot by the incoming Board of Directors at their first regular meeting following the election of the Board, this meeting should be held before *June 20*, and shall hold office beginning July 1 for one year or until their successors are chosen. The Board may appoint members of the Board to fill any or all functions or may appoint from its general senior membership a member who is not on the Board, in which case such member will become a member of the Board *ex-officio* with rights to attend and take part in all Board meetings, but with no right to vote.

**Article VI**  
**POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

*Section 1. Meetings.* The Board of Directors shall meet monthly during the year. The date of such meetings shall be stated by the President or the Board of Directors. At the discretion of the President additional frequency of meeting patterns are permitted. Board meetings are public and open to all members. If a member wishes to add an item to the agenda notification must be made to the OSC Board President 72 hours prior to the meeting. Agenda items received after this time will be added to the following month's meeting.

*Section 2. Quorum.* A quorum for Board meetings shall consist of six members of the Board provided that two are officers.

*Section 3. Authority.* The Board of Directors shall have entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and power connected therein shall be vested in them.

*Section 4. Rules.* The Board of Directors shall make such rules as they deem proper respecting the use of the Club's property, shall prescribe rules for the admission of guests, shall fix penalties for offenses against the rules, and shall make rules for their own government and for the government of the committees appointed by them. The rules and/or changes or revisions shall be distributed to the membership by mail or email.

*Section 5. Appropriations.* All appropriations from funds of the Club shall be made as authorized by the Board of Directors, or in accordance with the approved budget or anticipated expenses.

*Section 6. Audits.* Audits of all financial records shall be made yearly at the Board of Directors' direction.

*Section 7. Indebtedness.* The Board of Directors shall have the power to limit the indebtedness of a member of the Club.

*Section 8. Candidates for membership.* A candidate shall be admitted for membership to the Club upon receipt of his/her application and subsequent approval by the Membership Committee. No further Board action shall be taken upon an individual member with the exception of that stipulated in Article VI, Section 9, when deemed necessary.

*Section 9. Suspend.* The Board of Directors shall have the power to suspend any member for violation of the Constitution for conduct, which they shall deem improper, but no member shall be suspended for longer than thirty days without a hearing.

*Section 10. Reinstatement to the Board.* The Board of Directors may at a regular meeting reinstate to the Board of Directors any former member whose resignation has been fully accepted. Such reinstatement must be by ballot, and two-thirds vote will be necessary for acceptance. No rejected candidate shall again be proposed for reinstatement within six months after rejection.

*Section 11. Standing committees.* The Board of Directors shall appoint annually all standing committees with full authority over them and shall appoint such other committees as shall seem to them necessary. Such appointments shall be made as needed by the Board of Directors. Those eligible for such committee appointments will be members of the junior and senior membership, parents, and other interested parties.

*Section 12. USFS Delegate.* When appropriate, the Board of Directors shall elect a delegate or delegates to United States Figure Skating. The Secretary shall inform the USFS's Secretary, in writing, of the name(s) and address(s) of the delegate(s) elected. Said delegate(s) shall be the sole representative(s)

between the Club and USFS and shall attend USFS's meetings, either in person or by proxy. The Board may, as it sees fit, pay the traveling expenses of the delegate(s) to the USFS's meetings.

## **Article VII STANDING COMMITTEES**

*Section 1. Names.* The standing committees shall consist of: Membership Committee, Publicity Committee, Test Committee, Freestyle Committee, Fundraising Committee, Synchronized Skating Committee, Travel Committee, Grievance Committee, and such other committees as the Board of Directors may deem necessary.

*Section 2. Composition and Responsibilities of Committees.*

A. Membership Committee.

- Committee makeup: membership chair, OSC treasurer, and other members as the Board deems appropriate.
- Receives and processes all applications for club membership
- Registers all members with USFS
- Reports club membership status to the Board
- Provides copies of all membership forms to the Board Secretary for placement in Club archives
- Promotes on-going development and growth of OSC according to the mission statement of the organization

B. Publicity Committee.

- Committee makeup: three voting members of the Club, one of whom is a representative of the Board
- Responsible for all publicity associated with Club events and Club news
- Responsible for development and implementation of a marketing plan for the Club
- Responsible for all publicity and marketing-related communication with external constituencies
- Seeks Board approval for all press releases, publicity, and marketing plans
- Promotes on-going development and growth of OSC according to the mission statement of the organization

C. Test Committee.

- Committee makeup: Test Chair (as designated by the Board), and other Club members as deemed appropriate and necessary by the Board
- Plans dates and times of all Club test sessions
- Plans all test session events, including test schedules
- Works with Goggin Ice Center Ice Director, dance partner(s), and Board to set test dates
- Responsible for understanding and abiding by USFS test regulations as required by USFS
- Secures all USFS-approved test judges with judging levels necessary for the tests being taken

- Works with the Club Treasurer to ensure that skaters are ‘in good standing’ to test
- Provides letter of good standing to skaters testing ‘out of Club’ after consultation with Club Treasurer
- Ensures that all skaters are eligible for the tests for which they have registered.
- Responsible for arranging for help with judges’ hospitality, travel, and accommodations as necessary
- Promotes on-going development and growth of OSC according to the mission statement of the organization

D. Freestyle Committee.

- Committee makeup: Chair (as designated by the Board), and other Club members as deemed appropriate and necessary by the Board
- Works closely with the Goggin Ice Center Director and Assistant Director of Skating to identify and communicate appropriate individual freestyle competitions to all Club members
- Organizes freestyle team events
- Promotes on-going development and growth of OSC according to the mission statement of the organization

E. Fundraising Committee.

- Committee makeup: Chair (as designated by the Board), and other Club members as deemed appropriate and necessary by the Board
- Develops and maintains the calendar of fundraising events and records of profits from each
- Pursues fundraising opportunities for both club and individual club members (for Crystal Credits) and maintains records of profits for each skater, reporting them to the Treasurer for credit to individual accounts
- Annually examines the Crystal Credits metric to determine continued feasibility
- Promotes on-going development and growth of OSC according to the mission statement of the organization

F. Synchronized Skating Committee.

- Committee makeup: USFS Team coaches, team managers, travel coordinator, and other members as the Board deems appropriate
- Responsible for completion of all competition forms for both USFS and ISI competitions
- Acts as sounding Board for Synchronized Skating Director and Team Managers with regard to team activities, competitions, issues and concerns; is included in all teams’ correspondence
- Plans and implements all tryout clinics and tryouts
- Promotes on-going development and growth of OSC according to the mission statement of the organization

G. Travel Committee.

- Committee makeup: Travel coordinator (as designated by Board of Directors), travel team managers, the appropriate USFS or ISI coaches, and the Club Treasurer.
- Coordinates all team travel
- Negotiates bus rates, hotel room rates
- Finds most cost effective and safe travel arrangements for all OSC skaters, teams, etc.
- Promotes on-going development and growth of OSC according to the mission statement of the organization

H. Grievance Committee.

- Committee makeup: At least 4 adults, appointed by Club Vice President, who VP believes can render a fair and unbiased decision in the case. Appointments to the Grievance Committee will be made on a case-by-case basis. These 4 adults can all be current OSC Board members, but may also be coaches from other ice rinks, and/or community members with experience in addressing conflicts and grievances (e.g mental health professionals, teachers, school guidance counselors)
- Oversees appropriate and complete implementation of grievance procedure as outlined in the OSC Grievance Policies and Procedures Manual
- Makes suggestions for change of grievance procedures to OSC Board for discussion
- Promotes on-going development and growth of OSC according to the mission statement of the organization

*Section 3. Board Meeting Attendance.* The chairpersons of the standing committees may be requested by the President to attend various meetings of the Board of Directors. The chairpersons may enter into and take part in all discussions but may not vote unless they are current Board members.

## **Article VIII**

### **MEMBERSHIP**

*Section 1. Classes of Membership.*

- A. Senior Members: Senior members shall be eighteen years of age and over and have designated Oxford Skating Club as their home club and shall enjoy all privileges of the Club, including the right to vote and to hold office. Senior members shall be divided into two categories as follows:
- i. *Skating Senior Members.* Members of the Club who are eighteen years of age or older.
  - ii. *Non-skating Senior Members.* Members of the Club who are eighteen years of age or older, shall be called Non-skating Senior Members.
- B. Junior Members. Junior members shall be under eighteen years of age. They shall enjoy all privileges of the Club, except the right to vote and to hold office. Membership is not transferable to another person.
- C. Honorary Members. Honorary members may be elected at any meeting of the Club after recommendation by the Board of Directors, but three negative votes shall reject. Any

honorary member shall be free from membership fees. He/she may represent the Club in exhibitions and attend ice skating sessions under the same rules governing active members. He/she shall not be nominated or elected to office or be a member of the Board of Directors. He/she shall have no claim on the assets or property of the Club. Honorary Club members do not have voting rights.

- D. Associate Members. Skating members of the Club who have designated some other club as their home club called Associate Members. They shall enjoy all privileges of the Club except the right to vote and to hold office.

*Section 2. Resignation.* Any member not in arrears for dues or other indebtedness may tender a written resignation of his/her membership to the Secretary, who shall report same to the Board of Directors at their next meeting for their acceptance. At the discretion of the Board, a refund of dues may be permitted after a written request from a member is presented at a regular Board meeting.

*Section 3. Board Approval for Competition or Exhibition.* No member of the Club shall make entry in the name of the Club in any sanctioned synchronized skating competition or sanctioned synchronized skating exhibition except with the approval of the Board of Directors. After verification with the Treasurer, an Officer of the Club shall sign individual and team competition entries for USFS- and ISI- sanctioned freestyle competitions.

*Section 4. Good Standing.* A member in good standing refers to a member who is current with his/her financial obligations to the Club, as verified by the Treasurer, and who has received no written reprimands for behavioral misconduct from coaches, team managers, or other Club officials as outlined in the OSC Skater Handbook. If the skater has received a written reprimand it is the duty of the Board to determine if the skater has resolved the behavioral issues and the Board reserves the right to consult the parents (if the member is a minor), coaches, team managers, and other Club officials and other including but not limited to the Goggin Ice Center Director of Skating, and/or the Assistant Director of Skating. All members will be expected to comply with the Objectives and Expectations of OSC Skaters outlined on page 4 of the OSC Skater Handbook. All members will further be expected to resolve conflicts according to the OSC Conflict Resolution and Grievance Policies and Procedures Handbook. Any member of the club who does not follow the established policies for behavior, conflict resolution, dues, required attendance at competitions and exhibitions, is subject to all disciplinary sanctions as outlined in the OSC By-laws, Skater Handbook and the Conflict Resolution and Grievance Policies and Procedures Handbook.

*Section 5. Discipline.* Any member or members having a 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 Club's Grievance Committee. All members must follow the Club grievance procedure as stated in the OSC Conflict Resolution and Grievance Policies and Procedures Handbook.

## **Article IX FEES, DUES, AND ASSESSMENTS**

*Section 1. Fees and Dues.* Ice fees, membership dues, team fees, and/or assessments shall be set by the Board of Directors at the beginning of each skating year. Team fees are estimates subject to change as stated in the Team Commitment Letter that all skaters receive upon being invited to join a Club team. Any request for refunds of Club payments shall be handled pursuant to Article VIII, Section 3.

*Section 2. Arrears for Dues.* Unless other arrangements have been made, any member in arrears for dues, individual ice fees, and other individual assessments shall be notified by December 31. If the

amount owed is not paid in full within one month thereafter, the name of the delinquent member shall be reported by the Treasurer to the Board of Directors at their next meeting. The Board of Directors may drop from the roll any such delinquent member. A member dropped from the roll for non-payment of dues or other indebtedness may, upon payment of same, be reinstated to full membership at the discretion of the Board of Directors.

Payment of team fees will be based upon a payment schedule arranged by the Club Treasurer when new team placements are announced. Unless other arrangements have been made, team fees will be due monthly. Failure to comply with monthly team fee payments will result in late fees added for late payment. Continued failure to pay team fees will be reported by the Treasurer to the Board of Directors. The Board may then drop a delinquent member from the team until payment or arrangements to pay are made with the Club Treasurer.

*Section 3. Arrears for Dues/Fees Restrictions.* No member in arrears for dues or other indebtedness shall be eligible to hold office, to vote, or enter in any tests or competitions.

*Section 4. Fees for Returned Checks for Insufficient Funds.* An appropriate fee will be assessed for all checks written to the Club that are returned by the bank for insufficient funds. Such fees will be added to a skater's balance and must be paid in full by the end of the season before a skater is considered in good standing.

## **Article X**

### **MEETINGS OF THE CLUB MEMBERSHIP**

*Section 1. Regular Meeting.* The President can call an annual Club membership meeting each year.

*Section 2. Special Meetings.* The Secretary shall call special meetings at the discretion of the President or upon the written request of five Club members in good standing.

*Section 3. Quorum.* Twenty percent of the active senior membership shall constitute a quorum for the transaction of business at all full Club membership meetings (ex. annual meetings, special meetings of the entire Club membership).

*Section 4. Notices.* Notices of stated and special meetings shall be posted by the Secretary on the Club website at least two weeks in advance of the meetings.

*Section 5. Special Meeting Limitation.* No business shall be transacted at a special meeting except that for which the notice was given.

*Section 6. Attendance by General Membership at Board Meetings.* All meetings of the Board of Directors are open to all members in good standing. The chairpersons of the standing committees may be requested by the President to attend various meetings of the Board; at such times, the chairperson may enter into and take part in all discussions but may not vote, as stipulated in Article VII, Section 3.

*Section 7. Rules of Order for Conducting Business.* Robert's Rules of Order shall be observed for the conduct of business in meetings of the Club membership and of the Board of Directors. The Vice-President is responsible for upholding the Rules of Order.

**Article XI**  
**REVISING AND AMENDING THE CONSTITUTION**

*Section 1. Review and Revisions.* A complete review of the Constitution shall be made every five years. This Constitution may be reviewed more often when deemed necessary by the Board of Directors or when the request of five or more senior members in good standing is forwarded in writing to the President, who must then give notice, appoint a review committee, and call a Board of Directors meeting. Revisions made as a result of such reviews are subject to the approval of the voting membership of the Club. Two-thirds approval of the voting membership casting votes shall be required to revise and/or amend the Constitution

*Section 2. Amendments.* As needed or upon call, the President shall hold a Board of Directors meeting to discuss proposed amendments and to vote on such amendments, provided that at least fifteen days' notice of such proposed changes has been given in writing to each Club family by the Secretary. Two-thirds approval of the voting membership casting votes shall be required to revise and/or amend the Constitution .

Revised November 9, 1993 / amended 1997 / amended 2000 / amended 2004 / revised May, 2008