

ARTICLE I NAME AND CORPORATION

Section 1. Name. The Organization shall be known as the Ice House of New Jersey Figure Skating Club. Herein to be referred to as the "Club."

Section 2. Incorporation. The Club was incorporated under the Laws of the State of New Jersey, August 28, 1998.

Section 3. Officers of Incorporation. The four officers of the Club shall be the four officers of Incorporation.

Section 4. Corporate Seal. The Corporate Seal shall be: Ice House of New Jersey Figure Skating Club, Inc.

Section 5. This Club shall have its headquarters in the Ice House at Hackensack, New Jersey or any other skating rink it deems appropriate.

ARTICLE II PURPOSE

The purpose for which Ice House of New Jersey Figure Skating Club, Inc. is organized is to engage in any activity within the purposes for which corporations may be organized under the "New Jersey Nonprofit Corporation Act," N.J.S. 15A:1-1 et seq., provided that such purposes are exclusively religious, charitable, scientific, literary, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 of the corresponding provision of any future United States Internal Revenue Law.

Notwithstanding any other provision hereof, Ice House of New Jersey Figure Skating Club, Inc. shall not carry on any activities not permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Code.

No compensation shall be paid to trustees or officers of the corporation. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its trustees, officers, or other person, except that the corporation is authorized and empowered to make reasonable compensation to persons other than **trustees or officers** for services rendered, to make reimbursements for expenses in conducting its affairs and carrying out its purposes, and to make payments and disbursements in furtherance of the purposes set forth herein. The corporation shall not carry on propaganda or otherwise attempt to influence legislation, nor will the corporation participate or intervene in any political campaign on behalf of any candidate for public office. (Amended as of March 31, 2000.)

Section 1. Titles. The officers shall be the President, Vice-President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined. All officers must be registered members of US Figure Skating who have designated the corporation as their home club.

Section 2. Duties of the President. It shall be the duty of the President to take charge of the Club; to preside at all meetings of the Club and of the Board of Directors. The President shall have the entire supervision and management of the Club and its property pending the action of the Board of Directors; the power to suspend any member for violating the bylaws or regulation of the Club, pending the approval of the Board; to call special meetings and Club meetings. The President, together with the Secretary, shall sign all agreements and contracts made by the Club upon the approval of the Board of Directors.

Section 3. Duties of the 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 absence of the President, to assume the duties and officiate in his/her stead.

Section 4. Duties of the Treasurer. The Treasurer shall have charge of the funds of the Club and shall keep a record of all receipts and disbursement and shall render a written report at each Board meeting. Disbursements shall be made only upon vouchers approved by the Board of Directors. The Board of Directors has the power, whenever they deem it necessary, to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a bank approved by the Board of Directors, or in securities approved by the Board of Directors. All disbursements by check shall be signed by the Treasurer and the President or another designated officer or member of the Board of Directors. The Treasurer shall not withdraw from the Club's savings account or other investment any funds earned in a prior year, except upon the vote of a majority of Directors. The Treasurer shall prepare a yearly financial report and budget for presentation at the Annual Meeting and make an annual financial report to the accountant for preparation of all year-end filings for all government agencies, where required.

Section 5. Duties of the Secretary. It shall be the duty of the Secretary to keep the "minutes of the meeting" of the Club and of the Board of Directors, to supervise all reports and documents connected with the business of the Club, and to issue notices of all meetings of the Club and Directors.

Section 6. Vacancies. If any of the foregoing offices become vacant by reason of death, resignation, removal, or otherwise, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

Section 7. Removal. Any officer or director may be removed from office by a three-quarters majority vote of the Directors voting at a special meeting called for this purpose, except the Director under consideration for removal shall not vote.

Section 8. Term of Office. Officers shall be elected each year by the Board for a one-year term.

Section 1. Qualifications. Directors must be voting members of the corporation who have designated the corporation as their Home Club under the applicable rules of the United States Figure Skating Association.

Section 2. Number of Members. There shall be a Board of Directors composed of no less than 5 regular members of the Club. A maximum of one (1) ineligible or restricted member may be on the Board of Directors.

Section 3. Term of Office. One-third of the Board of Directors shall be elected each year at the regular meeting of the membership and they shall serve for a period of three years.

Section 4. Vacancies. In the event of a vacancy on the Board of Directors, it shall be filled by vote of the remaining directors by a senior member in good standing who has been a Club member for at least 6 months. Such appointed Director shall fill the unexpired term of the vacated Director position.

Section 5. Quorum. Two-thirds of the Board shall constitute a quorum.

Section 6. Meetings. The Board of Directors shall have no less than 9 meetings during the skating season. Meetings may be conducted physically or via electronic communication. The date of such meetings shall be stated by the President or, in his/her absence, 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 Directors at least seven (7) days prior to the meeting. The notice shall state the date of the meeting, the purpose for which the meeting is called, and the names of the four (4) members requesting the meeting.

Section 7. Authority. The Board shall have the entire authority in the management of affairs and finances of the Club and shall have general control of all its property. All rights and powers connected therein shall be vested in them. The Board shall make such rules as they deem proper respecting the use of the Club's property; prescribe rules for the admission of strangers; fix penalties for offenses against the rules; and make rules for their own government and for the government of the committees appointed by them. The Board shall appoint a Membership Chair, a Test Chair, and other committee chairs as the Board may choose to create from time to time.

Section 8. Financial Duties. All appropriations from the funds of the Club shall be made by the Board of Directors. The Board of Directors shall audit records of the Secretary, Treasurer, and other committees. They shall prepare and submit to the stated annual meeting a program of anticipated expenditures for the coming year together with proposals of sources of revenue to meet same. The Board shall be responsible for filing federal and state income tax returns yearly and perform any other duties deemed necessary by the Board. The Board shall have the power to limit the indebtedness of a member of the Club.

Section 9. Board Member Limitation. The office of the board member shall be *ipso facto* vacated:

- a) If she/he is found to be mentally incapacitated.
- b) If he/she is convicted of a felony.
- c) If by notice in writing the Club he/she resigns his office.

Section 10. US Figure Skating Delegates. The Board shall appoint from among its registered eligible members a number of delegates in proportion to the total number of registered members of such member Club during the preceding fiscal year as specified in the USFSA Bylaws, Article XV. The delegate(s) shall be representative(s) between the Club and the Association and shall attend the USFSA Governing Council meeting, either in person or by proxy. Said Club shall file a certificate of such appointment with the Association and the certificate shall be provided by the Association.

ARTICLE V

ELECTIONS

Section 1. Time. Elections shall be held at least one month before the beginning of the fiscal year for which such officers and directors are chosen.

Section 2. Nominating Committee. Each year a nominating committee shall be appointed by the President at least sixty (60) days in advance of the annual election. This committee shall consist of three (3) members of the Club. The names of the candidates selected by the nominating committee shall be mailed to each eligible voting member in the form of a ballot at least four (4) weeks prior to the annual meeting. The nominating committee will nominate Officers and Board of Director candidates.

Section 3. Voting. Ballots shall be mailed to all eligible voting members at least twenty (20) days before the date set for counting votes. Eligible voting members may cast their ballots by mail addressed to the Secretary or in person at a meeting held solely for the purpose of counting the ballots. The Club shall use the "Instant Runoff Voting" method of balloting, as described, in order to avoid the need for a run off election in the event of a tie. Ballots not received in the mail in time to be counted shall be invalid. This meeting shall be open to all members, though the actual counting of the ballots shall be conducted under the supervision of the Secretary or such other person as the Board of Directors may designate.

Section 4. Records. The Secretary shall preserve the records of an election for at least one year.

ARTICLE VI MEMBERSHIP

Section 1. Candidates for membership shall be individuals interested in the objectives of the Club who conform to the definition of eligible or ineligible skater as specified in the rules and constitution of US Figure Skating.

Section 2. Classes of Membership. Classes of membership may include the following: a) Senior Members, who shall have attained the age of eighteen years as of the first day of October of the current membership year, who shall have all privileges.

b) Junior Members, who are under the age of eighteen years as of the first day of October of the current membership year, shall not hold office and shall have all privileges except voting. c) Associate Members, who shall not hold office and shall have all other privileges except voting. d) Coach Members, who shall be engaged in the coaching of figure skating and shall have attained the age of eighteen years as of the first day of October of the current membership year. e) Honorary Members, who may be conferred by the unanimous vote of all members of the Board of Directors and who shall be exempt from initiation fees and dues. Honorary members shall not hold office and shall have all privileges except voting.

Section 3. Application for Membership. Applications for admission, with appropriate fees, shall be submitted to the Membership Chairman. Members must meet the requirements as set forth in the eligibility rules of US Figure Skating. Rejection of a membership application may not be discriminatory as to race, age, national origin, or religious preference.

Section 4. Termination and Suspension of Membership. Any member's membership may be terminated by a majority vote of the Board of Directors. Notice shall be given to said member by registered mail at his or her address as it appears on the Club records within ten (10) days of termination. Termination or/and suspension of membership does not relieve the terminated or suspended member from any obligations for charges incurred, services or benefits actually rendered, dues, assessments, or fees arising from contract or otherwise. Appeal rights shall be governed by the USFSA rules and bylaws.

Section 5. Voting Rights. Senior members shall be entitled to voting rights. The Board of Directors shall have the right to review the classes of membership and the criteria for voting membership, and the rights, privileges, preferences, restrictions and conditions applicable to each class of membership. There is no requirement that each class of membership have the same rights, privileges, preferences, restrictions and conditions. Changes in voting rights as recommended by the Board of Directors will be subject to a majority vote of the general membership who are eligible to vote.

ARTICLE VII CLUB MEETINGS

Section 1. Time. There shall be at least one annual stated Club membership meeting each year.

Section 2. Special Meetings. The Secretary shall call special meetings at the direction of the President, or upon the written request of ten (10%) percent of the Club members in good standing.

Section 3. Quorum. Thirty (30%) percent of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business.

Section 4. Notices. Notices of stated and special meetings shall be posted by the Club Secretary on the Club bulletin board and mailed to each member at least ten (10) days in advance of the meeting.

Section 5. Special Meeting Limitations. No businesses shall be transacted at a special meeting except that of which notice was given.

Complaints. Any member or members having complaint against another member for the infraction of any law or rule, or for conduct injurious to the Club, may report the same, in writing, to the Board of Directors. 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 Directors shall be held as soon as practicable to investigate the same. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a hearing date.

ARTICLE IX FEES, DUES, AND ASSESSMENTS

Fees. The annual dues payable to the corporation shall be in such amount as determined from time to time by the Board of Directors.

ARTICLE X FISCAL YEAR

The fiscal year shall run from July 1 through June 30 until such time as the Board of Directors adopts a different fiscal year.

In the event of dissolution, after payment of all debts, the residual assets of the corporation will be distributed as set forth in its By-laws and turned over to one or more organizations which themselves are exempt as organizations described in sections Section 501 (c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding sections of any prior or future United States Internal Revenue Code, or to the Federal, State or local government for exclusive public purposes. No residual assets shall be distributed to any trustee or officer of the corporation. (Amended March 31, 2000.)

ARTICLE XI MEMBERSHIP IN US FIGURE SKATING

The Club shall maintain its membership in US Figure Skating and conduct its affairs in a manner consistent with the bylaws of that association. Members shall conduct themselves in a manner consistent with the codes and ethics as stated by US Figure Skating and United States Olympic Committee. The Club shall follow the provisions of the United States Internal Revenue Code, Sec. 501(c)(3).

ARTICLE XII AMENDMENTS TO BYLAWS AND THE CONSTITUTION

The bylaws and constitution may be amended by a two-thirds vote at a regular annual meeting of the members, provided a thirty (30) day notice of the general nature of the proposed amendment(s) has been mailed to all voting members. Proxies may be used for voting purposes.

BYLAWS OF THE ICE HOUSE OF NEW JERSEY FIGURE SKATING CLUB

ARTICLE I ORDER OF BUSINESS

Section 1. Sequence. At stated and special meetings, the following order of business shall be observed: a) Roll call b) Reading of the minutes of previous meetings

b) to lay on the table the previous question c) to postpone d) to commit e) to amend

- c) Reports of officers
- d) Reports of committees
- e) Unfinished business
- f) New business
- g) Election of officers
- h) Adjournment

ARTICLE II RULES OF ORDER

Section 1. Order of Motions. When a question is before the meeting, no motion shall be entertained except:

- a) to adjourn

Which several motions shall have precedence in the order given above, and the first three shall be decided without debate.

Section 2. Yeas and Nays. If any two members shall request, the yeas and nays shall be called upon any question, whereupon each member present shall vote as his name is called, without debate, unless excused from voting by the meeting's chair, and the vote so taken shall be recorded in the minutes.

Section 3. To Reconsider. A motion to reconsider must be made by a member who voted with the majority, and at the same or successive meeting.

Section 4. Majority Vote. Except as otherwise provided, all questions shall be determined by a majority vote. The chair may vote only in case of a tie, except when the yeas and nays are ordered in which case he/she shall vote when his/her name is called. If the result be then a tie, the motion(s) shall be declared lost.

Section 5. Robert's Rules of Order Newly Revised. All questions of parliamentary practice not herein provided for, shall be determined in accordance with Robert's Rules of Order Newly Revised.

Section 1. Appointment. The standing committees shall be appointed annually by the Board of Directors at their regular meeting after the annual meeting.

Section 2. Membership Committee. The Membership Committee shall investigate and pass upon the qualifications of all candidates for membership and report their conclusions to the Board of Directors.

Section 3. Tests and Competitions Committee. The Tests and Competitions Committee shall have the following duties:

- a) US Figure Skating Tests: The Committee shall have complete charge of giving tests, of setting dates, and of obtaining approved US Figure Skating judges for tests.
- b) Competitions: The Committee shall have complete charge of all club and interclub competitions.
- c) Competition Eligibility: The decision shall rest with the Committee as to persons eligible to enter any such tests and competitions.

Section 4. Fundraising. The Fundraising Committee shall organize and supervise fundraising activities consistent with the U.S. Internal Revenue Service regulations governing Section 501(c)3 corporations.

Section 5. Website. The Webmaster shall Post all information prepared/approved by the Board of Directors and/or committee members. **Section 6. Publicity and Public Relations.** The Publicity and Public Relations Committee shall furnish requested news items of the club's activities to "Skating" (the official publication of US Figure Skating), to local newspapers, radio stations, and television stations; and otherwise promote good will with other skaters, with the public, and other clubs; and further the education of the public toward figure skating through educational press releases.