

# THE OFFICIAL ICEFSC RULEBOOK

## **PART ONE**

Bylaws

## **PART TWO**

Code of Ethics  
Grievance & Disciplinary Procedures

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## **PART FOUR**

Glossary

Official Rules of the ICEFSC as of  
February 5th 2012, effective immediately.  
Updated June 13th, 2016

THE ICELAND COMPETITIVE EDGE FIGURE SKATING CLUB  
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It is the mission of the Iceland Competitive Edge Figure Skating Club: to promote, foster, and encourage full participation in the growth and development of figure skating; to encourage and assist amateur figure skating and participation in local and international competition; to educate and inform the public of all aspects of the benefits to be derived from figure skating; to maintain a club that will provide membership for individuals interested in the promotion of educational activities concerning figure skating; and to take all steps necessary to promote amateur figure skating in the State of Michigan.

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## **About the Iceland Competitive Edge Figure Skating Club**

### **Introduction**

Welcome to the Iceland Competitive Edge Figure Skating Club (“ICEFSC” or the “Club”). This rule book is designed to answer any questions you may have, not only about the Club, but also about figure skating in general. If you have further questions after reading the rule book, please ask any of our Club volunteers, officers, board members, or division chair people. Many hours and a lot of thought have gone into creating a rule book that would guide you through each phase of the Club.

Skating is a lifetime sport and one that is enjoyed by young and old. We hope you will use the Club as a skater, as a volunteer, or even as a social outlet. It's a wonderful avenue for meeting people. We hope you find this rule book interesting and helpful. HAPPY SKATING!

### **What is the ICEFSC?**

The ICEFSC is a nonprofit, volunteer run organization; the Club operating according to an established set of bylaws, rules and policies. The ICEFSC was established in 2011. Before 2011, ICEFSC was formerly known as the Flint 4 Seasons Figure Skating Club. Since 2011, the ICEFSC has been a member of United States Figure Skating (“USFS”).

The ICEFSC also operates under the bylaws, rules, regulations and test structures of the USFS and are intended to assist our skaters in their advancement. Ice time is purchased for Club use at the Flint Iceland Arenas (“FIA”).

### **What is the USFS?**

The USFS is the governing body for the sport of amateur figure skating on ice in the United States. The USFS, in turn, is a member of the International Skating Union (ISU) and the United States Olympic Committee (USOC). The USFS is made up of Member Clubs, Individual Members, and Associate Members. ICEFSC is a Member Club of the USFS. It is through ICEFSC's member club status that individual ICEFSC members obtain their “first club” or “home club” membership in USFS. These organizations lead highly talented skaters through regional, sectional, and national competitions and onto World and Olympic Games.

## **GENERAL SKATING SEASON CALENDAR**

### **JULY**

ICEFSC and USFS membership are due July 1st. Membership materials will be emailed to members. Dues must be paid in order to be consider a member in good standing.

### **AUGUST**

Basic Skills Competition

### **SEPTEMBER**

Sept. 1st is USFS qualifying entry deadline.

### **OCTOBER**

Regional Send-off Party/Exhibition featuring club skaters entered in EGL Regional Championships (Club Special Event)  
EGL Regional Championships.

### **NOVEMBER**

Sectional Championships.

### **DECEMBER**

### **JANUARY**

National Skating Month.  
U.S. National Championships  
Begin budgetary process for next fiscal year.  
First meeting of Nominating Committee.  
Board appoints USFS Governing Council delegates, notify USFS before Feb. 1st.

### **FEBRUARY**

### **MARCH**

Nominating Committee presents slate of nominations to Board of Directors.

### **APRIL**

Budget presented for comment.

### **MAY/JUNE**

Annual Ice Show  
Adopt new fiscal year budget.  
Annual Membership meeting.  
Membership packets handed to/emailed out to members.

**PART ONE  
BYLAWS  
OF  
ICELAND COMPETITIVE EDGE  
FIGURE SKATING CLUB**

**ARTICLE 1  
NAME AND LOCATION**

1.1 The name of this corporation, which is a nonprofit corporation organized under the Nonprofit Corporation Act of the State of Michigan, is ICELAND COMPETITIVE EDGE FIGURE SKATING CLUB (hereinafter "Club").

1.2 The principal office of this Club shall be situated in the southeast portion of the State of Michigan at such specific location, as the Board of Directors shall determine from time to time. The Club may also have such other offices as the Board of Directors determines from time to time.

**ARTICLE 2  
PURPOSE**

2.1. General Purpose. The Club is organized and operated for the following general purposes:

(a) For charitable and educational purposes and to foster national or international amateur sports competition within the meaning of §501(c)(3) of the Internal Revenue Code of 1986 (as amended), including for such purposes, the making of distributions to organizations which are recognized as exempt from tax under such §501(c)(3).

(b) To exercise all of the rights, powers, duties and authority of a nonprofit corporation organized under the Nonprofit Corporation Act of the State of Michigan.

2.2 Specific Purposes. The specific purposes of the Club include, without limitation, the following:

(a) To promote, foster, and encourage full participation in the growth and development of figure skating;

(b) To encourage and assist amateur figure skating and participation in local and international competition;

(c) To educate and inform the public of all aspects of the benefits to be derived from figure skating;

(d) To establish a club that will provide membership for individuals interested in the promotion of educational activities concerning figure skating;

(e) To foster national or international amateur competition in figure skating and to promote the advancement of figure skating in the Flint region;

(f) To assist individual figure skaters and skating clubs by providing scholarships, providing educational opportunities for local public schools (when available), and helping special education athletes.

(g) To represent Flint area skaters and their parents within the rules and bylaws of United States Figure Skating ("USFS"); and

(h) To take all steps necessary to promote amateur figure skating in the State of Michigan.

**ARTICLE 3  
MEMBERSHIP**

3.1. Qualifications For Membership. The members of the Club shall consist of anyone who: 1) is actively engaged in or wishes to support amateur figure skating; 2) applies for membership on a form approved by the Board of Directors; and 3) agrees to abide by the Bylaws of the Club as amended from time to time.

3.2. Classes of Members. The membership of the Club shall be divided into four classes: active members, associate members, inactive members and honorary members.

(a) Active Members. Active members shall be those individuals who have registered and paid dues for the current skating season. They shall retain active status until the following annual registration date. Active members who are adults shall have all the rights and privileges of membership, including the right to vote. Junior members are active members who are under the age of eighteen (18). Junior members shall have all the rights and privileges of active membership except the right to vote. Instead, votes for junior members must be cast by a parent or guardian.

(b) Associate Members. Associate members are the parents or guardians of active members who are under the age of eighteen (18); or individuals who are supportive of the club and are not an independent contractor of the club; and any other individuals who may be elected to associate membership by the Board of Directors. Associate members shall not have regular skating privileges but shall be eligible to vote the same as active members.

(c) Inactive Members. Inactive members include former active members and former associate members who wish to have a continuing identification with the Club, but not skating privileges. Inactive membership may be granted

to individuals, subject to approval by the Board of Directors.

(d) Honorary Members. Honorary members re individuals who have contributed outstanding services to the development of amateur figure skating. Honorary membership may be conferred upon individuals exclusively by the Board of Directors.

3.3. Voting Rights. Each active member and associate member in good standing who is at least eighteen (18) years of age shall be entitled to cast one vote with respect to those matters submitted to the members for action or approval. Inactive members, Honorary members and junior members have no voting rights. However, junior members may attend and be heard at meetings of the membership of the Club and votes for junior members must instead be cast by a parent or guardian. There shall not be any voting of members by proxy. Votes may be taken by voice, by a show of hands or by written or email ballot. Voting members shall have no right to cumulate their votes.

3.4. Membership Dues. All members shall pay annual membership dues to the Club in such amounts and in such manner as the Board of Directors determines from time to time. The amount of dues may vary by class of membership. The Board shall determine the method of payment, the collection of delinquent dues and assessments, and the proration or refund of dues in appropriate situations.

3.5. Meetings of Members. The annual meeting of the voting members shall be held at such date and time as the Board of Directors may fix in the notice of such meeting, at the principal place of business of the Club or in such other place as may be designated by the Board of Directors. At each annual meeting the directors of the Club shall then be elected, but if such meeting is not held or if directors are not elected thereat, they may be elected in any special meeting of the voting members held for that purpose.

Special meetings of the voting members for any purpose or purposes may be called at any time by the President, or by a majority of the directors, or upon written petition by at least ten percent (10%) of the voting members.

3.6. Notice of Meetings of Members. Notice of each regular and special meeting shall be given to each member entitled to vote thereat, either personally or by prepaid mail, or by facsimile transmission or other electronic means, addressed to each member at the address appearing on the books of the Club. Such notices shall be sent not less than ten (10) and not more than sixty (60) days before each meeting, and shall specify the place, day, and hour of the meeting and shall state the general nature of the business to be considered in such meeting. The notice of the annual meeting shall designate it as such.

3.7. Quorum. The presence in person of the lesser of ten voting members or ten percent (10%) of the voting membership shall constitute a quorum. The members present in person at such meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. Whether or not a quorum is present, the meeting may be adjourned by a vote of the members present.

3.8. Voting by Mail, E-mail and/or Facsimile. If determined by the Board of Directors, the annual election of directors by the voting members of the Club shall take place by mail, e-mail and/or facsimile transmission. If it is so determined, ballots shall be mailed, e-mailed, faxed or otherwise delivered to all voting members not more than sixty (60) days before such annual meeting of the members and, to be valid, ballots must be completed, mailed (or otherwise delivered) to the Club and received by a date specified in the ballot.

3.9. Termination of Membership. The membership of each member of the Club will terminate upon the member's death, resignation, expulsion, or failure to pay dues. Unless otherwise determined by the Board of Directors, each member's membership will immediately terminate if his or her membership dues have not been paid within ninety-one (91) days after such member's dues were due. Members terminated as a result of expulsion may not renew their membership in the Club without obtaining the affirmative vote of at least two-thirds (2/3) of all the directors. Members terminated as a result of non-payment of dues may reactivate their membership in the Club upon payment of current and past dues. Members terminated as a result of resignation may renew their membership only by re-application for membership in the Club and payment of dues.

3.10. Suspension and Expulsion. Any member of the Club may be suspended or expelled from membership in the Club, or have skating privileges suspended or revoked with cause upon the affirmative vote of at least two-thirds (2/3) of all the directors if in the discretion of the Board as indicated by such vote, such suspension, expulsion or revocation would be in the best interests of the Club. If requested by either the affected member or the Grievance Committee, a matter of suspension, revocation or expulsion may be heard before the Grievance Committee prior to final Board action. However, nothing in these Bylaws shall be construed as granting to any member a continued membership, skating privileges, or an expectation of membership or skating privileges, in the Club.

## **ARTICLE 4 DIRECTORS**

4.1. Powers. Subject to any limitations of the Articles of Incorporation, the Michigan Nonprofit Corporation Act or these Bylaws, all corporate powers shall be exercised by, or under the authority of, and the

business and affairs of the Club shall be controlled by the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the directors shall have the following powers:

- (a) To appoint and remove all officers of the Club subject to such limitations as may appear in the Bylaws, and to prescribe such powers and duties for officers as may not be inconsistent with law, with the Articles of Incorporation, or the Bylaws.
- (b) To conduct, manage and control the affairs of the Club, and to make such rules and regulations therefor, not inconsistent with law, or with the Articles of Incorporation, or the Bylaws, as they may deem best.
- (c) To designate any place for the holding of any membership meeting or Board of Directors meeting, to change the principal office of the Club for the transaction of its business from one location to another; to adopt make and use a corporate seal and to alter the form of such seal from time to time, as, in their judgment, they may deem best, provided such seal shall at all times comply with the provisions of law.
- (d) To borrow money and incur indebtedness for the purpose of the Club and to cause to be executed and delivered therefor, in the Club's name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation or other evidences of debt, and securities thereof.
- (e) To manage in such manner as they may deem best, all funds and property, real and personal, received and acquired by the Club, and to distribute, loan or dispense the same or the income and profits therefrom.
- (f) To create such trusts, foundations, and subsidiaries, as the Board of Directors shall deem necessary and to appoint the trustees, directors, or other governing officials of such legal entities.

4.2. Number of Directors. The number of directors constituting the entire Board shall be a minimum of five (5) and a maximum of nine (9), as fixed by resolution of the Board. Subject to the foregoing, the number of directors may be determined from time to time by action of the voting members or the Board of Directors, provided that any action by the Board of Directors to effect such increase above the maximum or decrease below the minimum shall require the vote of at least two-thirds (2/3) of all directors then

in office. No decrease in the number of directors shall shorten the term of any director then in office.

4.3. Election of Directors. All directors shall be elected by the voting members of the Club. Every director must be a member in good standing AND NOT AN EMPLOYEE of this Club. Coaches of this Club will be allowed to be directors. However, no more than 1/3 of the Board shall be comprised of Coach Members. No director shall be entitled to compensation in his or her capacity as a director.

4.4. Term of Office. The regular term of office for each director shall be three (3) years, unless sooner terminated by death, incapacity, resignation or removal. Directors may be elected or appointed to no more than two (2) successive terms. A director who has served all or part of two (2) successive terms shall be ineligible for reelection for one (1) year. All directors shall hold office until the expiration of the term for which each was elected, until a successor has been duly elected and qualified, or until the director's prior resignation or removal as hereinafter provided.

4.5. Staggering of Terms. The terms of the directors shall be staggered. In order to stagger the terms of directors, as close as possible to one-third (1/3) of the directors shall be selected each year. In order to stagger the terms of the initial directors, upon the effective date of these Bylaws or upon the installation of the initial directors, whichever occurs later, the directors shall draw lots to determine which individuals shall serve for an initial term of one, two, or three years.

4.6. Nomination of Directors. At least sixty (60) days prior to the annual meeting of the membership, the Nominating Committee shall present a list to the Secretary containing the names of eligible nominees as directors and officers for the ensuing year. Said list shall contain the names of at least one eligible nominee to each vacancy. The Secretary shall mail a copy of the list of nominees to the members and directors at least thirty (30) days prior thereto. Nominations for directors may also be received from the floor during any meeting of the membership at which directors are to be elected.

4.7. Removal Resignation. Any director may resign from office at any time by giving written notice thereof to the Secretary of the Club. Any director may be removed for cause by a two-thirds (2/3) vote of all of the other directors then in office. Cause for removal exists (without limiting other causes for removal) whenever a director:

- (a) Fails to attend three (3) consecutive regular meetings of the Board of Directors without good cause shown, notwithstanding that he or she otherwise qualifies for office;
- (b) Is convicted of a felony;

(c) Has committed a material breach of his or her fiduciary duty; or

(d) Ceases to be a member in good financial standing of the Club while in office as a director.

4.8. Existence of Vacancies. A vacancy in the Board of Directors exists in case of the happening of any of the following events:

(a) The death, incapacity, resignation, or removal of any director.

(b) The authorized number of directors is increased.

(c) At any meeting of the voting members at which a director is to be elected, but the voting members fail to elect the full authorized number of directors to be voted for at that meeting.

4.9. Filling of Vacancies. Any vacancy occurring on the Board of Directors may be filled by a vote of the majority of the remaining directors. A director so chosen shall serve for the balance of the unexpired term of the vacant office. If the Board of Directors accepts the resignation of a director, tendered to take effect at a future time, the Board may elect a successor to take office when the resignation becomes effective for the balance of the unexpired term of the resigning director. However, the Board has the power to fill or leave unfilled, until the next election, all vacancies occurring on the Board, including those created by an authorized increase in the number of directors. In the event that the Board decides not to fill a vacancy for a director whose office is subject to election by the voting membership, the President may call a special meeting of the voting members to elect such director. In the event that less than a quorum of the Board remains to fill vacancies, then in that event, a vote of one hundred percent of the remaining directors shall be required to fill any vacancy.

4.10. Place and Number of Meetings. Meetings of the Board of Directors shall be held at any place, which has been designated from time to time by resolution of the Board or by written consent of all directors. In the absence of such designation, meetings shall be held at the principal office of the Club. The Board shall hold at least three (3) meetings each calendar year.

4.11. Annual and Special Meetings. Immediately following each annual meeting of voting members, the Board of Directors shall hold an annual meeting for the purpose of filling vacancies on the Board and the election of officers. Other business may be transacted at the annual meeting if proper notice thereof is given. Special meetings of the Board of Directors for any purpose(s) may be called at any time by the President, or, if the President is absent, or unable or

refuses to act, by one-third (1/3) of the directors then in office.

4.12. Notice of Meetings. A regular meeting of the directors may be held without prior notice. Notice of the time and place of special meetings of the Board shall be given personally to the directors or sent by mail or other form of communication, charges prepaid, addressed to the director at their address as shown upon the records of the Club at least three (3) days in advance of such meeting. Such notice shall state the general nature of the business to be considered at the special meeting.

4.13. Ex Officio Board Advisors. All current officers of the Club and the immediate past President of the Club, to the extent such persons are not elected directors, shall be ex officio advisors to the Board of Directors. Ex officio advisors are entitled to attend and participate in meetings of the Board of Directors, but not to vote in their ex officio capacity. However, the immediate past president may vote solely in the event of a tie vote among directors present at a duly convened meeting of the Board, to break the tie. Current officers shall be ex officio advisors so long as they are officers of the Club. The immediate past president shall be an ex officio advisor for a term of one (1) year.

4.14. Quorum and Voting. A majority of the elected and qualified directors (exclusive of any ex officio board advisors) shall be necessary to constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a meeting duly held, at which a quorum was present, shall be regarded as the act of the Board of Directors, unless a greater number is required by law or by the Articles of Incorporation or by these Bylaws. Each director present shall be entitled to one (1) vote. Voting by proxy shall not be permitted.

A director may participate in any meeting of the directors by means of conference telephone, email, text message or similar communications equipment by means of which all persons participating in the meeting can hear each other, or read texts or email in real time. Participation in a meeting pursuant to this paragraph constitutes presence in person at the meeting.

The transactions of any meetings of the Board of Directors, however called and noticed, or wherever held, shall be as valid as though they had a meeting duly held after regular call and notice, if a quorum be present and if, either before or after the meeting, each of the directors not present signs a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

4.15. Presumption of Assent. A director who is present at any meeting of the directors, or a committee thereof of which the director is a member, at which action on a corporate matter is taken, is presumed to have assented to such action unless a dissent is entered in the minutes of the meeting or unless the director files a written dissent to the action with the person acting as the secretary of the meeting before or promptly after the adjournment thereof. A director who is absent from a meeting of the Board, or a committee thereof of which the director is a member, at which any such action is taken is presumed to have concurred in the action unless the director files a dissent with the Secretary of the Club within a reasonable time after obtaining knowledge of the action.

4.16. Action by Unanimous Written Consent. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting and with the same force and effect as if taken by a unanimous vote of directors, if authorized by writing signed individually or collectively by all directors. Such consent shall be filed with the regular minutes of the Board.

4.17. Notice of Adjournment. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place be fixed at the meeting adjourned.

## **ARTICLE 5 OFFICERS**

5.1. Responsibility. All officers are subordinate and responsible to the Board of Directors.

5.2. Number and Selection. The Board of Directors shall appoint a President, a Secretary and a Treasurer, and may appoint one or more Vice-Presidents, Assistant Secretaries, Assistant Treasurers, and such other officers as they may determine. Any two or more offices may be held by the same person except the offices of President, Secretary and Treasurer. Each officer shall hold office until a successor is elected and qualified, or until the officer's resignation, death or removal. Vacancies in offices shall be filled by election by the Board of Directors at any time to serve unexpired terms.

5.3. Resignation and Removal. The resignation of any officer shall be tendered in writing to any other officer and shall be effective as of the date stated in the resignation. Any officer may be removed during their term by majority vote of the Board of Directors whenever, in their judgment, removal would serve the best interests of the Club. Such removal shall terminate all authority of the officer, except that any rights to compensation and other perquisites shall depend on the terms of the officer's employment and the circumstances of removal.

5.4. President. The President shall be the chief executive and operating officer of the Club, and

subject to the direction and under the supervision of the Board of Directors, shall have general charge of the business affairs and property of the Club. The President shall preside at all meetings of the Board of Directors or the membership. The President shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the office or as from time to time may be assigned by these Bylaws or the Board of Directors.

5.5. Vice President. At the request of the President, or in the President's absence or disability, the Vice-President shall perform all the duties of the President. When so acting, the Vice President shall have all of the powers of and be subject to all the restrictions upon the President. The Vice President shall have such other duties and responsibilities and may exercise such other powers as from time to time may be assigned by the President or the Board of Directors or as may be provided in these Bylaws.

5.6. Secretary. The Secretary shall cause to be kept at the principal office of the Club, the Secretary's principal place of business, or such other place as the Board of Directors may order, the official seal of the Club (if any), the membership book and a book of minutes of all meetings of directors and members. The Secretary shall keep a membership book containing names and addresses of each member, and the date upon which the membership ceased. The Secretary shall give the notices of the special meetings of the voting members as provided in these Bylaws. The Secretary shall also maintain and protect a file of all official and legal documents of the Club. The Secretary shall perform such other and further duties as may be required by law or as may be prescribed or required from time to time by the Board of Directors or the Bylaws.

5.7. Treasurer. The Treasurer shall have custody of the Club's funds; keep full and accurate accounts of all receipts and disbursements of the Club, an inventory of assets, and a record of the liabilities of the Club; deposit all money and other securities in such depositories as may be designated by the Board of Directors; disburse the funds of the Club as ordered by the President or the Board of Directors taking proper vouchers for disbursements; and prepare all statements and reports required by law, by the President or by the Board of Directors. The Treasurer shall have such other duties and responsibilities and may exercise such other powers as are usually incident to the office or as from time to time may be assigned by these Bylaws, the Board of Directors, or the President. The Board of Directors or the President may delegate all or part of the authority and duties of the Treasurer to subordinate officers.

5.8. Compensation. The compensation of the officers, if any, of the Club shall be fixed from time to time by the Board of Directors.

5.9. Surety Bonds. The Board may require any officer or agent of the Club to execute a bond in such amounts and with such sureties as will be satisfactory to the Board.

5.10. Annual Transition. To maintain Club continuity, officers whose terms of office have expired shall assure the orderly transition of authority to their successors before being relieved of their responsibilities. Similarly, officers whose terms of office have expired shall take all appropriate steps to substitute their successors on all of the Club's financial accounts and signature cards.

## **ARTICLE 6 ADMINISTRATION OF DONATIONS**

6.1. Donations. All donations of any nature, unless designated for a specific purpose, shall be used for such purposes as the Board of Directors may direct; and in the absence of any direction by the Board of Directors, such may be used for the general purposes of the Club. Donations include bequests and devises of deceased persons. At the discretion of the Board of Directors, the Club may raise revenues through fund-raising activities and donations. The Board of Directors has the right to refuse any donation made or offered to the Club with or without cause in its sole discretion.

6.2. All Donations Subject to these Bylaws. Donors may make donations to or for the use of the Club by naming or otherwise identifying the Club in the gift transfer instrument. Each donor by making a donation to or for the use of the Club accepts and agrees to all the terms of these Bylaws. Further, each donor specifically provides that any fund created as a result of such donation shall be subject to the provisions in these Bylaws relating to the presumption of donor's intent, the variance from donor's directions, for amendments and dissolution, and to all other terms of these Bylaws as amended from time to time.

6.3. Designation of Use of Donations. Any donor may, with respect to a donation made by them to or for the use of the Club, give directions at the time of the donation in accordance with the following:

- (a) The donor may specify the geographical limits for use of the donation, including use in or for areas within or outside the southeastern Michigan community.
- (c) All such directions or designations by donors shall be followed except as otherwise provided in this Article.

6.4. Segregation of Funds. No donation shall be required to be separately invested or held unless the donor so directs, or it is necessary in order to follow any other direction by the donor as to purpose, investment or administration, or in order to prevent tax disqualification,

or is required by law. However, the Board of Directors may segregate any fund whenever convenient or useful as determined by the Board of Directors in its sole discretion. Directions for naming a fund as a memorial or otherwise may be satisfied by keeping under such name internal bookkeeping accounts reflecting appropriately the interest of such fund in each common investment.

6.5. Improper Donor Directions. If any direction by the donor, however expressed, would, if followed, result in the use of any donation or fund contrary to the charitable purposes of the Club, or if the Board of Directors is advised by counsel that there is a substantial risk of such result, the direction shall not be followed, but shall be varied by the Board of Directors so far as necessary to avoid such result, except that if a donor has clearly stated that compliance with the direction is a condition of such donation, then the donation shall not be accepted in case of such advice unless an appropriate judicial or administrative body first determines that the condition and direction need not be followed. Reasonable charges and expenses of counsel for such advice and proceedings shall be proper expenses of administration.

6.6. Changed Circumstances. Whenever the Board of Directors decides that conditions or circumstances are such or have so changed since a direction by the donor as to purpose, or as to manner of distribution or use, that literal compliance with the direction is unnecessary, undesirable, impractical or impossible, or the direction is not consistent with the Club's charitable purposes, it may, by affirmative vote of two-thirds (2/3) of the Board of Directors, order such variance from the direction and such application of the whole or any part of the principal or income of the fund to other charitable purposes, as in its judgment will then more effectively serve such needs. Similarly, whenever the Board of Directors decides that a donor's directions as to investment or administration have because of changed circumstances or conditions or experience proved impractical or unreasonably onerous, and impedes effectual serving of such needs, the Board of Directors may likewise order a variance from such directions to the extent in its judgment is necessary.

6.7. Charitable Trusts. If a donation is made to the Club by means of any charitable trust or charitable trust instrument, the payments to or for the use of the Club shall be regarded as Club funds only when the Club becomes entitled to their use, but the Board of Directors may take such actions as it from time to time deems necessary to protect the Club's rights to receive such payments.

6.8. Board Determinations. The Board of Directors shall from time to time but not less frequently than annually:

- (a) Determine all distributions to be made from net income and principal of each fund pursuant to

these Bylaws and any applicable donor's directions and make payments to organizations or persons to whom payments are to be made, in such amount and at such times and with such accompanying restrictions, if any, it deems necessary to assure use for the charitable purposes and in the manner intended.

(b) Determine all disbursements to be made for administrative expenses incurred by the Board of Directors and direct the respective officers as to payment thereof and funds to be charged. Disbursements for proper administrative expenses incurred by the Board of Directors, including salaries for such professional and other assistance as it from time to time deems necessary, shall be directed to be paid as far as possible, first from any funds directed by the donor for such purpose, and any balance out of other Club funds.

6.9. Making of Distributions. The Board of Directors may, in furtherance of the Club's charitable purposes, when needs therefor have been determined, and with appropriate provisions to assure use solely for such purposes, direct distributions to such persons, organizations, governments or governmental agencies as in the opinion of the Board of Directors can best carry out such purposes or help create new qualified charitable organizations to carry out such purposes. Determinations may be made to distribute all or part of the principal from funds donated without directions as to principal or income, as well as pursuant to directions expressly permitting the use of principal.

## **ARTICLE 7 PROHIBITED ACTIVITIES**

7.1. Actions Jeopardizing Tax Status. This Club shall not take any action or carry on any activity not permitted to be taken or carried on by an organization exempt under §501(c)(3) of the Internal Revenue Code of 1986 and its regulations as amended, or by an organization, contributions to which are deductible under § 170(c)(2) of such Code and its regulations as amended.

7.2. Lobbying and Political Activities.

(a) The Club shall not lobby (including the publishing or distribution of statements) or otherwise attempt to influence legislation except as authorized by a resolution adopted by the Board of Directors.

(b) The Club shall not participate or intervene in (including the publishing or distribution of statements) any political or judicial campaigns on behalf of any candidate for public office whatsoever.

7.3 Private Inurement. No part of the net income or net assets of the Club shall inure to the benefit of, or be distributable to, its directors, officers, members or other private persons. However, the Club is authorized to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its tax-exempt purposes.

7.4 Non-Discrimination. The Iceland Competitive Edge Figure Skating Club does not discriminate on the basis of race, ethnicity, color, national origin, gender, disability, language, sexual orientation, religion, socioeconomic status, veteran status or age in the administration of any of its employment, educational programs, club policies, scholarships, and recreational or competitive athletic programs.

7.5. Prohibited Acts. At any time during which the Club is deemed a private foundation, the Club shall not engage in any act of self-dealing as defined in Internal Revenue Code §4941(d); the Club shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Code §4942; the Club shall not own any excess business holdings that would subject it to tax under Code §4943; the Club shall not make any investments in such manner as to subject the Club to the tax imposed by Code §4944; and the Club shall not make any taxable expenditures as defined in Code §4945(d).

7.6. Conflicts of Interest. A conflict of interest occurs when a person under a duty to promote the interests of the Club (a "fiduciary") is in a position to promote a competing interest instead. Fiduciaries include all Club employees, directors or officers, INDEPENDENT CONTRACTORS OR AGENTS OF THE CLUB, and members of any Club committee. Undisclosed or unresolved conflicts of interest are a breach of the duty to act in the best interests of the Club and work to the detriment of the Club.

7.7. Typical Conflict Situations. Conflicts of interest are likely to arise whenever: a) a fiduciary has a personal interest in a vendor of goods or services to the Club; b) Club employees OR ITS INDEPENDENT CONTRACTORS are loaned to other organizations, or the employees OR INDEPENDENT CONTRACTORS of another organization are loaned to this Club; c) Club fund raisers give financial advice to donors; or d) project funding requests are submitted by a potential or actual grant recipient with which a fiduciary is connected.

7.8. Discharging Conflicts of Interest. All conflicts of interest must be disclosed to the Board of Directors. After disclosure is made, the individual with a conflicting interest must not participate in judging the merits of that interest. That is, such individual must abstain from voting on, or recommending a course of action with respect to the situation giving rise to the

conflict. When these are done, the conflict of interest has been properly discharged.

7.9. Preventing Conflict Situations. The Club, through the Board of Directors, shall encourage all fiduciaries to prevent conflicts of interest where possible.

(a) Fiduciaries should refuse to enter into self-dealing relationships with OR AGAINST the Club as a vendor AND/OR INDEPENDENT CONTRACTOR.

(b) Fiduciaries should not accept anything but gifts of insubstantial value from vendors.

(c) The lending of employees to or acceptance of loaned employees from, other organizations should be avoided. If done, however, a clearly drafted contract defining wages, responsibilities, indemnification and conditions of employment is required.

(d) Fund-raisers should be advised not to recommend that making any donation to the Club is in the best interests of a donor.

(e) Financial, tax, and legal aspects of giving to the Club should be discussed with a donor only when the donor has independent financial, tax or legal counsel present.

(f) Donors who plan to make a sizable gift in response to a personal solicitation should be encouraged to act only with the advice of independent counsel.

(g) A fiduciary should not participate in any way to submit, review, process or make a recommendation concerning a funding proposal on behalf of any potential or actual grant recipient which employs him or her or with which the fiduciary is affiliated or related, or concerning a funding proposal for a project in which the fiduciary will participate.

7.10. Litigation. The Club shall not be a voluntary party in any litigation without the prior written approval of the Board of Directors.

7.11 **Sexual Harassment Policy.** The Iceland Competitive Edge Figure Skating Club prohibits sexual harassment by all coaches, skaters and employees, and by any other person associate with the Iceland Competitive Edge Figure Skating Club. Sexual harassment is a barrier to the educational and skating purposes of the Iceland Competitive Edge Figure Skating Club and is a violation of the law and ICEFSC policy. The Iceland Competitive Edge Figure Skating Club affirms its commitment to maintain a learning and working

environment that is fair, respectful, and free from sexual harassment.

Definition of Sexual Harassment: The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which may create a hostile environment.

These circumstances may exist when:

-Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other ICEFSC activities;

-Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making skating or personal decisions affecting that individual;

-Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive Iceland Competitive Edge Figure Skating Club environment.

#### **Other Harassment**

The Iceland Competitive Edge Figure Skating Club does not tolerate any behavior that is harassing or demeaning to persons with whom they interact in their work based on factors such as those persons' age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language or socioeconomic status.

### **ARTICLE 8 OTHER FINANCIAL MATTERS**

8.1. Property of the Club. The title to all property of the Club, both real and personal, shall be vested in the Club.

8.2. Dedication of Assets. This Club does not contemplate pecuniary gain or profit to the members thereof except as provided by law under §501(c)(3) of the Internal Revenue Code of 1986, as amended from time to time. The property of this Club is irrevocably dedicated to tax exempt purposes under said §501(c)(3) as described herein and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

8.3. Disposition upon Dissolution. Upon the dissolution or winding up of the Club, or in the event it shall cease to engage in carrying out the purposes and goals set forth in these Bylaws, all of the business, properties, assets and income of the Club remaining after payment, or provision for payment, of all debts and liabilities of this Club, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for tax exempt purposes which are reasonably related to the purposes and goals of this Club,

as may be determined by the Club in its sole discretion, and which has established its tax exempt status under §501(c)(3) of the Internal Revenue Code of 1986, as amended. In no event shall any of the business, properties, assets or income of this Club, in the event of dissolution thereof, be distributed to the directors, members or officers, either for the reimbursement of any sums subscribed, donated or contributed by the same, or for any other purposes.

8.4. Contracts. The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club. Such authority may be general or confined to a specific instance. Unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Club by any contract or engagement, or to pledge its credit, or render it pecuniary liable for any purpose or to any amount. When the execution of any contract or other instrument has been authorized by the Board of Directors without specification of the executing officer, the President, either alone or with the Secretary or any Assistant Secretary, may execute the same in the name of, and on behalf of, the Club, and any such officer may affix the corporate seal (if any) of the Club thereto.

8.5. Voting Stock Owned by the Club. The Board of Directors may by resolution provide for the designation of the person who shall have full power and authority on behalf of the Club to vote either in person or by proxy at any meeting of the security holders of any corporation or other entity in which this Club may hold voting stock or other securities, and may further provide that at any such meeting such person may possess and exercise all of the rights and powers incident to the ownership of such voting securities which, as the owner thereof, this Club might have possessed and exercised if present. The Board of Directors may revoke any such powers as granted at its pleasure.

8.6. Financial Accounts. The Club may establish one or more checking accounts, savings accounts or investment accounts with appropriate financial entities or institutions as determined in the discretion of the Board of Directors to hold, manage or disburse any funds for Club purposes. All checks, drafts or other orders for the payment of money, and all notes or other evidences of indebtedness issued in the name of the Club, shall be signed by such officer(s) or agent(s) of the Club, and in such manner, as is determined by the Board of Directors from time to time.

8.7. Appointment and Employment of Advisors. The Board may from time to time appoint, as advisors, persons whose advice, assistance and support may be deemed helpful in determining policies and formulating programs for carrying out the Club's purposes. The Board is authorized to employ such persons, including an executive officer, attorneys,

accountants, agents and assistants as in its opinion are needed for the administration of the Club and to pay reasonable compensation for services and expenses thereof.

8.8. Auditing of Accounts. The accounts of each fund shall, without revealing the identity of any donor who directed anonymity at the time of the donation, be audited in accordance with generally accepted auditing practices by an independent auditor appointed or approved by the Board at such times as the Board may determine.

8.9. Financial Statements and Reports. An independent auditor appointed or approved by the Board shall at such time as the Board determines prepare for the Club as a whole a consolidated financial statement, including a statement of combined capital assets and liabilities, a statement of revenues, expenses and distributions, a list of projects and/or organizations to or for which funds were used or distributed for charitable purposes, and such other additional reports or information as may be ordered from time to time by the Board. The auditor shall also prepare such financial data as may be necessary for returns or reports required by state or federal government to be filed by the Club. The auditor's charges and expenses shall be proper expenses of administration.

8.10. Limitations on Debt. No debt shall be incurred by the Club beyond the accounts payable incurred by it as a result of its ordinary operating expenses, and no evidence of indebtedness shall be issued in the name of the Club unless authorized by the Board of Directors. Specifically, without limitation, no loan shall be made to any officer or director of the Club. Any director or officer who assents to or participates in the making of any such loan shall be liable, in addition to the borrower, for the full amount of the loan until it is fully repaid.

8.11. Liability of Directors. No director or officer of the Club shall be personally liable to its creditors or for any indebtedness or liability and any and all creditors shall look only to the Club's assets for payment. Further, neither any officer, the Board nor any of its individual members shall be liable for acts, neglects or defaults of an employee, agent or representative selected with reasonable care, nor for anything the same may do or refrain from doing in good faith, including the following of done in good faith: errors in judgment, acts done or committed on advice of counsel, or any mistakes of fact or law.

8.12. Liability of Members. No member of the Club shall be personally liable to its creditors or for any indebtedness or liability and any and all creditors shall look only to the Club's assets for payment.

8.13. Property Interests upon Termination of Membership. Members have no interest in the property, assets or privileges of the Club. Cessation of membership shall operate as a release and assignment to the Club of all right, title and interest of any member, but shall not affect any indebtedness of the Club to such member.

8.14. Fiscal Year. Effective fiscal year 2012 (beginning June 1, 2011), the Iceland Competitive Edge Figure Skating Club's fiscal year will run from July 1 through June 30 of each year.

## **ARTICLE 9 COMMITTEES**

9.1. Committee Powers. Committees of the Club shall be standing or special. The Board of Directors or the President may refer to the proper committee any matter affecting the Club or any operations needing study, recommendation, or action. The Board may establish such special committees or standing committees in addition to those specified in this Article as it deems appropriate with such duties and responsibilities as it shall designate, except that no committee has the power to do any of the things a committee is prohibited from doing under §528 of the Michigan Nonprofit Corporation Act. All committees shall act by majority vote, unless otherwise prescribed by the Board of Directors.

9.2. Limitations. Except in cases where these Bylaws or the Board of Directors has by written resolution provided otherwise, the function of any committee is as an advisory group to the Board of Directors. No member of any committee, without the prior written consent of the Board of Directors, has the authority to purchase, collect funds, open bank accounts, implement policy, or bind or obligate the Club or its Board of Directors in any way or by any means. All such powers are expressly reserved to the Board of Directors and the officers of the Club.

9.3. Committee Membership. The Board, acting upon the recommendation of the President, shall appoint the members of such committees, and also select a committee Chair. Persons other than directors may be appointed to such committees. The President shall be an ex-officio member of every committee. Every committee shall consist of at least two (2) persons, exclusive of the President. Committee members shall be appointed for one year terms. No member of any committee may serve more than four (4) consecutive one (1) year terms on the same committee.

9.4. Standing Committees. In addition to other committees the Board may establish from time to time, the following will be standing committees of the Club:

(a) Finance Committee. The Finance Committee shall in general be responsible to oversee the preparation of all statements, reports, returns and

audits of the Club's finances, and to oversee the investment of the various funds of the Club. The Finance Committee shall also submit recommendations to the Board for the selection of auditors, accountants and investment managers.

(b) Nominating Committee. The Nominating Committee, consisting of five persons, shall be responsible for submitting and recommending to the Board of Directors the names of persons with appropriate skills and good reputation to serve as directors, officers and committee members of the Club. If any member of the Nominating Committee desires to be nominated as a director or officer of the Club, he or she must resign from the Committee before being nominated. Prospective candidates considered by the committee must be in good financial standing with the Club. The Nominating Committee may not consider prospective candidates on the basis of gender, race or national origin, or religion.

(c) Membership Committee. The Membership Committee shall carry on a membership solicitation drive each year. This committee shall also recommend to the directors the types and amounts of dues for memberships in the Club. The membership committee shall be responsible for publicity and contact with other organizations with similar purposes and for the distribution of news of the club and its activities to the public.

(d) Activities Committee. The Activities Committee shall organize various activities and events, not necessarily limited to fund-raising events, and coordinate its efforts with, and assist the membership Committee & Test Committee.

(e) Ethics and Grievance Committee. It shall be the responsibility of the Ethics and Grievance Committee to investigate, prosecute and discipline such member if found guilty of a violation of the Code of Ethics and/or Codes of Conduct pursuant to the Grievance and Disciplinary Proceedings Rules.

(f) Test Committee. This Committee(s) shall consist of one or more members who shall have complete charge of arranging for and conducting US Figure Skating tests, of setting and publicizing dates, and of obtaining approved US Figure Skating judges for tests. It shall make rules and regulations, subject to the approval of the Board of Directors, for the conduct of such tests. The Committee(s) shall have the final decision as to who is eligible to enter any such test, according to said rules and regulations and shall be responsible for assuring that all tests conform to US Figure Skating Rules and Regulations and for

properly reporting all test results to the US Figure Skating. The Test Chairperson(s) or Club Officers should be responsible for letters of permission for an Iceland Competitive Edge Figure Skating Club member to take a test at another club's test session. The Test Chairperson(s) may also sign letters of permission for Non-Qualifying Competitions.

(g) Sanctions Committee. This Committee shall consist of one or more members who shall have complete charge of obtaining all sanctions necessary for Club purposes.

(h) Rules Committee. This Committee shall consist of one or more members whose responsibility will be to review and recommend the specific language of all proposals for changes in the ICEFSC Bylaws And Rules.

9.5. Special Committees. The Board may establish such special committees as it deems appropriate from time to time. Special committees shall have the duties and responsibilities as the Board shall designate from time to time.

## **ARTICLE 10 INDEMNIFICATION**

10.1. Non-derivative Actions. Subject to all of the other provisions of the Article, the Club shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, formal or informal (other than an action by or in the right of the Club), by reason of the fact that the person is or was a director, officer or non-director volunteer of the Club, or, while serving as a director, officer or non-director volunteer of the Club, is or was serving at the request of the Club as a director, officer, partner, trustee, employee, non-director volunteer or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, whether for profit or not, against expenses (including actual and reasonable attorney fees), judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Club or its members, and with respect to any criminal action or proceeding, if the person had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere of its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that the person reasonably believed to be in or not opposed to the best interests of the Club or its

members and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

10.2. Derivative Actions. Subject to all of the provisions of this Article, the Club shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Club to procure a judgment in its favor by reason of the fact that the person is or was a director, officer or non-director volunteer of the Club or, while serving as a director, officer or non-director volunteer of the Club, is or was serving at the request of the Club as a director, officer, partner, trustee, employee, non-director volunteer or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, whether for profit or not, against expenses (including attorney fees) and amounts paid in settlement actually and reasonably incurred by the person in connection with the action or suit, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Club or its members. However, indemnification shall not be made for any claim, issue, or matter in which the person has been found liable to the Club unless and only to the extent that the court in which the action or suit was brought has determined on application that, despite the adjudication of liability but in view of all circumstances of the case, the person is fairly and reasonably entitled to indemnification for the reasonable expenses incurred.

10.3. Expenses of Successful Defense. To the extent that a person has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this Article, or in defense of any claim, issue, or matter in the action, suit, or proceeding, the person shall be indemnified against actual and reasonable expenses (including attorney fees) incurred by the person in connection with the action, suit, or proceeding and any action, suit, or proceeding brought to enforce the mandatory indemnification provided by this Section.

10.4. Definition. For the purposes of this Article, "other enterprises" shall include employee benefit plans; "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and "serving at the request of the Club" shall include any service as a director, officer or non-director volunteer of the Club that imposes duties on, or involves services by, the director, officer or non-director volunteer with respect to an employee benefit plan, its participants, or its beneficiaries; and a person who acted in good faith and in a manner the person reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be considered to have acted in a manner "not opposed to the best interests of the Club or its members."

10.5. Contract Right: Limitation on Indemnity. The right to indemnification conferred in this Article shall

be a contract right and shall apply to services of a director, officer, or non-director volunteer as an employee or agent of the Club as well as in the person's capacity as a director, officer or non-director volunteer. Except as provided in Section 3 of this Article, the Club shall have no obligations under this Article to indemnify any person in connection with any proceeding, or part thereof, initiated by the person without authorization by the Board of Directors.

10.6. Determination That Indemnification Is Proper. Any indemnification under this Article (unless ordered by a court) shall be made by the Club only as authorized in the specific case upon a determination that indemnification of the person is proper in the circumstances because the person has met the applicable standard of conduct set forth in Section 1 or 2 of this Article, whichever is applicable, and upon an evaluation of the reasonableness of expense and amounts paid in settlement. The determination and evaluation shall be made in any of the following ways:

(a) By a majority vote of a quorum of the Board consisting of directors who are not parties or threatened to be made parties to the action, suit, or proceeding.

(b) If the quorum described in clause (a) above is not obtainable, then by majority vote of a committee of two or more directors who are not at the time parties or threatened to be made parties to the action, suit, or proceeding.

(c) By independent legal counsel in a written opinion, which counsel shall be selected in one of the following ways: (i) by the board or its committee in the manner prescribed in subparagraph (a) or (b); or (ii) if a quorum of the board cannot be obtained under subparagraph (a) and a committee cannot be designated under subparagraph (b), by the board.

(d) By the members, except for members who are also directors, officers, employees, non director volunteers or agents who are parties or threatened to be made parties to the action, suit, or proceeding.

10.7. Proportionate Indemnity. If a person is entitled to indemnification under this Article for a portion of expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount, the Club shall indemnify the person for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the person is entitled to be indemnified.

10.8. Expense Advance. The Club may pay or reimburse the reasonable expenses incurred by a person referred to in Section 1 or 2 of this Article who is a party

or threatened to be made a party to an action, suit, or proceeding in advance of final disposition of the proceeding if all of the following apply: (a) the person furnishes the Club a written affirmation of his or her good faith belief that he or she has met the applicable standard of conduct set forth in Section 1 or 2 of this Article; (b) the person furnishes the Club a written undertaking executed personally, or on his or her belief, to repay the advance if it is ultimately determined that he or she did not meet the standard of conduct; and (c) a determination is made that the facts then known to those making the determination would not preclude indemnification under Section 1 or 2 of this Article. The authorization of payment must be made in the manner specified in Section 6 of this Article.

10.9. Non-Exclusivity of Rights. The indemnification or advancement of expenses provided under this Article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under a contractual arrangement with the Club. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement of expenses.

10.10. Indemnification of Employees and Agents of the Club. The Club may, to the extent authorized from time to time by the Board of Directors, grant rights to indemnification and to the advancement of expenses to any employee or agent of the Club to the fullest extent of the provisions of this Article with respect to the indemnification and advancement of expenses of any director, officer or non-director volunteer of the Club.

10.11. Former Directors and Officers. The indemnification provided in this Article continues for a person who has ceased to be a director, officer, employee, non-director volunteer, or agent and shall inure to the benefit of the heirs, executors, and administrators of the person.

10.12. Insurance. The Club may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, non-director volunteer or agent of the Club, or is or was serving at the request of the Club as a director, officer, partner, trustee, employee, non director volunteer or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against the person and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Club would have power to indemnify the person against the liability under these bylaws or the laws of the state of Michigan.

10.13. Changes in Michigan Law. If there is any change of the Michigan statutory provisions applicable to the Club relating to the subject matter of this Article, then the indemnification to which any person shall be entitled under this Article shall be determined by the changed

provisions, but only to the extent that the change permits the Club to provide broader indemnification rights than the provisions permitted the Club to provide before the change. Subject to the next Section, the Board of Directors is authorized to amend these bylaws to conform to any such changed statutory provisions.

10.14. Amendment or Repeal of Article. No amendment or repeal of this Article shall apply to or have any effect on any director, officer, employee, non-director volunteer, or agent of the Club for or with respect to any acts or omissions of the director, officer, employee, non-director volunteer, or agent occurring before the amendment or repeal.

10.15. Impact of Tax Exempt Status. The rights to indemnification set forth in this Article are expressly conditioned upon such rights not violating the Club's status as a tax exempt organization described in §501(c)(3) of the Internal Revenue Code of 1986, as amended.

## ARTICLE 11 AMENDMENTS TO BYLAWS

11.1. Amendment, etc. Except as otherwise provided herein, these Bylaws may be adopted, amended, restated or repealed by the vote of a majority of directors at a duly convened meeting of the Board, or by a two-thirds (2/3) vote of the voting members at a duly convened meeting of the membership.

11.2. Severability. If any provision of these Bylaws shall be held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall continue to be fully effective and shall be construed in all respects as if such invalidated provision had been deleted.

11.3. Inspection of Bylaws. The original or copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary of the Club, shall at all times be kept in the principal office of the Club for the transaction of business, and shall be open to inspection by the members, officers and directors at all reasonable times during office hours.

State of MICHIGAN  
{County of GENESEE SS  
I, Annette Schultz, hereby certify that I am the duly elected Secretary of ICELAND COMPETITIVE EDGE FIGURE SKATING CLUB ("Club"); that attached hereto are the Bylaws of the Club, and that such have been duly enacted and are in full force and effect as of the date hereof.  
Updated June 13th, 2016  
Secretary: Teresa Melzer

## PART TWO CODE OF ETHICS

### CE 1.0 Code of Ethics

**CE 1.01 Responsibility of Member:** It shall be the responsibility of all members to be thoroughly familiar with the rules of the ICEFSC and USFS, to comply with them in full and to exemplify the highest standards of fairness, ethical behavior and genuine good sportsmanship in any of their relations with others. Any person whose acts, statements or conduct is considered detrimental to the welfare of figure skating is subject to the loss of the privilege of registration by the ICEFSC in accordance with the procedure outlined in Article III, Section 10 of the ICEFSC Bylaws relating to loss of membership privileges, suspension and expulsion.

**CE 1.02 Code of Conduct.** The following code of conduct applies to all members participating in any ICEFSC activities or representing the ICEFSC in all competitions, exhibitions, and training camps hosted, supported, or sponsored by the ICEFSC or USFS. The purpose of this Code of Conduct is:

- a. to establish moral, ethical, and professional guidelines for all ICEFSC skaters, their families, and individuals associated with the ICEFSC; and,
- b. to set forth standards by which to judge an ICEFSC member whose conduct is in question.

As an ICEFSC member I agree to the following Code of Conduct:

I recognize that my participation in all activities, competitions, exhibitions, and training camps is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by the ICEFSC and USFS or its properly designated agents. As a precondition to participation in ICEFSC and USFS sponsored events, I will adhere to the following tenets in good faith:

**Tenet #1:** I will exhibit the highest standards of fairness, ethical behavior, and genuine good sportsmanship in all of my relations with others.

**Tenet #2:** I will adhere to the Ice Rules and Etiquette of the ICEFSC at all times.

**Tenet #3:** I will not damage public or private property. I understand that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that I may be subject to disciplinary action by the ICEFSC and/or USFS.

**Tenet #4:** I will not use or possess illegal drugs or alcoholic beverages if under the age of twenty-one (21) and I will not engage in criminal activity. I understand that if I am found to use or possess illegal drugs and/or alcoholic beverages, or if I am found to engage in any criminal activity during any ICEFSC or USFS sanctioned, sponsored activity, competition, exhibition, or training camp, I may be subject to criminal penalties as well as disciplinary action by the ICEFSC and/ or USFS.

**Tenet #5:** I will adhere to the rules of the ICEFSC and USFS and the host organization at all ICEFSC and USFS hosted, sponsored, or supported events, training camps, competitions, and exhibitions.

**Tenet #6:** I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that my actions positively and negatively reflect on myself, the ICEFSC, and the sport of figure skating. I understand that if my acts, statements, or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by the ICEFSC pursuant to CE 1.01.

**Tenet #7:** I understand that the penalties that may be imposed may include, but are not limited to, loss of ICEFSC club ice privileges; loss of representing the ICEFSC at USFS and ISU sanctioned competitions, loss of financial support from the ICEFSC, and loss of participation in ICEFSC sponsored events.

**Tenet #8:** I understand that all disciplinary proceedings will be conducted pursuant to Article III of the ICEFSC Bylaws and that my rights and remedies are derived there from.

**CE 1.03 Ice Rules and Etiquette.** All skaters, regardless of age or skating level, and professional skating instructors must know and abide by the ICEFSC Ice Rules and Etiquette pursuant to ITR 1.0 of On-Ice Technical Rules.

**CE 1.04 Professional Skating Instructor Code of Conduct.** All persons associated with the ICEFSC, including but not limited to its professional skating instructors, employees, independent contractors, and agents are expected to abide by high ethical standards in all dealings relating to the business and affairs of the ICEFSC shall not violate the ICEFSC's Professional Skating Instructor Code of Conduct Rules pursuant to PSCR 4.0 of these Rules. The code of conduct applies to all Professional Members or independent contractors participating in any ICEFSC activities or representing the ICEFSC and their skaters in all competitions, exhibitions, and training camps hosted, supported, or sponsored by the ICEFSC or USFS.

**CE 1.05 Conflicts of Interest.** All persons associated with the ICEFSC, including but not limited to its employees, independent contractors, agents, directors, officers, and committee persons, are expected to abide by high ethical standards in all dealings relating to the business and affairs of the ICEFSC pursuant to Article 7 Section 6 through Section 9 of the Bylaws. All members and staff should understand that conflicts of interest diminish the integrity and quality of decision making required by the ICEFSC and may jeopardize the ICEFSC's reputation and public support. In order to avoid harm to the goodwill and public image of the ICEFSC and to better ensure the expected high ethical standards in all dealings, if any person who is an officer, director, judge, member of a committee, employee, independent contractor, agent, or paid consultant to or representative

of the ICEFSC (each of these persons shall be referred to as a "Representative") is aware that the ICEFSC is about to enter into any business transaction directly or indirectly with any Representative, any member of a Representative's family, or any entity in which a Representative has any legal, equitable or fiduciary interest or position (including without limitation as a director, officer, shareholder, partner, employee, beneficiary or trustee), or if a Representative is aware that the ICEFSC is about to enter into any business transaction or take other corporate action in which a Representative may be directly or indirectly financially interested or otherwise derive a material personal benefit, the Representative shall:

(a) Immediately inform in writing, the President of such Representative's involvement, position, interest or benefit with respect thereto;

(b) Aid the persons charged with making the decision by disclosing all material facts within such Representative's knowledge that bear on the advisability of such transaction or action from the standpoint of the ICEFSC;

(c) Make such other disclosures as are necessary to insure that the ICEFSC has received full and fair information regarding the transaction or action and such Representative's involvement, position, interest or benefit with respect thereto; and

(d) Abstain from voting or influencing the decision to enter into such transaction to the extent the disclosing Representative may have an actual or apparent conflict of interest in this matter.

**CE 1.06 Private Inurement.** In agreement with Federal Law, it is the policy of the ICEFSC that none of its assets or income may inure to the benefit of any person or organization in satisfaction of a personal or private interest.

**CE 1.07 Jurisdiction.** The ICEFSC is a Member Club of the United States Figure Skating (USFS). The ICEFSC is recognized by the USFS as the governing body of figure skating. As such, the ICEFSC observes the rules of the USFS and administers its own rules so as to ensure the eligibility of qualified ICEFSC skaters and club members who may be USFS officials so that they may participate in regional, sectional, national and international skating events. In addition, the purpose of the official rules of the ICEFSC and USFS, and in particular those rules relating to eligibility and sanctions, is to protect the eligibility of registered members so as to enable them to fully participate in the benefits of such membership.

## **GRIEVANCE & DISCIPLINARY PROCEDURES**

### **GDP 2.0 Grievance And Disciplinary Proceedings**

**GDP 2.01 Grievance and Disciplinary Proceedings.** All grievance and disciplinary procedures shall be filed and resolved pursuant to the procedures outlined in this section and in the Grievance Committee Rules and Ethics Committee Rules. The forms and instructions for filing a grievance are available from ICEFSC upon request of a member or aggrieved party.

#### **GDP 2.02 Grievance Proceedings:**

**.021 Scope:** Any ICEFSC member or affiliated individual aggrieved or harmed by the alleged violation of the ICEFSC Bylaws or rules by any other ICEFSC member bring a grievance citing the alleged violation of the ICEFSC Bylaws or Rules. Such grievance must include the allegation that violation of a specific ICEFSC Bylaw or Rules caused harm to the Grievant.

**.022 Time period:** A grievance must be filed within sixty (60) days of the occurrence of the alleged violation, or within sixty (60) days of the discovery of the alleged violation, whichever is later.

**.023 Filing a Grievance Statement:** The member or affiliated individual filing the grievance shall file a written statement, signed under oath and under penalty of perjury, the "Grievance Statement," with the Chair of the Grievance Committee. The name and address of the current Chair of the Grievance Committee can be found in the current ICEFSC Membership Directory or contacting ICEFSC Headquarters.

The Grievance Statement shall state in clear and precise language:

a. the name of the party filing the Grievance (the "Grievant");

b. the Grievant address, telephone number, and USFS registration number;

c. the name of the party against whom the Grievance is brought (the Respondent);

d. the Respondent's address, telephone number and, if known, the Respondent's USFS registration number.

e. names, address and telephone numbers of any other parties involved;

f. the ICEFSC Bylaws or Rules allegedly violated;

g. a statement of facts surrounding the alleged violation, including the date of the alleged violation;

h. description of actions the Grievant has taken to attempt to resolve the matter under ICEFSC rules; and,

i. the action the Grievant wishes taken.

The Grievance Statement may be accompanied by supporting documentation which shall be considered a part of the Grievance statement.

#### **.024 Receipt of Grievance Statement by Chair of the Grievance Committee:**

a. Upon receipt of the written Grievance Statement, the Chair of the Grievance Committee shall review the Grievance Statement to determine:

1. whether the allegations, if believed, would constitute a violation of ICEFSC Bylaws or Rules;

2. whether the Grievance Statement complies in form and substance to the requirements of ICEFSC Bylaws and Section GDP 2.023;

3. whether the relief requested is within the authority of a Grievance Hearing Panel to grant if the Grievance is resolved in favor of the Grievant;

b. If the Grievance Statement includes allegations of violations of the ICEFSC Code of Ethics, Code of Conduct, or ICEFSC's Professional Skating Instructor Code of Conduct, the Grievance Statement shall promptly be forwarded to the Chair of the Ethics Committee and the President for action in accordance with ICEFSC Bylaws and Ethics Committee Rules.

c. If the Chair of the Grievance Committee determines that the Grievance complies with the requirements, the Chair of the Grievance Committee shall, within two (2) weeks of receipt of the Grievance Statement:

1. notify the Grievant, the Respondent(s), as well as the President and Secretary of the ICEFSC of acceptance of the Grievance;

2. forward a copy of the entire Grievance Statement to the Respondent(s); and

3. name a Hearing Panel and forward the entire Grievance Statement to each Panel member.

d. If the Chair of the Grievance Committee determines that the Grievance Statement does not comply, the Chair of the Grievance Committee shall so notify the Grievant, in writing, including the basis for the decision, by certified, return receipt mail, within two (2) weeks of receipt of the Grievance Statement. The Grievant shall have no more than two (2) weeks from receipt of such notice to amend the Grievance Statement so that it complies with the Bylaws requirements.

#### **.025 Respondent's Reply to Grievance Statement:**

a. The Respondent will have thirty (30) days from the receipt of the Grievance Statement by certified return receipt mail in which to send a written response, signed under oath, and under penalty of perjury, with any supporting documents (the "Response") to the Chair of the Grievance Committee and to the Grievant.

b. If the respondent fails to file a Response within the time specified, it will be deemed an admission of the allegations made by the Grievant and shall constitute a waiver of the Respondent's right to a hearing or appeal. The Chair of the Grievance Committee shall determine appropriate relief, which shall be final, binding and not appealable under the Bylaws and Rules of the ICEFSC.

#### **.026 Hearing Panel Composition:**

a. Referral to Hearing Panel: Within fourteen (14) days of receipt of a timely Response, the Chair of the Grievance Committee shall deliver the Grievance Statement and the Response of the Hearing Panel.

b. The Hearing Panel shall consist of no less than three and no more than nine persons selected from the Grievance Committee as defined in EGCR 2.03.

c. The Chair of the Grievance Committee may appoint persons who are not members of the ICEFSC as a minority of the Hearing Panel, not to exceed one third (1/3) of the Hearing Panel. The Chair of the Grievance Committee shall select the Chair of the Hearing Panel.

d. The Chair of the Grievance Committee shall advise the Grievant, the Respondent, the ICEFSC President and Secretary of the names of the Hearing Panel members immediately upon their appointment. Such notice may be verbal, but must be confirmed in writing within one day.

e. Either the Grievant or the Respondent may request the replacement of a Hearing Panel member solely on the basis of conflict of interest. Such a request must be made in writing, and delivered to the Chair of the Grievance Committee within ten (10) days of receipt of the names of the Hearing Panel members. A request for removal must specify the basis for the request and provide all evidence supporting such a request. The Chair of the Grievance Committee shall within five (5) days of receipt of a request for removal, determine whether such a request shall be granted or denied and shall state the basis for such decision in writing. The decision shall be delivered to the Grievant, the Respondent, and the ICEFSC Secretary. If the Chair of the Grievance Committee finds a conflict of interest, the chair of the Grievance Committee shall appoint a replacement member. The decision of the Chair of the Grievance Committee shall be final, binding and not appealable under the Bylaws and Rules of the ICEFSC.

**.027 Hearing Guidelines:**

a. The Chair of the Grievance Committee, after consultation with the parties shall determine if the Hearing will be conducted by writing, fax, telephone, telephone conference, by a formal hearing, or by any combination of the above methods. The hearing or completion of the investigation must occur within ninety (90) days of the appointment of a Hearing Panel unless the Chair of the Hearing Panel, with the approval of the Chair of the Grievance Committee, decides that there are reasonable grounds for a delay, and may grant a thirty (30) day delay, and so declares and explains in writing to all the parties.

b. The Grievant and the Respondent may represent themselves throughout the grievance process, or may be represented by a person of their choice.

c. The Chair of the Hearing Panel will provide the Grievant, the Respondent, and the panel members with written procedures and guidelines to be followed.

d. Unless otherwise directed by the Chair of the Hearing Panel, all communications with the Hearing Panel shall be in writing and directed to the Chair of the Hearing Panel.

e. The Grievant has the burden of supporting the Grievance by a preponderance of the evidence.

f. Within twenty (20) days of the conclusion of a hearing, the Hearing Panel shall issue a written decision including findings of fact, the bylaws or rules upon which

the decision is based, and the reasoning behind the decision, which will be sent to the Chair of the Grievance Committee, the Grievant, the Respondent, and the ICEFSC President and Secretary.

g. The jurisdiction of the Hearing Panel shall cease, and Hearing Panel members shall be discharged immediately upon the rendering of a written decision.

**2.03 Disciplinary Proceedings:**

**.031 Scope:**

The ICEFSC President or ICEFSC Vice President, by referral to the Chair of Ethics Committee, may initiate disciplinary proceedings as to any matter arising under CE 1.0.

**.032 Review:**

Upon referral of the matter by the President or a Vice President, the Chair of Ethics Committee shall have thirty (30) days to review the matter. If, after review, the Chair of the Ethics Committee determines that further proceedings are not warranted, the Chair of the Ethics Committee shall by writing so advise the person initiating the disciplinary proceeding and the person(s), if any, who filed the complaint or grievance. If after review of the matter, the Chair of the Ethics Committee determines that further proceedings shall be conducted, the Chair of the Ethics Committee shall file a Grievance Statement containing the following:

a. that the party filing the Grievance Statement (the "Grievant") is the ICEFSC;

b. that states the name of the Member against which the action is brought; that named Member will be the "Respondent";

c. the Respondent's address, telephone number and USFS number;

d. the names, addresses and telephone numbers of any other parties involved;

e. the ICEFSC Bylaw or Rule allegedly violated;

f. a statement of facts surrounding the alleged violation; and,

g. the action the Grievant wishes taken.

The Grievance Statement may be accompanied by supporting documentation, which shall be considered as part of the Grievance statement. The Grievance Statement shall also include notification to the Respondent of the following:

a. the potential discipline that may be imposed upon the Respondent;

b. the Respondent's right to file a response; and

c. the Respondent's right to a hearing.

The Chair of the Ethics Committee shall deliver a copy of the Grievance Statement to the Respondent(s), the Chair of the Grievance Committee, and the President and Secretary of the ICEFSC. Such notice shall be by certified, return receipt mail. The President may suspend the Respondent pending the hearing contemplated by this Section 2.03 if such action is not otherwise prohibited by applicable law, including the Amateur Sports Act of 1978.

**.033 Reply to Grievance Statement:**

a. The Respondent will have thirty (30) days from receipt of the Grievance Statement by certified, return receipt mail in which to send a written response with any supporting documents, signed under oath, and under penalty of perjury (the "Response") with the Chair of the Grievance Committee and the Chair of the Ethics Committee.

b. If the Respondent fails to file a Response within the time specified, it will be deemed an admission of the allegation(s) made by the Grievant, and shall constitute a waiver of the Respondent's right to a hearing or appeal under ICEFSC Bylaws and Rules. In such case, the Chair of the Grievance Committee with the consent of the President shall determine the appropriate discipline, which shall be final, binding and not appealable under ICEFSC Bylaws and Rules.

**.034 Hearing and Panel Appointment:**

a. Referral to Hearing Panel: Within fourteen (14) days of receipt of a timely Response, the Chair of the Grievance Committee shall select a Hearing Panel and shall deliver the Grievance Statement and the Response to the Hearing Panel.

b. The Hearing Panel shall consist of no fewer than three and no more than nine persons selected from the Grievance Committee as defined in EGCR 2.03.

c. The Chair of the Grievance Committee may appoint persons who are not members of the ICEFSC as a minority of the Hearing Panel, not to exceed one third (1/3) of the Hearing Panel. The Chair of the Grievance Committee shall select the Chair of the Hearing Panel.

d. The Chair of the Grievance Committee shall advise the Grievant, the Respondent, the ICEFSC President and Secretary of the names of the Hearing Panel members immediately upon their appointment. Such notice may be verbal, but must be confirmed within writing within one day.

e. Either the Grievant or the Respondent may request the replacement of a Hearing Panel member solely on the basis of a conflict of interest. Such a request must be made in writing, and delivered to the Chair of the Grievance Committee within ten days of receipt of the names of the Hearing Panel members. A request for removal must specify the basis for the request and provide all evidence supporting such a request. The Chair of the Grievance Committee shall within five days of receipt of a request for removal, determine whether such a request shall be granted or denied and shall state the basis for such decision in writing. The decision shall be delivered to the Grievant, the Respondent, and the ICEFSC Secretary. If the Chair of the Grievance Committee finds a conflict of interest, the chair of the Grievance Committee shall appoint a replacement member. The decision of the Chair of the Grievance Committee shall be final, binding and not appealable under the Bylaws and Rules of the ICEFSC.

f. Unless otherwise directed by the Chair of the Hearing Panel, all communications with the Hearing

Panel shall be in writing and directed to the Chair of the Hearing Panel.

**.035 Hearing Guidelines:**

a. The Chair of the Grievance Committee, after consultation with the parties shall determine if the Hearing will be conducted by writing, fax, telephone, telephone conference, by a formal hearing, or by any combination of the above methods. The hearing or completion of the investigation must occur within ninety (90) days of the appointment of a Hearing Panel unless the Chair of the Hearing Panel, with the approval of the Chair of the Grievance Committee, decides that there are reasonable grounds for a delay, and may grant a thirty (30) day delay, and so declares and explains in writing to all the parties.

b. The Grievant and Respondent may represent themselves throughout the grievance process, or may be represented by a person of their choice.

c. The Chair of the Hearing Panel will provide the Grievant, the Respondent, and the panel members with written procedures and guidelines to be followed.

d. The Grievant has the burden of supporting the Grievance by a preponderance of the evidence.

e. Within twenty (20) days of the conclusion of a hearing, the Hearing Panel shall issue a written decision including findings of fact, the bylaws or rules upon which the decision is based, and the reasoning behind the decision, which will be sent to the Chair of the Grievance Committee, the Grievant, the Respondent, and the USFS President and Secretary.

f. The jurisdiction of the Hearing Panel shall cease, and Hearing Panel members shall be discharged immediately upon the rendering of a written decision 1.

**GDP 2.04 Appeal From Regular Grievance or Disciplinary Proceedings:**

**.041 Notice of Appeal:**

Either the Grievant or the Respondent may appeal the decision of the Hearing Panel for either a grievance or disciplinary matter to the Executive Committee by filing a written notice of appeal, including statement of the grounds for such appeal, with the Chair of the Grievance Committee within thirty (30) days of the receipt of the Hearing Panel's decision. Upon receiving written notice of appeal, the Chair of the Grievance Committee shall promptly notify in writing and deliver a copy of the notice of appeal to the members of the Executive Committee, the Chair of the Hearing Panel, and all other parties to the proceeding. Other parties to the proceeding may, within ten (10) days of receipt of the notice of appeal, submit a written statement in response to the appeal which statement shall be delivered to the Board of Directors, all other part the proceeding, and the Chair of the Grievance Committee. The Chair of the Hearing Panel shall cause the record of the hearing to be promptly delivered to the USFS Secretary after receipt of the notice of appeal.

**.042 Appeal Guidelines:**

An appeal of a decision of a Hearing Panel will be based solely upon an allegation that such panel acted erroneously, and must include the allegation that the Hearing Panel incorrectly interpreted or applied the

applicable ICEFSC Bylaws or rules, or erred in the analysis of such Bylaws or rules as applied to the facts at hand. The appeal and the Board of Directors decision on the appeal must be based solely on the record of the hearing delivered by the Hearing Panel. No new evidence may be presented. The Board of Directors members shall each receive a copy of the record of the hearing and, within thirty (30) days of receipt of the record of the hearing, the Board of Directors will meet in person or by telephone conference call to review the appeal.

**.043: Appeal Decision:**

The Board of Directors will issue its written decision within ten (10) days of the conclusion of its meeting pursuant to Section GDP 2.042 of this section. The decision shall be delivered to the parties to the proceeding and to the Chair of the Grievance Committee. The decision of the Executive Committee shall be final on its terms, unless the decision arises from a controversy involving recognition to the USFS as a national governing body or involves the opportunity of any ineligible athlete, coach, trainer, manager, administrator or official to participate in athletic competition as protected by USFS Bylaws and Rules, and the USOC Constitution, in which event, upon demand of the affected person, the decision of the Executive Committee may be submitted to arbitration by any party in accordance with the rules of the American Arbitration Association. Such arbitration shall be conducted at the office of the American Arbitration Association nearest to the headquarters of the ICEFSC unless the parties shall otherwise agree. The decision of the American Arbitration Association and any charges of the arbitrator shall be borne by the party against whom the decision of the arbitrator is rendered except as otherwise agreed by the parties.

**GDP 2.05 Expedited Proceedings:**

**.051** Notwithstanding any other provisions of the ICEFSC Bylaws or Rules to the contrary, when compliance with regular procedures contained in this Section 3 would not, in the discretion of the Chair of the Grievance Committee, be likely to produce a sufficiently early decision to do justice to the affected parties, including, but not limited to matters affecting an ongoing, scheduled or impending USFS qualifying competition or any competition protected by the USOC Constitution or the Amateur Sports Act of 1978, the matter may be summarily heard and decided on an expedited basis in accordance with provisions of applicable ICEFSC Grievance Committee Rules.

**.052** The member subject to an expedited grievance or disciplinary proceeding must be given such notice and opportunity for a hearing as time and circumstances may reasonably dictate within the discretion of the Chair of the Grievance Committee.

**.053.** Expedited hearings may be conducted at the site of the athletic competition, at a site convenient to the parties as designated by the Chair of the Grievance Committee or by telephone conference if necessary.

**.054** Appeals from decisions heard on an expedited basis shall be taken only in accordance with the procedures set

forth in this Code of Ethics and Grievance Procedures for Expedited Hearings.

**GDP 3.0 Expedited Procedures**

**GDP 3.01 Scope.**

The following rules shall apply to grievance and disciplinary proceedings when compliance with regular procedures contained in ICEFSC Rule GDP 2.00 would not be likely to produce a sufficiently early decision to do justice to the affected parties.

**GDP 3.02 Expedited Hearing Panels:**

Expedited Hearing Panels shall exist to hear grievance and disciplinary matters referred to in ICEFSC Bylaws Article 3, Sections 9 and 10 and these Grievance Committee Rules. Expedited Hearing Panels shall consist of at least three members including one athlete member. These persons may be members or nonmembers of the ICEFSC; however, nonmembers of the ICEFSC must not exceed one third (1 /3) of any Panel. The Chair of the Grievance Committee shall select the Chair of the Hearing Panel. The jurisdiction of an Expedited Hearing Panel shall cease, and Expedited Hearing Panel members shall be discharged immediately upon the rendering of a written decision.

**GDP 3.03 Appointment of Expedited Hearing Panel Members:**

**.031** Expedited Hearing Panels for Qualifying Competitions and Competitions Protected under the USOC Constitution and the Amateur Sports Act of 1978:

(a) The Chair of the Grievance Committee shall select and name a Chair and two additional members of separate Expedited Hearing Panels to hear grievance and disciplinary matters regarding the participation of a competitor in a USFS qualifying competition or other competitions protected by the USOC Constitution and the Amateur Sports Act of 1978, including each USFS national, sectional and regional competition ("Domestic Competition"); and all World, Olympic and International Competitions.

(b) The selection and naming of the Expedited Hearing Panel for the specified competitions shall occur annually and the names of the Expedited Hearing Panels' members shall be available on request from ICEFSC Headquarters.

(c) No USFS judge may be named to serve on any Expedited Hearing Panel convened under this section 3.031.

(d) In the event of any question as to the jurisdiction of an Expedited Hearing Panel because of a grievance or disciplinary proceeding is initiated between competitions, or otherwise, the Chair of the Grievance Committee shall determine which Expedited Hearing Panel shall have jurisdiction. Such decision shall be final, binding and not appealable under ICEFSC Bylaws and Rules.

**.032** All other Expedited Hearing Panels:

(a) The Chair of the Grievance Committee shall select and name a Chair and two additional members to

hear grievance or disciplinary matters, other than those specified under GDP 3.031 (above) on any case by case basis in accordance with the Ethics and Grievance Committee Rules.

#### **GDP 3.04 Expedited Hearing Procedures:**

**.041** Filing a request for an Expedited Hearing for Qualifying Competitions and Competitions protected under the USOC Constitution or the Amateur Sports Act of 1978:

(a) Any aggrieved ICEFSC member or the Chair of the Ethics Committee (the "Grievant") may initiate a grievance or disciplinary proceeding on an expedited basis pursuant to ICEFSC Rule GDP 3.01 by notifying the Chair of the Grievance Committee verbally as soon as the substance of the grievance or disciplinary matter becomes known, followed within twenty four (24) hours by a writing. Verbal notice must include the following:

- (1) a statement of fact, including harm or potential harm to the Grievant;
- (2) the Bylaws or Rules allegedly violated;
- (3) the member or member club allegedly violating the Bylaws or Rules; ("Respondent");
- (4) the specific relief requested the written confirmation of written notice must include all of the above elements, and must be signed by the Grievant under penalty of perjury.

(b) Upon verbal notice, the Chair of the Grievance Committee shall immediately notify the Respondent, all members of the appropriate Hearing Panel, the Chair of the Competitions Committee and the Chief Referee of the Subject Competition, or, in the case of an international competition, the Chair of the International Committee.

(c) Upon receipt of the written Grievance Statement, the Chair of the Grievance Committee shall forward copies to:

- (1) the Respondent;
- (2) the Hearing Panel members;
- (3) the Chair of the Competitions

Committee and the Chief Referee; or the Chair of the International Committee; and

- (4) the ICEFSC President and Secretary.

(d) Under no circumstances may any Hearing Panel usurp the power of a referee as authorized in USFS Rule CR 17.00 and 24.00.

**.042** Filing a Request for an Expedited Hearing for all other Matters:

(a) When, in the discretion of the Chair of the Grievance Committee, compliance with regular procedures contained in GDP 2.00 would not be likely to produce a sufficiently early decision to do justice to the affected parties, any aggrieved ICEFSC member or the Chair of the Ethics Committee (the "Grievant" may initiate a grievance or disciplinary proceeding on an expedited basis pursuant to ICEFSC GDP 3.00, by notifying the Chair of the Grievance Committee, in writing as soon as the substance of the grievance or disciplinary matter becomes known; Such notice must include:

- (1) a concise statement of fact including harm to the Grievant;
- (2) the Bylaws or Rules allegedly violated;
- (3) the member or member club allegedly violating such Bylaw or Rule ("Respondent");
- (4) the specific relief requested; and,
- (5) the signature of the Grievant under penalty of perjury.

(b) Upon such notice, the Chair of the Grievance Committee shall immediately appoint an Expedited Hearing Panel in accordance with ICEFSC GDP 3.02 and these Grievance Committee Rules, and shall immediately notify the Respondent, the Chair of any ICEFSC Committee affected by the grievance, and the ICEFSC President and Secretary.

**.043** The Expedited Hearing:

(a) The Expedited Hearing Panel shall conduct a hearing on such expedited basis as the Chair of the Grievance Committee deems reasonable and necessary under the particular facts and circumstances in order to afford the affected parties an opportunity to be heard.

(b) The Chair of the Expedited Hearing Panel will advise all parties of the procedures to be followed; (c) The decision of the Hearing Panel may be announced verbally as soon as a decision is reached, but, a written decision which includes findings of fact, the Bylaws or Rules upon which the decision is based, and the reasoning behind the decision is to be issued as soon as possible, and no later than ten days following the hearing. The verbal and written decision shall be provided to the Grievant, the Respondent, the ICEFSC President and Secretary, and the Chair of the Grievance Committee.

#### **GDP 4.0 Appeal From Decisions Of Expedited Hearing Panels**

**GDP 4.01** Appeal from decisions of Expedited Hearing Panels for Qualifying Competitions and Competitions Protected under the USOC Constitution and the Amateur Sports Act of 1978 (GDP 2.041):

(a) Appeals from the decision of an Expedited Hearing Panel may be taken directly to the Board of Directors by verbal notice, followed within twenty four (24) hours by a writing, to the Chair of the Grievance Committee and the ICEFSC Secretary. The Board of Directors will conduct an Expedited Appeal on such a basis as it deems reasonable and necessary under the particular facts and circumstances in order to effort the affected parties an opportunity to be heard.

(b) The decision of the Board of Directors will be final, binding and not reviewable unless the decision involves the opportunity of any eligible athlete, coach, trainer, manager, or administrator or official to participate in athletic competition as protected by the USOC Constitution, in which event, upon demand of the affected person, the decision of the Board of Directors may be submitted to arbitration by any party in accordance with the rules of the American Arbitration Association. Such arbitration shall be conducted at the office of the American Arbitration Association nearest to the headquarters of the

ICEFSC unless the parties otherwise agree. The cost of the American Arbitration Association, and any charges of the arbitrator, shall be borne by the party against whom the decision of the arbitrator is rendered except as otherwise agreed by the parties.

**GDP 4.02** Appeals from decision of Expedited Hearing Panels for all other matters; that is for all matters arising under GDP 3.042;

(a) No appeals may be taken within the ICEFSC from any decision of an Expedited Hearing Panel arising under GDP 3.042. Decision of such Hearing Panels are final, binding and not appealable under ICEFSC Bylaws and Rules.

#### **GDP 5.0 Conflicts**

**GDP 5.01** Notwithstanding any other rules regarding action on protests, complaints or grievances at a competition or otherwise on an expedited basis, if conflicts are deemed to exist between these Grievance Committee Rules and such other rules, these Grievance Committee Rules will govern and control.

#### **GDP 6.0 Fees, Costs And Expenses**

**GDP 6.01** Unless otherwise provided for by law or agreed to by the parties, each party shall bear their own fees costs and expenses of any proceeding under ICEFSC GDP 2.0 - GDP 6.0. No party shall be entitled to seek reimbursement from another including from ICEFSC, for fees, costs or expenses associated with any proceedings under ICEFSC Bylaws or GDP 2.0 – GDP 6.0. This GDP 6.00 shall not, however, prohibit the assessment of fees, costs and expenses by a hearing panel if determined that such an assessment would be an appropriate sanction against a party to a grievance or disciplinary proceeding.

**PART THREE**  
**COMMITTEE RULES**

**ETHICS AND GRIEVANCE COMMITTEE RULES**

**EGCR 1.0 Authority**

**EGCR 1.01** The Ethics and Grievance Committee ("Committee") is a Standing Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

**EGCR 2.0 Organization**

**EGCR 2.01** The Ethics and Grievance Committee shall consist of a Chair, and such other members who have not been appointed to serve on any other ICEFSC committee and has been appointed in accordance with Article 9, Section 3, of the ICEFSC Bylaws.

**EGCR 2.02** The Chair of the Ethics and Grievance Committee shall be the Chair of the Ethics Committee and shall be Chair of the Grievance and Disciplinary Committee and shall include all other members of the Committee as appointed in accordance with Article 9, Section 4, of the ICEFSC Bylaws.

**EGCR 2.03** At such time as the Ethics Committee determines there is cause to prosecute an alleged violator of the Code of Ethics and/or Codes of Conduct, the Chair of the Ethics Committee shall become the Chair of the Grievance Committee and appoint no less than a one panel of no less than 3 members of the Ethics and Grievance Committee to investigate, prosecute and discipline such member if found guilty of a violation Code of Ethics and/ or Codes of Conduct pursuant to the Grievance and Disciplinary Proceedings Rules, being Section GDP 2.0 - GDP 6.0.

**EGCR 3.0 Jurisdiction And Responsibility**

**EGCR 3.01 Jurisdiction.** Unless and until a grievance or disciplinary matter has been referred to the Grievance and Disciplinary Committee pursuant to the Grievance and Disciplinary Proceedings Rules, being Section GDP 2.0 - GDP 6.0, the Ethics Committee shall have jurisdiction over all matters arising under the ICEFSC Code of Ethics or Codes of Conduct.

**EGCR 3.02 Responsibility.** It shall be the responsibility of the Ethics Committee to interpret, administer and apply the ICEFSC Code of Ethics and Codes of Conduct, including the development of principles of ethical behavior and conflict of interest applicable to ICEFSC members.

**.021** If necessary, it shall be the responsibility of the Grievance and Disciplinary Committee to investigate, prosecute and discipline violators of the ICEFSC Code of Ethics and Codes of Conduct pursuant to the Grievance and Disciplinary Proceedings Rules, being Section GDP 2.0 - GDP 6.0.

**EGCR 4.0 Initiation Of Disciplinary Proceedings**

**EGCR 4.01** The Chair of the Ethics Committee shall review all matters referred by the ICEFSC President or a Vice President involving an alleged violation of the ICEFSC Code of Ethics or Codes of Conduct.

**EGCR 4.02** After review of any such matter, the Chair of the Ethics Committee may, if it is determined that further proceedings should be conducted, initiate a disciplinary proceeding in accordance with the ICEFSC Bylaws, and the Grievance and Disciplinary Proceedings Rule, being section GPD 2.0 – GDP 6.0.

**BOARD OF DIRECTORS AUDIT COMMITTEE RULES**

**BDAC 1.0 Authority**

**BDAC 1.01** The Board of Directors Audit Committee ("Committee") is a Special Committee of the Board of Directors pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

**BDAC 2.0 Purpose**

**BDAC 2.01** The committee was created to oversee audit investigations by the Club's designated independent auditors and make recommendations to the Board of Directors regarding all financial matters of the Club.

**BDAC 2.02** Statement of Policy: The Audit Committee shall provide assistance to the Board of Directors in fulfilling their responsibility to the membership relating to accounting and reporting practices of the Club, and the quality and integrity of financial reports of the Club. In doing so, it is the responsibility of the Audit Committee to maintain free and open communication between the Directors, the Club's independent auditors and the financial management of the Club.

**BDAC 3.0 Organization**

**BDAC 3.01** The Audit Committee of the Board of Directors shall be comprised of at least three directors selected by a majority vote of the Board of Directors each year who are independent from the Finance Committee and any financial management of the Club. The Board of Directors may also appoint as non-voting members, no more than two (2) qualified individuals to assist and advise the Committee on such related matters at the request of the Committee. The Board of Directors shall select the Committee no later than the second (2<sup>nd</sup>) regular meeting of the Board of Directors after the beginning of each new fiscal year.

**BDAC 4.0 Responsibilities**

**BDAC 4.01** In carrying out its responsibilities, the Audit Committee believes its policies and procedures should remain flexible, in order to best react to changing conditions and to ensure to the Directors and membership that the accounting and reporting practices of the Club are in accordance with all requirements and are of the highest quality.

**BDAC 4.02** The Committee will satisfy its responsibilities through the following functions:

**.011 External Audit:**

a. Approve the independent auditors to be selected to audit the financial statements of the Club.

b. Have a clear understanding with the independent auditors that they are ultimately accountable to the Board of Directors and the Audit Committee, as the membership's representatives, who have the ultimate authority in deciding to engage, evaluate, and if appropriate, terminate their services.

c. Meet with the independent auditors and financial management of the Club to review the scope of the proposed audit and timely quarterly reviews for the current year and the procedures to be utilized, the appropriateness of the independent auditor's compensation, and at the conclusion thereof review such audit or review, including any comments or recommendations of the independent auditors.

d. Provide sufficient opportunity for the independent auditors to meet with the members of the Audit Committee without members of the Board of Directors nor financial management present.

e. Report the results of the annual audit to the Board of Directors. If requested by the Board, invite the independent auditors to attend the full Board of Directors meeting to assist in reporting the results of the annual audit or to answer other Directors' questions.

f. On an annual basis, obtain from the independent auditors a written communication delineating all their relationships and professional services as required by Independence Standards Board Standard No. 1. In addition, review with the independent auditors the nature and scope of any disclosed relationships or professional services and take, or recommend that the Board of Directors take, appropriate action to ensure the continuing independence of the auditors.

**.012 Internal Controls:**

a. Review with the independent auditors and the Club's financial and accounting personnel, the adequacy and effectiveness of the accounting and financial controls of the Club, and elicit any recommendations for the improvement of such internal controls or particular areas where new or more detailed controls or procedures are desirable.

b. Inquire of management and the independent auditors about significant risks or exposures and assess the steps management has taken to minimize such risks to the Club.

**.013 Reporting:**

a. Review the annual financial statements with financial management and the independent auditors to determine that the independent auditors do not take exception to the disclosure and content of the financial statements, and discuss any other matters required to be communicated to the Committee by the auditors. The Chair of the Committee may represent the entire Committee for purposes of this review.

b. Review the financial statements contained in the annual report to membership with the Executive

Committee and the independent auditors to determine that the independent auditors are satisfied with the disclosure and content of the financial statements to be presented to the membership. Review with financial management and the independent auditors the results of their timely analysis of significant financial reporting issues and practices, including changes in, or adoptions of, accounting principles and disclosure practices, and discuss any other matters required to be communicated to the Committee by the auditors. Also review with financial management and the independent auditors their judgments about the quality, not just acceptability, of accounting principles and the clarity of the financial disclosure practices used or proposed to be used.

c. Review reports received from regulators and other legal and regulatory matters that may have a material effect on the financial statements or related Club compliance policies.

**.014 Miscellaneous:**

a. Review the matters discussed at each Committee meeting with the Board of Directors.

b. Investigate any matter related to the scope of the Committee's duties, with the power to retain outside counsel, if appropriate.

c. Appraise at least annually the performance of the Treasurer and financial management and report the results of such appraisal to the full Board of Directors of the Club.

d. Review accounting and financial human resources to assess if adequate resources and appropriate quality exists within the group.

e. Annually review a summary of the expenses of Executive Committee and senior Club management.

## **FINANCE COMMITTEE RULES**

### **FCR 1.0 Authority**

**FCR 1.01** The Finance Committee is a Standing Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **FCR 2.0 Organization**

**FCR 2.01** The Finance Committee shall consist of the Treasurer (as Chair), the immediate past Treasurer, a Vice President, and such other committee members as are appointed in accordance with Article 9 of the ICEFSC Bylaws.

### **FCR 3.0 Budget**

**FCR 3.01** The budget is the sole authority for material disbursements. The authority terminates with the fiscal year and only the Board of Directors can change a budget or approve supplemental appropriations after adoption.

**.011** The Finance Committee, will prepare the budget for approval by the Board of Directors. The budget and any subsequent supplemental appropriations will clearly reflect the sources of income and the purposes of expenditures.

**.012** The Board of Directors, Committee Chairs, Executive Director of Skating and his/her skating program directors, and others responsible for revenues or expenditures will be identified in the budget and are responsible for contributing to its timely preparation.

**.013** If amounts originally requested are not included in the budget prepared by the Finance Committee, such amounts upon request of the originator, will be submitted by the Finance Committee to the Board of Directors for separate and individual consideration. Such requests must be made on the approved ICEFSC request for program funding form.

**FCR 3.02** The Treasurer, assisted by the Finance Committee, will report the results of monthly operations compared to the budget and will notify the Board of Directors when the results deviate or are expected to deviate negatively and materially from the budget. Accompanying such notice will be a report of steps taken and recommendations for restoration of fiscal integrity.

**FCR 3.03** The Treasurer, assisted by the Finance Committee, may authorize expenditures in excess of budget in amounts less than the amount considered material by the ICEFSC's certified public accountants in the most recent audit of ICEFSC financial statements. The Board of Directors may approve material expenditures in excess of budget increases in emergencies

**.031** An emergency is an unexpected, impending:

- a. termination or substantial weakening of an approved program;
- b. probability of material financial gain or loss;
- c. opportunity for accomplishment of an important, material ICEFSC goal.

**FCR 3.04** The Treasurer, assisted by the Finance Committee, may receive proposals for substantial changes in program goals or activities which result in a significant budget deviation and forward them with recommendations to the Board of Directors for approval or disapproval.

**FCR 3.05** Any supplemental appropriation request resulting in substantial and/or significant changes in approved budget program activities must be requested on the Request for Program Funding Form and must be approved by the Board of Directors for approval.

#### **FCR 4.0 Financial Reporting**

**FCR 4.01** The Treasurer, assisted by the Finance Committee, will provide annual financial statements, tax returns and such other financial reports as may be required to the Board of Directors.

#### **FCR 5.0 Custodianship**

**FCR 5.01** As custodian of the assets and income of the ICEFSC, the Treasurer, assisted by the Finance Committee, will provide reasonable procedures for the safeguarding of assets and the conservation of income.

Safeguarding assets includes recording, care and replacement. The conservation of income includes reasonable procedures to maintain the integrity of receipts and disbursements and to identify and report material loss, waste, inefficiency and the incurring of excessive financial risk or liability.

**FCR 5.02** The Treasurer, assisted by the Finance Committee, will supervise the investments of the ICEFSC and will report thereon to the Board of Directors at each regular meeting of the Board of Directors.

#### **FCR 6.0 Procedures**

**FCR 6.01** As provided for in FCR 3.01 and 3.05, the Treasurer, assisted by the Finance Committee, will provide and maintain written procedures and guidelines for the execution of the responsibilities charged in these rules.

**FCR 6.02** All actions or motions resulting in increased unbudgeted expenditures must be presented together with a financial analysis on the approved request for program funding form.

### **MEMBERSHIP COMMITTEE RULES**

#### **MR 1.0 Authority**

**MR 1.01** The Membership Committee is a standing committee under Article 9, Section 4(d), of the ICEFSC Bylaws.

#### **MR 2.0 General**

##### **MR 2.01 Organization:**

The Membership Committee shall consist of the Chair, all committee Chairs for each special committee and such other committee and special committee members as are appointed in accordance with Article 9, Section 3, of the ICEFSC Bylaws. The Division Committee Chairs shall be responsible for administering the investigation and recommendation of all applicants from their respective division sections for membership.

##### **MR 2.02 Principles:**

**.021** The basic principles governing admission to membership are set forth in Article 3 of the ICEFSC Bylaws.

**.022** The Membership Rules hereinafter specified have been adopted by the Membership Committee and approved by the Board of Directors as interpretations, specifications, and extensions of the basic principles, and are deemed to be consistent with them.

##### **MR 2.03 Definitions:**

**.031** The "Principal Skating Headquarters" of the ICEFSC shall be the address of the rink in which the ICEFSC conducts the majority of its skating sessions. This address shall be recorded in the ICEFSC and USFS Directory under the club's name.

**.032** An "Inactive Member" is a member as defined in Article 3, Section 2(c) of the ICEFSC Bylaws, that has

been granted inactive status by the Board of Directors as recommended by the Chair of the Membership Committee in accordance with MR 3.08 as a result of the member being placed in such status by written request to the Membership Committee.

**.033** A "Suspended Member" is a member that has forfeited all of its rights and privileges as a member of the ICEFSC due to disciplinary action taken against it by the Ethics and Grievance Committee and Board of Directors for violations of ICEFSC Bylaws and/or Official Rules.

**.034** A "Probationary Member" is member who has prepared and submitted a completed membership application with the appropriate amount of membership dues and who is awaiting Membership Committee approval for permanent membership.

**.035** A "Permanent Member" is a member who has been approved by the Membership Committee for the ICEFSC membership classification for which the Membership Committee has been requested for approval by the applicant.

#### **MR 2.04 Powers and Duties:**

The powers and duties of the Membership Committee are set forth in Article 9, Section 4(d), of the ICEFSC Bylaws.

**.041** The Membership Committee provides maintenance and administration of rules governing applications for membership, the investigation of such applications, and the approval or disapproval of applications for all classifications of membership.

**.042** The Membership Committee shall recommend to the Board of Directors of applicants for membership; the recommendation of applicants for a special membership classification or switching of a current membership classification to an alternate membership classification of the ICEFSC; the recommendation of applicants for probationary membership if so recommended by the Code of Ethics and Grievance Committee; the recommendation for deserving member for Honorary Member; and, the recommendation of applicants for placing of a membership in an inactive status.

**.043** The development of programs designed to provide growth in all membership categories.

**.044** The providing of assistance to ICEFSC members traveling to other USFS Member Clubs with respect to the arranging for guest ice time at their rink.

**.045** The Membership Committee shall provide membership communication through various mediums including, but not limited to the mailing of a newsletter, official Club bulletin board, annual membership directory, and other communications as approved by the President.

**.046** The Membership Committee shall designate committee members to assist the members and their families based on the various levels of skating ability and special interest (i.e., Division Chairs of Basic Skills; Beginner, Low, Mid, and High Free Style; Pairs; Dance; Synchronized Team Skating; and, Adults).

**.047** The Membership Committee shall make sure first aid supplies are available to the membership for emergency situations.

**.048** The Membership Committee shall document, preserve, and archive the significant events during the history of ICEFSC.

**.049** The Membership Committee shall be responsible for the operation of the ICEFSC locker room and study/meeting room including developing a policy for administering locker and lock assignments.

**.0491** The Membership Committee along with the Parent-In-Charge shall be responsible for the administration of the on-ice figure skating sessions and recommendation and implementation of rules polices approved by the Board of Directors governing on ice figure skating and etiquette.

**.0492** The Membership Committee shall promote the ICEFSC to the community it serves in the best interest of the ICEFSC.

**.0493** The Membership Committee shall assist the membership with the annual membership renewal and ice session registration.

**.0494** The Membership Committee Chair shall recommend a qualified voting member who is an Associate Member of a Junior Active Member to represent ICEFSC as it parent representative on the USFS Parent Committee.

**.0495** The Membership Committee Chair shall designate a committee member as a volunteer coordinator to assist all Chairs of the ICEFSC to identify qualified members and patrons of ICEFSC for committee and other volunteer assignments.

#### **MR 3.0 Applications**

**MR 3.01** Any individual meeting the qualifications for membership and desiring admission thereto shall file an application on the appropriate forms which are available from ICEFSC Headquarters.

**MR 3.02** Applications for membership shall be sent together with dues to ICEFSC Headquarters for processing.

**MR 3.03** Applications by schools, School Affiliated Membership can be made at any time and shall be forwarded to the High School Skating Club/Team Committee for recommendation for approval and returned to the Chair of the Membership Committee for final action.

**MR 3.04** The appropriate Divisional Chair shall thoroughly investigate all membership applications from applicants. Said investigation shall include, but not limited to, if the applicant is a member in good standing of USFS or any of its Member Clubs. The Divisional Chair shall report a recommendation thereon to the Chair of the Membership Committee for appropriate action. For the application to be considered at the next following meeting of the Board of Directors, the application must be forwarded to the Chair not later than the Thursday preceding the Board of Directors next regular meeting.

**MR 3.05** The Chair of the Membership Committee shall submit recommendations to the Board of Directors for

acceptance or rejection of applications for Probationary or Permanent Membership.

**MR 3.06** An applicant may be granted Interim Probationary Membership by the Chair of the Membership Committee and/or the Board of Directors if the application has been investigated and approved at other times of the year. Interim Probationary Membership expires at the next following meeting of the Board of Directors.

**MR 3.07** Prior to the regular meeting of the Board of Directors first following the expiration of the interim probationary period of a Probationary Member, the Chair of the Membership Committee shall report and make recommendations of such Probationary Member to the Secretary. Such report and recommendations shall be included in the notice for such regular meeting, at which meeting the Board of Directors shall either accept or reject the applicant as a Member.

**MR 3.08** Inactive Member status for one (1) year may be granted by the Board of Directors at the recommendation of the Chair of the Membership Committee to a member that has requested in writing inactive status. Such status may be continued for an additional time by action of the Chair based on the best interests of the ICEFSC.

**.081** Members holding Inactive Member status, which wish to return to Permanent membership status, may apply to the Membership Committee and upon the approval of the Chair of the Membership Committee, may be returned to Permanent membership status after payment of the difference in the membership fee of the membership classification being reinstated. No investigation of such member shall be required, since they are not a new member of the ICEFSC. Such members are to be reported as having been restored to Permanent membership at the next regular Board of Directors meeting.

**.082** Members which have been suspended and who wish to be considered for return to active membership in the ICEFSC will be required to demonstrate that the ICEFSC Bylaw and/or rule violations that caused them to be suspended have been rectified. Return to active status will be by vote of the Board of Directors at the recommendation of the Ethics Committee and Membership Committee.

#### **MR 4.0 Membership Classifications**

**MR 4.01** The Membership Classifications are authorized under Article 3 of the ICEFSC Bylaws.

**MR 4.02** Qualifications for ICEFSC membership shall consist of anyone who:

- a. Is actively engaged in or wishes to support amateur figure skating;
- b. Applies for membership on a form approved by the Board of Directors and remits payment of membership dues; and,

- c. Agrees to abide by the Bylaws of the ICEFSC, as amended from time to time.

**MR 4.03** Classes of members of the ICEFSC shall be divided into four classes: active members, associate members, inactive members and honorary members.

**.031 "Active Members"** shall be those individuals who have registered and paid dues for the current skating season. They shall retain active status until the following annual registration date. Active members shall have all the rights and privileges of membership, including the right to vote.

- a. **"Junior Skating Member"** is an active member who must be under 18 years old. Includes USFS membership with F4SFSC voting rights. Votes must be cast by parent or guardian. Includes USFS Skating Magazine. Includes testing rights & competition privileges.

- b. **"Senior Skating Member"** is an active member who must be 18 years old or older. Includes USFS membership with F4SFSC voting rights. Includes USFS Skating Magazine. Includes testing rights & competition privileges. Includes the AAFSC / ICEFSC Affiliation Package.

- c. **"Additional Junior Skating Members"** is an active member who must be under 18 years old. Skater must be in the same family as 1st Junior or Senior Skating Member or Professional/Coach Member & reside at the same address. Includes testing rights and competition privileges. Does not include USFS Skating Magazine (One subscription per household).

- d. **"Additional Senior Skating Members"** is an active member who must be 18 years old or older. Skater must be in the same family as 1st Junior or Senior Skating Member or Professional/Coach Member & reside at the same address. Includes testing rights and competition privileges. Does not include USFS Skating Magazine (One subscription per household).

- e. **"Professional/Coach Member"** is an active member who must be 18 years old or older and is a Professional Skating Instructor. Includes USFS membership with ICEFSC voting rights. Includes USFS Skating Magazine. Includes testing rights & competition privileges.

- f. **"Basic Skills Members"** is an active member participating in Iceland Competitive Edges Learn to Skate USA or Super Skaters. Once a Basic Skills Member no longer participates in the basic skills program and continues skating, the Basic Skills member shall become an Active Member. Basic Skills members do not have the right to vote. ICEFSC's Basic Skills membership fee includes a nonvoting USFS basic skills membership entitling the basic skills member on ice insurance coverage only.

- g. **"Collegiate Members"** is an active member who must be 18 years old or older and is currently a college student. Includes 4 years of USFS membership with ICEFSC voting rights. Includes USFS Skating

Magazine. Includes testing rights & competition privileges.

h. **"Introductory Members"** are an active member. This is a 1 year membership only. It is a full membership available to first-time members of USFS. (Subsequent membership years are required to be a Junior or Senior skating membership.) Includes USFS membership with ICEFSC voting rights. Votes must be cast by parent or guardian. Includes USFS Skating Magazine. Includes testing rights & competition privileges.

i. **"2<sup>ND</sup> Club Members"** are individuals who are members in good standing of the USFS and demonstrates he/she is a member in good standing of his/her first USFS Member Club. 2<sup>nd</sup> Club Members shall have ICEFSC activity privileges, except shall not be eligible to vote.

**.033 "Associate Members"** is a non-skating membership and are parents or guardians of junior or senior active members and are over the age of eighteen (18); or individuals who are supportive of the club are not an independent contractor of the club; or any other individuals who may be elected to associate membership by the Board of Directors.

Associate members shall not have regular skating privileges but shall be eligible to vote the same as active members. Other individual membership Associate Member classification categories approved by the Board of

Directors to include:

a. **"Judge Members"** are individuals who are active USFS judges and accountants. Judge Members have all the rights and privileges of Active Members. Includes USFS membership with ICEFSC voting rights. Includes USFS Skating Magazine.

b. **"Associate Members"** are individuals who are Parents and Board Members and have all the rights and privileges of Active Members. Includes USFS membership with ICEFSC voting rights. Includes USFS Skating Magazine.

**.034 "Honorary Members"** are individuals who have contributed outstanding services to the development of amateur figure skating at ICEFSC. Honorary membership may be conferred upon individuals exclusively by the Board of Directors.

**.035 "Inactive Members"** include former active members and former associate members who wish to have a continuing identification with the Club, with no skating privileges and shall not be eligible to vote. Inactive membership may be granted to individuals, subject to approval by the Board of Directors.

## **MR 5.0 Membership Privileges**

**MR 5.01** If otherwise qualified to do so, Probationary and Interim Probationary Members are entitled to all the privileges of a Permanent Member except the right to vote.

**MR 5.02** Inactive Members shall lose all privileges of Active Members, but shall retain the same privileges as registered members of USFS.

**MR 5.03** When individuals are members of more than one USFS Member Club, that person must designate one to be their "Home Club." As an ICEFSC voting member in good standing, such person is eligible to represent ICEFSC as a competitor, test candidate, exhibitor, club officer, official in figure skating or delegate to the Governing Council.

**MR 5.06** Persons desiring to change to another USFS Member Club or to USFS Individual Member status must first secure a signature from the ICEFSC President or Treasurer, indicating that the departing member has satisfied all financial obligations to that club. It is the responsibility of the departing member and the ICEFSC to settle any such financial obligations. For a change of club status to occur, the signature must be included on the USFS Change of Home Club form or annual USFS Member Registration form submitted to USFS Headquarters. The ICEFSC Member Club designated status shall remain for such person for the balance of the current skating year.

**.061** If such signature is withheld for any reason other than outstanding financial obligations, or for more than thirty (30) days, the ICEFSC may be subject to USFS disciplinary action including suspension.

**.062** If an ICEFSC office does not respond to a signature request within thirty (30) days, the member's change of Home Club will be granted.

**MR 5.07** A person may not be an USFS Individual Member and ICEFSC member simultaneously. USFS Headquarters shall be notified immediately of a change from individual to club membership by the Individual Member.

## **MR 6.0 Club Ethics**

**MR 6.01** ICEFSC or any USFS Member Club may file a written complaint with the USFS Membership Committee Chair if the effected club has reason to believe that unfair practices, prejudicial to any USFS Member Club is being employed by another club. Such written complaint would be filed with the purpose of requesting the USFS Membership Committee c o n s i d e r making a recommendation to the USFS Board of Directors for appropriate action.

## **MR 7.0 Obligations Of ICEFSC**

**MR 7.01** ICEFSC shall:

**.011** Promote figure skating on and off ice for the good of the sport.

**.012** Conduct its affairs in full accord with ICEFSC Bylaws.

**MR 7.02** Maintain a duly adopted Bylaws and Rules which contain suitable provisions for the election of officers and directors and the conduct of its affairs in accordance with

generally acceptable parliamentary procedures (e.g., Robert's Rules of Order, Newly Revised), including the calling of a general membership meeting upon the petition of no fewer than ten (10%) percent of its members having the right to vote.

**MR 7.03** Hold an annual meeting at which its members, having the right to vote, shall elect officers and/or directors in accordance with its duly adopted Bylaws.

**MR 7.04** Report the results of any election of officers and/or directors as specified in MR 7.03 in writing to USFS Headquarters within thirty (30) days after such election;

**MR 7.05** Remain currently paid up with respect to all of its financial obligations under the Bylaws and these Rules.

**MR 7.06** Maintain at ICEFSC and USFS Headquarters a current copy of ICEFSC's duly adopted Bylaws and Rules and shall notify USFS Headquarters of any changes therein within thirty (30) days after such changes have been adopted. ICEFSC Bylaws and Rules on file with ICEFSC Headquarters may be referenced when a grievance is filed.

**MR 7.07** Comply with ICEFSC and USFS Code of Ethics and USFS Club Ethics provisions.

**MR 7.08** Maintain current arrangements during its normal skating season for the obtaining of ice time at a rink or other location where ice is available, for the exclusive use of the ICEFSC. The ICEFSC shall maintain a program for the use of its ice time which, as a general practice, provides for separate periods on a regular basis for one or more of the following: free skating, ice dancing, synchronized team skating or other figure skating programs.

**MR 7.09** Maintain a total membership of not less than twenty five (25) active members, at least ten (10) of who are adult members over the age of eighteen (18) years.

**MR 7.10** Require all of its officers, directors, and delegates to the USFS Governing Council be voting members in good standing of ICEFSC. In no event may an officer or delegate to the USFS Governing Council be an ineligible person, a restricted person, or a non-voting member.

**MR 7.11** Require 1st club members to complete 20 annual volunteer hours, and 2nd club members to complete 10 hours annually, or pay \$50 instead.

### **MR 8.0 Annual Dues And Registration Fees**

**MR 8.01** The annual membership dues of ICEFSC are specified under Article 3, Section 4, of the ICEFSC Bylaws.

**MR 8.02** The Board of Directors shall determine the amount of annual membership dues for the ICEFSC and such dues may vary by class of membership.

**.021** All ICEFSC membership dues, except 2<sup>nd</sup> Club Members, include a mandatory USFS membership fee designated by USFS.

**MR 8.03** ICEFSC annual membership dues shall not be refunded to a member during ICEFSC's fiscal year once USFS Home Club status has been confirmed upon an individual in ICEFSC by USFS.

**MR 8.03** The Chair of the Membership Committee shall determine for what year the initial membership dues of a new member are to be applied and so advise the Treasurer of the ICEFSC.

## **USFS PARENTS REPRESENTATIVES COMMITTEE RULES**

### **PACR 1.0 Authority**

**PACR 1.01** The USFS Parents Representatives Committee is a Special Committee of the Membership Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **PACR 2.0 Organization**

**PACR 2.01** The USFS Parents Representatives Committee shall consist of the Chair (Parent Liaison), parents of skaters who have competed at the Regional level or higher, and such other members as are appointed by the Chair. The parent representatives may be the same parents serving as Divisional Chairs.

**.031** In order to qualify for appointment as a Parent Liaison of this committee, the qualified individual must be:

- a. A parent of an athlete.
- b. Possess excellent communication skills.
- c. Be proactive in the community.
- d. Possess a working knowledge of USFS rules.
- e. Must have a computer with email and access to the internet to participate in the USFS Parents Network.

**PACR 2.02** The USFS Parents Representatives Committee shall be responsible for the duties and functions assigned to them by the President.

**PACR 2.03** The USFS Parents Representatives Committee Chair will serve as ICEFSC's representative and liaison affiliated with the USFS Parents Network. The USFS Parent Network representative shall be responsible for parent outreach between USFS and ICEFSC parents, and report to ICEFSC parents such USFS parental issues of concern as communicated by the Parents Network.

## **DETROIT METROPOLITAN FIGURE SKATING COUNCIL REPRESENTATIVES COMMITTEE RULES**

### **DMCR 1.0 Authority**

**PACR 1.01** The Detroit Metropolitan Figure Skating Council Representatives Committee (“Committee”) is a Special Committee of the Membership Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **DMCR 2.0 Organization**

**DMCR 2.01** The Committee shall consist of the Chair, members at large with an interest in figure skating of the metropolitan region.

**.031** In order to qualify for appointment as a member of this committee, the qualified individual must:

- a. possess excellent communication skills;
- b. be proactive in the ICEFSC and general figure skating community;
- c. possess a working knowledge of ICEFSC and USFS rules; and,
- d. must have a computer with email and access to the internet to communicate figure skating developments within the Detroit Metropolitan area to interested club members.

**DMCR 2.02** The Committee shall be responsible for such other duties and functions assigned to them by the President.

## **TRI-STATE FIGURE SKATING COUNCIL REPRESENTATIVES COMMITTEE RULES**

### **TSCR 1.0 Authority**

**TSCR 1.01** The Tri-States Figure Skating Council Representatives Committee (“Committee”) is a Special Committee of the Membership Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **TSCR 2.0 Organization**

**TSCR 2.01** The Committee shall consist of the Chair, members at large with an interest in figure skating of the tri-state region.

**.031** In order to qualify for appointment as a member of this committee, the qualified individual must be:

- a. possess excellent communication skills;
- b. be proactive in the ICEFSC and general figure skating community;
- c. possess a working knowledge of ICEFSC and USFS rules; and,
- d. must have a computer with email and access to the internet to communicate figure skating developments within the Detroit Metropolitan and Tri-State area to interested club members.

**TSCR 2.02** The Committee shall be responsible for such other duties and functions assigned to them by the President.

## **USFS GOVERNING COUNCIL COMMITTEE RULES**

### **GCCR 1.0 Authority**

**GCCR 1.01** The USFS Governing Council Committee (“Committee”) is a special committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **GCCR 2.0 Organization**

**GCCR 2.01** The Committee shall consist of ICEFSC voting members in good standing including the President as Chair, Board of Director liaison; Activities Committee Chair; USFS Judge Member of the Club, ICEFSC members who currently serves on an USFS committee, Metro Council Chair, Tri-Council Chair, and such other individuals as are appointed as alternates and observers in accordance with the Article 9, Section 4, of the ICEFSC Bylaws.

### **GCCR 3.0 Responsibility**

**GCCR 3.01** It shall be the responsibility of the Committee to represent the ICEFSC as delegates to the annual USFS Governing Council meeting.

**.011** At the Governing Council meeting ICEFSC delegates shall first represent and communicate to the Governing Council such ICEFSC Board of Directors policies and issues in the best interest of ICEFSC; secondarily, Detroit Metropolitan Council; Tri-State Council; and finally, to the Eastern Great Lakes Region.

## **PROFESSIONAL SKATING INSTRUCTOR COMMITTEE RULES**

### **PSCR 1.0 Authority**

**PSCR 1.01** The Professional Skater Instructor Committee is a Standing Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **PSCR 2.0 Organization**

**PSCR 2.01** The Professional Skating Instructor Committee shall consist of the Executive Director of Skating (as Chair), Board of Director liaison when appropriate, a Professional Member and such other individuals as are appointed in accordance with the Article 9 of the ICEFSC Bylaws.

### **PSCR 3.0 Responsibility**

**PSCR 301** It shall be the responsibility of the Professional Skater Instructor Committee to:

**.011** Promote the ethical and professional conduct of all coaches and to encourage and advance the instruction of figure skating at all levels from Basic Skills to International competition.

**.012** Work in cooperation with the Professional Skaters Association in order to communicate, in a timely manner, the vital information and rule changes of the USFS, PSA and the ISU to the ICEFSC coaching staff and Board of Directors, and assist in their efforts, as the coaches committee, to provide seminars, workshops, video aids, and manuals for all levels of coaching.

.013 Involve coaches in the ICEFSC through committees, Board of Directors, and other policymaking areas.

.014 Each year assist in the selection of the recipients for awards and certificates of achievement.

## **PSCR 4.0 Professional Skating Instructor Code Of Conduct Rules**

**PSCR 4.01 Professional Skating Instructor Code of Conduct Rule.** The following code of conduct rules applies to all Professional Members or independent contractors participating in any ICEFSC activities or representing the ICEFSC and their skaters in all competitions, exhibitions, and training camps hosted, supported, or sponsored by the ICEFSC or USFS.

I have full understanding and take full responsibility for the following and agree that I will abide by these ICEFSC Professional Skating Instructor rules, Bylaws and all other rules and policies of the ICEFSC.

a. I am a member in good standing of ICEFSC, USFS, and abide by their, and Professional Skater's Association (PSA) Code Of Ethics. In order to coach at test sessions and non qualifying competitions, I will have completed either Category "A" or "B" Continuing Education Requirements (CERs), offered through the PSA on line portal.

b. I will carry liability insurance and provide proof of coverage to ICEFSC. Without proof of insurance, I understand I will not be allowed to coach or teach, nullifying any agreements with ICEFSC. Coaches over the age of 18, teaching group lessons only, will need to carry liability insurance and register as a coach on the USFS website.

c. I will encourage my students to pay all fees owed when due to ICEFSC.

d. I will coach or teach only my students and under no circumstances will I coach, teach or give instruction to another student of ICEFSC or any other USFS member club without their coach's full knowledge.

e. I will not falsely represent my coaching credentials.

f. I will not reference, infer or imply coaching superiority over any other coach.

g. I will pay all fees and commissions, if applicable, owed to ICEFSC.

h. I will encourage harmony, goodwill and ethical behavior among the skaters, parents, other professional skating instructors, and rink personnel.

i. As an Independent Contractor and professional skating instructor, I will participate and support ICEFSC activities, including but not limited to, free style and synchronized competitions, exhibitions hosted by ICEFSC, the basic skills program and ice shows.

j. As an Independent Contractor and professional skating instructor, I will actively seek continuing education in my area of expertise. I will dress and behave in a professional manner at all times.

k. I will make every attempt to periodically communicate my skater's development to the skater and his/her parents/guardian.

l. I will not discourage and/or persuade a skater from pursuing his/her particular skating specialty or interest for personal financial gain. Specifically, a coach shall avoid creating a conflict of interest resulting in discouraging a free style skater from broadening his/her skaters skating expertise in the areas of pairs, dance or synchronized team skating; similarly, pairs, dance or synchronized team skating coaches shall not discourage their skaters from accelerating as a free style skater because it may result in a reduction of income for the effected pro in the first instance.

## **PROGRAM DEVELOPMENT COMMITTEE RULES**

### **PDCR 1.0 Authority**

**PDCR 1.01** The Program Development Committee is a Special Committee of the Professional Skating Instructor Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **PDCR 2.0 Organization**

**PDCR 2.01** The Program Development Committee shall consist of the Executive Director of Skating (as Chair); professional skating instructors representing dance, free style, pairs; Board of Director liaison, and such other full time ICEFSC professionals as appointed by the Board of Directors, in accordance with the Article 9, Section 4, of the ICEFSC Bylaws.

### **PDCR 3.0 Responsibility**

**PDCR 3.01** The Program Development Committee shall be responsible for the recommendation of a program development long-range plan to the Board of Directors consisting of a plan for the development and on going maintenance of all on-ice and off-ice programs offered by the ICEFSC to its members.

.011 Create new programs that address particular needs of the ICEFSC;

.012 Experiment with ideas and concepts and develop implementation plans for new programs;

.013 Create a plan for continuance of successful programs.

.014 Recommend to the Scheduling Committee on-ice and off-ice schedules consistent with the long-range program development plan for their recommendation to and approval by the Board of Directors.

### **PDCR 4.0 Program Development**

**PDCR 4.01** Based on the needs of the membership, the Committee shall develop a program that will better serve the ICEFSC's membership in the following areas of figure skating:

- a. Competitive;
- b. Testing;
- c. Adult;
- d. Basic skills; and,
- e. Recreational skating.

- .011** Off-ice training includes, but not limited to:
- a. Figure skating theory and USFS rules;
  - b. Goal setting and sport psychology educational seminars;
  - c. Dance and ballet; and,
  - d. Physical conditioning.

**.012** The competitive program will consist of well defined on-ice and off-ice programs which will develop and prepare athletes physically and mentally to compete at the highest attainable competitive level. A well rounded competitive development program will be targeted for the Club's competitive free style, dance, pairs, and synchronized team skating athletes.

**.013** The testing program will consist of well defined on-ice and off-ice programs which will develop and prepare the non-competitive skater to achieve passage of all USFS tests in free style, moves in the field, dance, pairs, figures, and synchronized team skating.

**.014** The adult program will consist of well defined on-ice and off-ice program(s) which will develop and prepare the competitive adult athlete physically and mentally to compete at the highest attainable competitive level; and non-competitive skater to achieve passage of all USFS tests in free style, moves in the field, dance, pairs, figures, and synchronized team skating.

**.015** The Learn To Skate USA and Super Skaters program will consist of a well defined on-ice program which will educate the skater and his/her parents/guardians about the sport of figure skating and prepare the skater to achieve passage of all the basic skills tests.

**.016** The recreational program will consist of ice time for those Club members who chose not to test or compete rather just to skate for recreational reasons.

**.017** Other key areas of program development include, but not limited to:

- a. Exhibitions;
- b. Testing;
- c. Attending USFS and PSA continuing educational workshops and seminars;
- d. Attending and observing national and international figure skating competitions with the purpose of networking with national and international officials, other professional skating instructors, and competitors with the intent of promoting and furthering the development of the ICEFSC's programs.
- e. Hosting judge's critiques;
- f. Hosting USFS sanctioned judges, referees and accountants schools; and,
- e. Hosting USFS sanctioned regional training camps.

**.018** Periodically, the Committee shall conduct surveys of the membership to establish the needs of the Club in order to act as an aid in developing new programs or refining existing programs.

## **PDCR 5.0 Program Development Funding**

**PDCR 5.01 Program Development Fund:** The ICEFSC shall fund all program development projects subject to Board of Directors approval as cited in PDRC 4.0 of this section and pursuant to GR 12.0 and FCR 3.0.

**PDCR 5.02 Fund Disbursements:** All disbursements in the Program Development Fund are pursuant to funding request by the Program Development Committee.

**.011** Each year, the Program Development Committee shall prepare a budget which identifies program development projects, benefits and/or results to be derived and total cost to fund the project cost when applicable and feasible.

## **PROFESSIONALS AWARDS COMMITTEE**

### **PACR 1.0 AUTHORITY**

**PACR 1.01** The Professionals Awards Committee is a Special Committee of the Professional Skating Instructor Committee pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **PACR 2.0 Organization**

**PACR 2.01** The Professionals Awards Committee shall consist of the Director of Skating (as Chair) and such other full time ICEFSC professionals as appointed in accordance with the Article 9 of the ICEFSC Bylaws.

### **PACR 3.0 Responsibility**

**PACR 3.01** It shall be the responsibility of the Professionals Awards Committee to:

**.011** Develop and publish criteria used to qualify and select deserving individuals for annual awards and certificates of achievement in recognition of their accomplishments and contributions to the ICEFSC over the preceding skating season.

**.012** Based on the award criteria, annually select a deserving individual as recipient of the various awards and certificate of achievements.

a. Select each year the recipient of the Skater of the Year Award.

b. Select each year recipients for Certificates of Achievement.

c. Recognized each member for academic achievements during the current skating season.

d. The Board of Director shall nominate and select each year the recipient of the Volunteer of the Year Award.

## **RULES COMMITTEE RULES**

### **RCR 1.0 Authority**

**RCR 1.01** The Rules Committee is a Standing Committee of the ICEFSC pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

### **RCR 2.0 Organization**

**RCR 2.01** The Rules Committee shall consist of the Secretary ("Chair"), Ethics and Grievance Committee Chair, Membership Committee Chair, Professional Skating Instructor Committee Chair, and such other members as are appointed in accordance with Article 9 of the ICEFSC Bylaws.

### **RCR 3.0 Responsibility**

**RCR 3.01** It shall be the responsibility of the Rules Committee to review and recommend the specific language of all proposals for changes in the ICEFSC Bylaws and these Rules.

**RCR 4.0 Procedure**

**RCR 4.01** The procedure to be followed for the submission to the Rules Committee for action on the specific language of changes to the ICEFSC Bylaws and Official Rules is set forth in RCR 4.02 through 4.05 and in GR 1.00.

**RCR 4.02** With respect to the Bylaws, the proposed changes shall be in the hands of the Rules Committee no later than:

**.021** Sixty (60) days before a regular meeting of the Board of Directors in which action is requested;

**.022** Fifteen (15) days prior to any special meeting of the Board of Directors.

**RCR 4.03** With respect to these Rules, the proposed changes shall be in the hands of the Rules Committee no later than:

**.031** Thirty (30) days before the next regular meeting of the Board of Directors;

**.032** Seven (7) days prior to any special meeting of the Board of Directors.

**RCR 4.04** The services of the Rules Committee shall be available to ICEFSC members and Committees of the ICEFSC for the purpose of preparing the specific language of proposals for changes in the ICEFSC Bylaws and Official Rules to be submitted for a vote to the Board of Directors or a committee of the ICEFSC for recommendation for approval by the Board of Directors. If such proposals are for the purpose of obtaining committee approval of proposed changes to the ICEFSC Bylaws and these Rules, they must be in the hands of the Rules Committee for action not less than seven (7) days in advance of the deadlines set forth in RCR 4.02 and 4.03.

**RCR 4.05** The foregoing rules shall not prevent the receipt for action by the Rules Committee of proposed changes to the ICEFSC Bylaws and these Rules at any time, but such changes are received without any assurance by the Rules Committee to the submitting ICEFSC member or Committee of action in time for any particular meeting of the Board of Directors unless the deadlines set forth in RCR 4.02, 4.03 and GR 1.00 are observed by the submitting ICEFSC member or Committee.

**ACTIVITIES COMMITTEE**

**ACR 1.0 Authority**

**ACR 1.01** The Activities Committee is a Standing Committee of the ICEFSC pursuant to Article 9, Section 4, of the ICEFSC Bylaws.

**ACR 2.0 Organization**

**ACR 2.01** The Activities & Publicity Committee shall consist of a Chair, and Chairs of Special Events (exhibitions), Qualifying Competitions, Non Qualifying Competitions, and such other members as are appointed in accordance with Article 9, Section 4, of the ICEFSC Bylaws.

**ACR 3.0 Responsibility**

**ACR 3.01** The Activities Committee shall organize various activities and events, not necessarily limited to fund raising events.

**ACR 3.02** The Special Events Committee shall be responsible for organizing and hosting club exhibitions.

**ACR 3.03** The Qualifying Competitions Committee shall be responsible for organizing and hosting all USFS qualifying competitions, camps, workshops or seminars awarded to and hosted by ICEFSC.

**ACR 3.04** The Non Qualifying Competitions Committee shall be responsible for organizing and hosting all Non Qualifying Competitions, Basic Skills Competitions and events hosted by ICEFSC.

## PART FOUR

### GLOSSARY OF TERMS

**Ad hoc committee** – means a committee formed by the President to work on a specific project assignment. The effect and power of the committee will continue until the assigned task has been completed to the satisfaction of the President and Board of Directors.

**class** – means a designated period of time during the day when a particular ice session is held during a seasonal session.

**fiscal year** – mean July 1<sup>st</sup> to the next following June 30<sup>th</sup>.

**independent contractor** - means is an individual who performs services [not] subject to the will and control of an employer both as to what is to be done and how it's to be done, is [not] an employee for withholding purposes. It does not matter that the individual has considerable discretion and freedom of action, so long as the employer has the legal right to control both the method and the result of the services. See IRC Reg. § 31.3401(c)-1(b).

**official club/team uniforms/apparel** – means official ICEFSC club and team uniform and/or apparel consisting of ICEFSC official colors, club logo and club name recognition. Official team uniform or apparel does not include a team uniform or apparel which displays a commercial name or logo with the intent of solely promoting a for profit business unless approved by the Board of Directors.

**regular skating privileges** – means skating privileges granted a member who is entitled to skate on the session he/she has passed the appropriate USFS test and has paid the appropriate registration fees.

**regular volunteer** – means is an individual who volunteers 20 hour or more per skating season (10 for second club members).

**session** – means an ice session during a fiscal year (i.e., fall session running about 14 weeks, winter session running about 14 weeks, spring session running about 12 weeks, summer session running about 10 weeks).

**skating season** – means beginning from about the 3<sup>rd</sup> week of June in a calendar year through about the end of the 1<sup>st</sup> week of June in the succeeding calendar year.

**soliciting** – means directly or indirectly enticing or inciting an individual to use a product or service of one party over another party.

**special committee** – means a standing committee created by the Board of Directors as authorized by the ICEFSC Bylaws. The effect and power of the committee are set forth in the Club's rules and will continue until the rule creating the special committee is repeal Board of Directors.

**standing committee** – means a permanent committee authorized in the ICEFSC Bylaws.

**subcommittee** – means a special committee of a standing committee authorized in the ICEFSC Bylaws.