

CONSTITUTION & BY-LAWS

Approved 11/08/03 Amended 07/01/06, 10/13/07, 11/15/08, 03/07/10, 04/06/2024

Article I

Name

Section 1. Name. The Organization shall be known as The Ice Chalet Skating Club of Knoxville (ICSC).

Section 2. Incorporation. The ICSC is not currently incorporated.

Section 3. The ICSC has tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 4. Headquarters. The ICSC shall have its headquarters at the Ice Chalet, 100 Lebanon St., Knoxville TN 37919.

Article II

Purpose

The primary purpose of the ICSC is to support and develop amateur skating by providing educational programs and opportunities that will help skaters achieve their goals in a safe and healthy environment in accordance with the policies of the Ice Skating Institute (ISI). The Club will support the Ice Chalet Skating Team by promoting good sportsmanship, teamwork, self-discipline, self-esteem, confidence, fun, and physical fitness. The Club will encourage full participation in the sport of skating by all persons regardless of disability, race, religion, creed, ethnic origin, age, or gender.

Article III

Officers & Elections

Section 1. Officers. The officers shall be President, Vice President and/or President-Elect, Secretary, and Treasurer. The officers must be members in good standing of the ICSC.

Section 2. Term of Office. Officers shall hold office for a term of one membership year or until their successors are elected.

Section 3. Method of Election. A slate of officers shall be nominated by the membership at a scheduled club meeting during the Winter term, preferably before February 28. The slate of officers shall be voted on at the next scheduled club meeting, to be held no later than the first weekend in May. A simple majority will decide all contested officer positions.

Section 4. Vacancies of Office. Upon resignation, removal from office, death of an officer, or other circumstance wherein the officer may not complete his/her term, the members shall, at the next scheduled meeting, elect a replacement from the membership to complete the remaining term.

Section 5. Removal from Office. An officer may be removed from office for failure to renew membership in the ICSC, or may be removed by a unanimous vote

of the members for failure to perform the duties of office. Prior to any vote for removal from office, the members must specify the offense(s) to the officer (either in writing or verbally). The members must permit the officer to make a statement to the members prior to the vote.

Article IV

Duties of Officers

Section 1. General Duties. All officers have a duty to attend meetings. All officers have a duty to conduct themselves in an ethical and business-like manner. Failure to comply with the above duties may be grounds for removal from office.

Section 2. President. It shall be the duty of the President to take charge of the ICSC and to preside at all meetings of the ICSC. The President shall have the entire supervision and management of the ICSC and its property pending the action of the membership; the power to suspend any member for violating the bylaws or regulations of the ICSC, pending the approval of the membership; and the power to call special meetings. In the absence of the Treasurer, shall make, sign, and endorse in the name of the Club all checks, drafts, and other orders for the payment of money. The President, together with the Secretary, shall sign all agreements and contracts made by the ICSC upon approval of the membership.

Section 3. President-Elect. It shall be the duty of the President-Elect to assist the President in the discharge of duties, and, in the President's absence, to assume those duties and officiate in the President's stead. The President-Elect will take the office of the President at the expiration of the previous President's term.

Section 4. Vice President. It shall be the duty of the Vice President to assist the President in the discharge of duties and to perform other duties as requested by the President.

Section 5. Treasurer. The Treasurer shall have charge of the funds of the ICSC, shall maintain a record of all receipts and disbursements, and shall render a written report twice yearly or as requested by the President. The funds shall be immediately deposited in the ICSC account in a bank approved by the members, or in securities approved by the members. All disbursements by check of more than US\$1000.00 shall be signed by the President and Treasurer for expenses not previously approved in the annual budget or approved by a majority vote of the officers.

Section 6. Secretary. It shall be the duty of the Secretary to keep the minutes of all meetings of the

The Ice Chalet Skating Club of Knoxville Constitution & By-Laws
EIN 41-2116480

ICSC, to post the minutes within two weeks following the meetings, to supervise all reports and documents connected with the business of the ICSC, to issue notices of all meetings of the ICSC, and to accomplish any similar task regarding administration of the ICSC. The Secretary must also maintain any election records for one year.

Article V Executive Committee and Committees

Section 1. Executive Committee. The Executive Committee (aka "the Board") shall consist of the elected officers. It shall be their responsibility to present a proposed budget for the year's activities. The Executive Committee shall have the authority to act in the club's best interest when it is not possible to hold a general meeting of the membership before action is needed. Any financial transactions over US\$1000.00 not previously approved in the annual budget or approved by a majority of vote of the officers require a membership vote.

Section 2. The Board may create committees as needed, for purposes including, but not limited to: (1) Membership Committee; (2) Show/Exhibition Committee; (3) Competition Committee; (4) Hospitality Committee; (5) Newsletter Committee; (6) Publicity Committee. The Board President appoints all committee chairs.

Article VI Membership

Section 1. Candidates for membership shall be individuals interested in the goals of the ICSC.

Section 2. Classes of membership:

Individual Membership: Individual members shall have attained the age of 18 years as of July 1 of the current membership year to be eligible to vote and hold office. Before age 18, a parent can vote as proxy for the minor child, but neither the child nor the parent can hold office.

Family Membership: All members of a family of a skater are eligible for membership and shall have one vote, representing the entire family.

Professional Membership: This membership is open to all ISI-accredited judges, officials, professional skaters, and coaches at no cost. This is a non-voting membership. These individuals may have full voting privileges if they choose to pay a reduced membership fee. This fee shall be in such amount as determined from time to time by the members.

Honorary Membership: Honorary Members are non-voting members. Honorary member status is conferred by the unanimous vote of all members.
Life Members: Life Members are full skating members

with twenty (20) or more consecutive years of membership in the ICSC.

Section 3: The membership year is the same as the Fiscal Year (See Article IX).

Article VII Club Meetings

Section 1. Time. There shall be an Annual Meeting of the ICSC membership each year.

Section 2. Special Meetings. The Secretary shall call special meetings of the general membership at the direction of the President, or upon the written request of 10% of the ICSC members in good standing.

Section 3. Quorum. Thirty percent (30%) of all members who are entitled to vote and are in good standing shall constitute a quorum for the transaction of business. Mail-in or e-mail ballots may count towards the quorum if necessary.

Section 4. Notice. Notices of stated and special meetings shall be given to every member at least ten (10) days in advance.

Section 5. Regular Meetings: The President shall schedule regular meetings as needed throughout the year.

Article VIII Dues

Section 1. Dues. The annual dues payable to the ICSC shall be in such amount as determined from time to time by the members.

Article IX Fiscal Year

Section 1. The Fiscal Year shall run from July 1st to June 30th.

Article X Amendments to By-Laws

Section 1. Procedure for Amendments. Amendments proposed to these By-Laws may be acted upon at any Annual or Special General Membership Meeting, provided that the notice of the meeting states the general character of the proposed amendments. Amendments proposed to these bylaws shall be posted at least ten (10) days prior to the meeting. Amendments to these By-Laws shall be made by a majority vote of the eligible members present at the meeting. Voting members may give a proxy to any officer or may mail in a vote to the Secretary, which must be received prior to the stated meeting date. Any votes received after the stated meeting shall be invalid.

The Ice Chalet Skating Club of Knoxville Constitution & By-Laws
EIN 41-2116480

Article XI
Order of Business

Section 1. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

Section 2. Voting. All questions shall be determined by a majority (after determination of quorum).

Article XII
Dissolution

Section 1. The affairs and activities of the ICSC shall always be conducted in such a manner that no part of its net earnings shall accrue to the benefit of any one member, officer, or other individual.

Section 2. In the event of dissolution of the ICSC, any and all funds and other property then owned by the ICSC shall be distributed to or for the use of such charitable education organizations meeting the requirements of Section 501(c)(3) of the Internal Revenue Code, or any amendment thereof or successor thereto then in force, as the members shall then select and determine.

Adopted 11/08/03

As amended 07/01/06

Deleted word "figure" in the last sentence of Article II.

As amended 10/13/07

Conflict of Interest Policy approved – see attached.

As amended 11/15/08

Officers revised; VP for RUMPS added

As amended 03/07/10

Article 1, Section 3, Changed tax exempt status (received).

Article II, Added, "support the Robert Unger Team"

Article IV, Officers revised: President, duties revised including power to authorize payments in the absence of the Treasurer; President-Elect added; Vice President for RUMPS removed; Vice President added; Under Treasurer, reduced frequency of reporting requirement, and dollar amount requiring two signatures raised to \$300.00.

Article V, Standing Committees and descriptions removed; Added "proposed budget" requirement; Added financial cap on non-approved expenditures.

Article VI, Revised Individual Membership voting proxy for minor children. Revised Professional Membership to allow reduced membership fee.

As amended 04/06/24

Article II. "Robert Unger Skating Team" changed to "Ice Chalet Skating Team."

Article III. Section 1. "President-Elect" and "Vice President" changed to reflect the option to elect one or the other, and not both.

Article III. Section 2 and Section 3. Officers' Term of Office specified as a membership year for clarification purposes. Section 2 statement re: when term begins omitted. Section 3: Removed reference to election of officers during the Annual Meeting, and instead specified that a slate is to be nominated during the Winter term, preferably before Feb. 28, and voted on at the next membership meeting to be held by early May so that officers are identified before the next fiscal and membership year begins. A statement that a simple majority vote is needed for all contested officer positions was also added.

Article IV. Section 5. Removed language regarding "vouchers" since vouchers are no longer used.

Raised check disbursement limit requirement for the signature of both the President and the Treasurer to \$1000.00 for expenses not previously approved in the annual budget or approved by a majority vote of the officers.

Article V. Raised expenditure limit for expenses not previously approved in the annual budget or approved by a majority vote of the officers to \$1000.00.

Article VI. Section 3 added to clarify that the membership year is the same as the Fiscal Year.

Article VII. Section 5 added to clarify that the President shall schedule regular meetings as needed throughout the year.

President

Secretary