

## **BYLAWS of KENT VALLEY FIGURE SKATING CLUB**

### **ARTICLE I NAME; EXISTENCE; OFFICES**

Section 1.1 Name . The name of this organization is the Kent Valley Figure Skating Club (referred to in these Bylaws as “KVFSC” and the “Club”).

Section 1.2 Incorporation . The Club is incorporated as a nonprofit corporation under the laws of the state of Washington (the “State”) and shall be governed by the nonprofit corporation law of the state (the “Nonprofit Law”).

Section 1.3 Membership in U.S. Figure Skating. The Club has been formed to be a member of The United States Figure Skating Association (“U.S. Figure Skating”), to exist for the purposes specified in Article II of these Bylaws. As such, the Club and its members shall be subject to and abide by the Bylaws and Official Rules of U.S. Figure Skating, as in existence and amended from time-to-time by U.S. Figure Skating.

Section 1.4 Offices . The principal office/headquarters of the Club are located at Kent Valley Ice Centre, 6015 S 240th St, Kent, WA 98032. The registered office of the Club required by the Nonprofit Law to be maintained in the State may be, but need not be, the same as the principal office/headquarters of the Club, and the address of the registered office may be changed from time to time by the Board of Directors or by the Officers of the Club.

### **ARTICLE II PURPOSES**

The principal purpose of the Club is to encourage participation and achievement in the sport of figure skating within the community. To accomplish that, the Club has been organized to exist as a charitable public organization defined by Internal Revenue Code section 501(c)(3). The Club is also a member of the U.S. Figure Skating and, therefore, seeks to assist in carrying out the objects and purposes of the U.S. Figure Skating in accordance with the provisions of the U.S. Figure Skating Bylaws and Official Rules. The Club shall maintain its membership in U.S. Figure Skating and conduct its affairs in a manner consistent with the Bylaws, Official Rules, policies, and procedures of U.S. Figure Skating. The club aspires to organize community events, support all levels through national competitors organize sanctioned events, competitions and shows.

### **ARTICLE III MEMBERS**

### Section 3.1 Membership

Membership is open to individuals who train, coach, or are otherwise affiliated with figure skating at Kent Valley Ice Center. Interested parties must first apply for membership through entryeeze. The Board of Directors (the "Board") will confirm eligibility and approve the application with a simple majority vote. The Board will not discriminate against applicants based on actual or perceived race, sex, gender identity/ presentation, national origin, religion, disability, caste, age, or other local, state, federally protected status. All membership dues and fees must be paid prior to membership acceptance or renewal. Membership applications will be reviewed on a monthly basis, and memberships will be processed within 10 days of review.

### Section 3.2 Eligibility

All members of KVFSC must have residency in Washington State as determined by the United States Figure Skating Association's 2022-2023 Official U S. Figure Skating Guidebook rule 2413. The Board may require members to provide proof of residency; failure to comply with the request is grounds for membership revocation.

Members who have lost Washington residency but wish to remain active in the Club may apply for an exception. Members pursuing an exception may be asked to provide a written statement detailing their previous and ongoing affiliation with KVFSC. Members who participate in sanctioned USFSA competitions must be an immediate member of a family that maintains residency in Washington state. Exceptions to the residency requirement will be voted on by the Board with a simple majority vote.

### Section 3.3 Code of conduct

Members of the Club shall be required to abide by, and to conduct themselves in a manner consistent with, the Bylaws, Official Rules, policies, procedures, code of conduct, and code of ethics and principles of ethical behavior of U.S. Figure Skating. Members must maintain good standing with US Figure Skating, Safe Sport, and Kent Valley Ice Center. Suspension, expulsion, or other disciplinary action with these organizations may result in membership revocation.

### Section 3.4 Dues.

The Board of Directors may establish, as it shall deem necessary and appropriate, periodic membership dues, other assessments and procedures for the manner of payment and collection thereof.

### Section 3.5 Volunteer Requirements.

Club members are required to contribute 6 volunteer hours per season. Failure to meet this requirement will result in a one-time prorated fee of \$75. For families with multiple skating members, this requirement is 12 hours per season or a \$150 penalty.

### Section 3.6 Membership types

Membership types and dues will be reviewed by the board before April 15th every calendar year. Any changes to membership descriptions will be voted on by the club members before May 1st.

### **3.6a Introductory**

- The Introductory membership is a special discounted rate only available to those becoming first time members of US Figure Skating.
- Skaters under 18 must have a parent/guardian join as a Subsequent Family Member.
- Valid for the first year of membership, after which, will need to be renewed at regular First Family Member renewal rate.
- Membership in USFSA, including the right to compete, test and participate in sanctioned events.
- Participation in club sessions, social, and fundraising events.
- Voting rights (over age 18).
- 1 year subscription to SKATING Magazine.

### **3.6b First Family:**

- Membership in USFSA
- The right to compete, test, and participate in sanctioned events as a member of KVFSC.
- Participation in club sessions, social, and fundraising events.
- 1 year subscription to SKATING Magazine.
- Voting rights
- Member must be 18 or older at the start of the season

### **3.6c Subsequent Family:**

- For additional family member of First Family Membership residing at the same address.
- Membership in USFSA
- The right to compete, test, and participate in sanctioned events as a member of KVFSC
- Participation in club sessions, social, and fundraising events.
- Voting rights (over age 18).
- 1 year subscription to SKATING Magazine.

### **3.6d Coaches:**

- Membership in USFSA
- The right to compete, test and participate in sanctioned events.
- Participation in club sessions, social, and fundraising events.
- Voting rights
- Must be an official coach through Kent Valley Ice Center and USFSA

### **3.6e Lifetime Honorary:**

- Voted by the board due to their dedication to the love of the sport and participating in helping all skaters on a long-term volunteering basis.

### Section 3.7 Annual Meeting.

The Club shall hold an annual meeting of its members for the purpose of electing Directors and for the transaction of such other business as may come before the meeting at a time, date and place stated in or fixed in **accordance** with a resolution of the Board of Directors. If no place is stated, the meeting shall be held at the Club's principal office.

Failure to hold an annual meeting shall automatically result in the dissolution of the Club or invalidate any action taken by the Board of Directors or Officers of the Club.

### Section 3.8 Special Meetings.

Special meetings of the members may be called at any time by the Board of Directors, the President or by written demand of the members stating the purpose or purposes for calling the meeting signed and dated by members holding at least ten percent (10%) of all votes entitled to be cast on any issue proposed to be considered at the meeting. The record date for determining the members entitled to demand a special meeting is the date of the earliest of any of the demands pursuant to which the meeting is called or the date that is sixty (60) days before the date the first of such demands is received by the Club, whichever is later. If notice is not given within thirty (30) days after the date of the written demand or demands are delivered to a Club Officer, a person signing the demand may set the time and place of the meeting and give notice as provided in these Bylaws. Special meetings shall be held at such time and place as may be designated by the authority calling such a meeting. If no place is stated, special meetings shall be held at the Club's principal office. The purpose of any special meeting of the members shall be stated in such notice. Only business within the purpose described in the notice may be conducted at a special meeting of members.

### Section 3.9 Notice of Meetings.

Notice shall be given to each member entitled to vote at a meeting in a fair and reasonable manner. Notice may be given as set forth below or by other means when all the circumstances are considered. Written notice (by first class or registered mail, facsimile, email, or other form of wire or wireless communication, including the club website or sponsored social media account(s), or personal contact) of any annual, regular, or special meeting stating the place, date, and hour of the meeting shall be given not less than six (6) nor more than sixty (60) days before the date of the meeting. Notice of a special meeting shall include a description of the purpose or purposes of the meeting.

Notice of an annual meeting need not include a description of the purpose or purposes except the purpose or purposes shall be stated with respect to

- (i) an amendment to the Articles of Incorporation or Bylaws of the Club;
- (ii) a merger;
- (iii) a sale, lease, exchange, or other disposition other than in the usual and regular course of business, of all or substantially all of the property of the Club; or
- (iv) the dissolution and liquidation of the Club.

When giving notice of an annual, regular or special meeting of members, the Club shall give notice of a matter a member intends to raise at the meeting if a person entitled to call a special meeting submits a request, in writing, and it is received by the Secretary or President at least 7 (7) days before the Club gives notice of the meeting.

#### Section 3.10 Methods of Notice.

Notice shall be given by or at the direction of the President, the Secretary or the persons calling the meeting, to each member entitled to vote at such a meeting. Such notice shall be deemed to be given and effective at the date received (same day for electronic means of notification).

A written notice or report delivered as part of a newsletter, magazine, or other publication regularly sent to members shall constitute a written notice or report if addressed or delivered to the member's email or physical mailing address shown in the Club's current list of members.

#### Section 3.11 Waiver of Notice.

A member may waive notice of a meeting before or after the time and date of the meeting by a writing signed by such member. Such waiver shall be delivered to the Club for filing with the Club records, but this delivery and filing shall not be conditions to the effectiveness of the waiver. Further, by attending a meeting either in person or by proxy, a member waives objection to lack of notice or defective notice of the meeting unless the member objects at the beginning of the meeting to the holding of the meeting or the transaction of business at the meeting because of lack of notice or defective notice. By attending the meeting, the member also waives any objection to consideration at the meeting of a particular matter not within the purposes described in the meeting notice unless the member objects to considering the matter when it is presented.

#### Section 3.12 Voting List.

After a record date is fixed for a membership meeting or for determining the members entitled to vote by written, including digital, ballot, the Secretary shall make, at the earliest of ten (10) days before such meeting or two (2) business days after notice of the meeting has been given, a complete list of the members entitled to be given notice of such meeting or any adjournment thereof. The list shall be arranged in alphabetical order and shall show the name, address of each member and number of votes to which each member is entitled. For the period beginning the earlier of ten (10) days prior to the meeting or two (2) business days after notice of the meeting is given and continuing through the meeting and any adjournment thereof, this list shall be kept on file at the principal office of the Club, or at a place (which shall be identified in the notice) in the city where the meeting will be held. Such a list shall be available for inspection on written demand by any member or the member's agent or attorney during regular business hours and during the period available for inspection.

#### Section 3.13 Proxies.

At all meetings of members, a member may vote by proxy by signing the KVFSC designated appointment form or similar writing, either personally or by the member's duly authorized attorney-in-fact. A member may also appoint a proxy by transmitting or authorizing the transmission of an electronic transmission providing a written statement of the appointment to the proxy or other person duly authorized by the proxy to receive appointments as agent for the proxy or to the Club. The transmitted appointment shall set forth or be transmitted with

written evidence from which it can be determined that the member transmitted or authorized the transmission of the appointment. The proxy appointment form or similar writing shall be filed with the Secretary of the Club before or at the time of the meeting. The appointment of a proxy is effective when received by the Club and is valid for eleven (11) months unless a different period is expressly provided in the appointment form or similar writing.

#### Section 3.14 Club's Acceptance of Votes.

If the name signed on a vote, consent, waiver, proxy appointment or proxy appointment revocation corresponds to the name of a member, the Club, if acting in good faith, is entitled to accept the vote, consent, waiver, proxy appointment or proxy appointment revocation and give it effect as the act of the member. No member under the age of 18 shall be entitled to vote.

#### Section 3.15 Adjournment of Meeting.

When a meeting is adjourned to another date, time or place, notice need not be given of the new date, time or place if the new date, time or place of such meeting is announced before adjournment of the meeting at which the adjournment is taken. At the adjourned meeting the Club may transact any business which may have been transacted at the original meeting. If a new record date is fixed for the adjourned meeting, a new notice of the adjourned meeting shall be given to each member of record entitled to vote at the meeting as of the new record date.

#### Section 3.16 Quorum and Manner of Voting .

60 percent (60%) of the votes entitled to be cast by the members on a matter shall constitute a quorum for action on the matter. If a quorum exists, action on a matter by the members is approved if the votes cast favoring the action exceed the votes cast opposing the action, unless the vote of a greater number of votes is required by law or the Club's Articles of Incorporation. Certain ongoing decisions are made by a majority of the board of directors, but big decisions such as the election of directors and changing the Bylaws need a quorum among all club members.

#### Section 3.17 Meetings by Telecommunications.

Any or all members may participate in an annual or special membership meeting by any telecommunication method, meaning the meeting may be conducted through the use of any means of communication by which all members participating in the meeting can hear each other during the meeting. A member participating in a meeting in this manner is deemed to be present in person at the meeting.

#### Section 3.18 Action Without a Meeting.

(a) By Unanimous Written Consent. Any action required or permitted to be taken at a meeting of the members may be taken without a meeting if a consent in writing (or counterparts thereof), email included, that sets forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof and received by the Club. Such consent (which may be signed in counterparts) shall have the same force and effect as a unanimous vote of the members. Action taken under this Section is effective as of the date the last writing necessary to effect the action is received by the Club, unless all of the writings specify a different effective date, in which case such specified date shall be the effective date for such action. The record date for determining members entitled to take action without a meeting is the date the Club first receives a writing upon which the action is taken.

Any member who has signed a writing describing and consenting to action taken pursuant to this Section may revoke such consent by a writing signed by the member describing the action and stating the member's prior consent is revoked, if such writing is received by the Club before the effectiveness of the action. All signed written instruments necessary under this provision shall be filed with the minutes of the membership meetings.

(b) By Written or Digital Ballot . Any action that may be taken at any annual, regular or special meeting of members may be taken without a meeting if the Club delivers a written or digital ballot to every member entitled to vote on the matter. The ballot shall: (i) set forth each proposed action; and (ii) provide an opportunity to vote for or against the proposed action.

Approval by the ballot

shall only be valid when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. All solicitations for votes by written ballot shall: (i) indicate the number of responses necessary to

meet the quorum requirements; (ii) state the percentage of approvals necessary to approve each matter other than election of directors; (iii) specify the time by which the ballot must be received by the Club in order to be counted; and (iv) be accompanied by written information sufficient to permit each person voting to reach an informed decision. Written ballots may not be revoked.

#### Section 3.19 Termination, Expulsion or Suspension.

No member may be expelled or suspended from the Club, and no membership may be terminated or suspended, except as follows. The member shall be given not less than fourteen (14) days prior written notice of the expulsion, suspension, or termination and the reasons therefore. The member shall have an opportunity to be heard, orally, or in writing, by the Board of Directors, not less than four (4) days before the effective date of the expulsion, suspension or termination by the Board of Directors. Either a written notice must be given by first-class or certified mail sent to the last address of the member shown on the Club's records or the individual can be notified in person with a confirmation of the notice delivered via email or telephone, voice mail. Any member expelled or suspended shall be liable to the Club for dues, assessments or fees incurred or commitments made prior to expulsion. The provisions of this Section apply to a member's membership in the Club and not to membership in U.S. Figure Skating, the latter of which is subject to applicable provisions of the Bylaws and Official Rules of U.S. Figure Skating pertaining to expulsion or suspension of membership privileges in U.S. Figure Skating.

#### Section 3.20 Delegates to the U.S. Figure Skating Governing Council.

Delegates to the U.S. Figure Skating Governing Council must be registered members of the Club and must meet the qualifications as set forth in Article VII, Section 1 of the U.S. Figure Skating Bylaws. The Club's Board of Directors shall appoint from among the Club's registered members the requisite number of delegates to the Governing Council as determined in accordance with Article VII, Section 2 of the U.S. Figure Skating Bylaws. The Club's delegates shall be representatives of the Club at the Governing Council meeting for which they are appointed as delegates and shall attend said meeting, either in person or represented by proxy. The Club will file a certificate of appointment of its delegates with the Secretary of U.S. Figure Skating, duly signed by an authorized Officer of the Club.

### ARTICLE IV

#### BOARD OF DIRECTORS

##### Section 4.1 General Powers

(a) Powers. The business and affairs of the Club shall be managed by its Board of Directors, except as otherwise provided in the Nonprofit Law, the Club's Articles of Incorporation, or these Bylaws.



## 4.2 Qualifications.

Directors must be

- (i) at least eighteen (18) years old,
- (ii) registered with U.S. Figure Skating Association and
- (iii) home club members of the Club in accordance with provisions of applicable rules of U.S. Figure Skating and
- (iv) voting members of the Club.

## Section 4.3 Number, Term, and Election of Directors.

(a) Number and composition of directors. The board shall be composed of 10 total directors. Private coaches may not make up more than 60% of the board per USFSA rules.

(b) Term of Directors . Directors shall serve a term of two (2) years.

(c) Nomination and Election of Directors. At a time reasonably in advance of each annual meeting of the Club or a specially called meeting for purposes of electing directors, the President shall appoint a nominating committee consisting of no less than one (1) of the Director's whose terms are not scheduled to expire at the upcoming annual meeting. The nominating committee shall determine and present to the members, at a time reasonably in advance of the meeting, a list of nominees to stand for election as Directors to fill the positions of those Directors whose terms shall expire at the annual meeting. Additional nominations for Directors to be elected may be made by any voting member at the time of the meeting. Notwithstanding anything hereinabove to the contrary, any nominee for election as a Director must evidence in writing in advance of or at the annual meeting, or in person at the annual meeting, such person's willingness to serve if elected. The members shall, by the affirmative vote as required by the provisions of Section 3.12 of these Bylaws, elect the requisite number of Directors from among the list of nominees.

Section 4.3 Resignation . A Director may resign at any time by giving written notice of resignation to the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date.

Section 4.4 Removal. Directors elected by voting members or directors may be moved as follows: (i) The voting members may remove one or more directors elected by them with or without cause unless the Bylaws provide that directors may be removed only for cause; (ii) If a director is elected by a voting group, only that voting group may participate in the vote to remove that director; (iii) A director may be removed only if the number of votes cast to remove the director would be sufficient to elect the director at a meeting to elect directors;

(iv) A director may be removed only at a meeting called for the purpose of removing that director, and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the director; (v) An entire Board of Directors may be removed under paragraphs (i) to (iv) above; and (vi) A director elected by the Board of Directors may be removed with or without cause by the vote of a majority of the directors then in office or such greater number as is set forth in the Bylaws; except that a director elected by the Board of Directors to fill the vacancy of a director elected by the voting members may be removed without cause by the voting members, but not the Board of Directors.

**Section 4.5 Vacancies.** Any vacancy occurring among the Directors may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum. A Director elected to fill a vacancy shall be elected for the unexpired term of such Director's predecessor in office. Any directorship to be filled by reason of an increase in the number of Directors shall be filled by a vote of the members, and a Director so chosen shall hold office until the next election of the class for which such Director was chosen and thereafter until such Director's successor shall have been elected and qualified, or until such Director's earlier death, resignation or removal.

**Section 4.6 Regular Meetings.** A regular annual meeting of the Board of Directors shall be held in June or August at a time and place determined by the Board, for the purpose of electing Officers and for the transaction of such other business as may come before the meeting. The Directors may provide by resolution the time and place for the holding of additional regular meetings.

**Section 4.7 Special Meetings.** Special meetings of the Board of Directors may be called by or at the request of the President, Treasurer, Secretary or Membership chair. The person or persons authorized to call special meetings of the Board of Directors may fix any place as the place for holding any special meeting of the board called by them. Notice stating the place, day and hour of every special meeting of the Board of Directors shall be given to each director by mailing such notice at least six ( 6 ) days before the date fixed for the meeting. The notice of a special meeting need not specify the purpose of the meeting.

**Section 4.8 Quorum and Voting.** A majority of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, and the vote of a majority of the Directors present in person at a meeting at which a quorum is present shall be the act of the Board of Directors. If less than a quorum is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice other than an announcement at the meeting, until a quorum shall be present. No Director may vote or act by proxy at any meeting of Directors.

Section 4.9 Meetings by Telephone or Video Conference. Members of the Board of Directors or any committee thereof may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Section 4.10 Presumption of Assent . A Director who is present at a meeting of the Board of Directors is deemed to have assented to all action taken unless:

(i) the Director objects at the beginning of the meeting, or promptly upon arrival, to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken; (ii) the Director contemporaneously requests that the Director's dissent or abstention as to any specific action taken be entered in the minutes; or (iii) the Director causes written notice of the Director's dissent or abstention as to any specific action to be received by the presiding officer of the meeting before adjournment or by the Club promptly after adjournment. The right of dissent or abstention is not available to a Director who votes in favor of the action taken.

Section 4.11 Action Without a Meeting. Any action required by law to be taken at a meeting of the Board of Directors or any other action which may be taken at a meeting of Directors may be taken without a meeting if every member of the Board in writing either: (i) votes for such action or (ii) votes against such action or abstains from voting and waives the right to demand that action not be taken without a meeting. Action is taken only if the affirmative votes for such action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the Directors then in office were present and voted. The action shall only be effective if there are writings, which describe the action, signed by all Directors, received by the Club and filed with the minutes. Any such writings may be received by electronically transmitted facsimile or other form of wire or wireless communication providing the Club with a complete copy of the document including a copy of the signature. A Director's right to demand that action not be taken without a meeting shall be deemed to have been waived if the Club receives a writing satisfying the requirements hereof that has been signed by the Director and not revoked as provided below. Actions taken shall be effective when the writings set forth a different date. Any Director who has signed a writing may revoke it by a writing signed, dated and stating the prior vote is revoked. However, such writing must be received by the Club before the last writing necessary to effect the action is received. All such actions shall have the same effect as action taken at a meeting.

Section 4.12 Compensation . Directors shall not receive compensation for their services as such, although the reasonable expenses of Directors of attendance at board meetings may be paid or reimbursed by the Club. Directors shall not be

disqualified to receive reasonable compensation for services rendered to or for the benefit of the Club in any other capacity.

Section 4.13 Executive and Other Committees. By one or more resolutions adopted by the Board of Directors, the Board may designate from among its Directors an executive committee of the Board, as well as one or more other committees of the Club, each of which, to the extent provided in the resolution establishing such committee, shall have and may exercise the authority delegated by the Board of Directors, except as prohibited by the Nonprofit Law. Rules governing meetings of any committee shall be as established by the Board of Directors, or in the absence thereof, by the committee itself. ARTICLE V

## OFFICERS

Section 5.1 Number and Qualifications. The elected officers of the Club shall be a President, Vice-President, Secretary, Treasurer. The Board of Directors may also appoint such other officers, assistant officers and agents as it may consider necessary. One person may hold more than one office at a time, except that no person may simultaneously hold the offices of President and Secretary. Officers must be Directors of the Club and, therefore, must meet the qualifications of Directors as set forth in Section 4.1(b) of these Bylaws. The duties of each position are:

- a) President. The President shall be the Chairman of the Board, shall preside at all meetings of the Board of Directors, and shall perform all other duties incident to the office of the president and chairman.
- (b) Vice-Presidents. The Vice-President or Vice-Presidents shall assist the President and shall perform such duties as may be assigned to them by the Board of Directors of the President. The Vice-President (or if there is more than one, then the Vice-President designated by the Board of Directors, or if there be no such designation, then the Vice-Presidents in order of their election) shall, at the request of the President, or in the President's absence or inability or refusal to act, perform the duties of the President and when so acting shall have all the powers of and be subject to all the restrictions on the President.
- (c) Secretary . The Secretary shall (i) keep the minutes of the proceedings of the Board of Directors; (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (iii) be custodian of the Club records; and (iv) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors.
- (d) Treasurer. The Treasurer shall (i) be the principal financial officer of the Club and have the care and custody of all its funds, securities, evidences of

indebtedness and other personal property and deposit the same in accordance with the instructions of the Board of Directors; (ii) receive and give receipts and acquittances for moneys paid in on account of the Club, and pay out of the funds on hand all bills, payrolls and other just debts of the Club of whatever nature upon maturity; (iii) be the principal accounting officer of the Club and as such prescribe and maintain the methods and systems of accounting to be followed, keep complete books and records of account, prepare and file all local, state and federal tax returns and related documents, prescribe and maintain an adequate system of internal audit, and prepare and furnish to the President and the Board of Directors statements of account showing the financial position of the Club and the results of its operations; (iv) upon request of the Board, make such reports to it as may be required at any time; and (v) perform all other duties incident to the office of treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or the Board of Directors.

Section 5.2 Election and Term of Office . Board members and Officers of the Club shall be elected by the members of the club at the annual open meeting between May 1st and June 1st. All members over the age of 18 are eligible to vote or run for the board.

### 5.3 Termination of Director Position

A Board Director can be removed from the Board under the following circumstances

#### 5.3.1 End of Term.

5.3.2 Resignation . An Officer may resign at any time by giving written notice of resignation to the Club. The resignation is effective when the notice is received by the Club unless the notice specifies a later effective date.

5.3.3 Removal. Any Officer may be removed by the Board of Directors whenever in its judgment the best interests of the Club will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Removal decisions will be made by a simple majority vote of the board members. The President (or Vice President in cases where the President is being removed) shall notify the affected member within 7 days of the decision to remove the board member. The board member will then have 7 days to respond to the decision. If the board member does not respond within 7 days it will be considered acceptance of the removal.

5.3.4 Failure to Attend Meetings. A board member who is absent from three consecutive meetings within a season without prior notice or without just cause (e.g., a family emergency or work obligations) will forfeit their position. Failure to respond to a request for vote before the deadline shall be considered an absence.

#### 5.3.5 Death

Section 5.5 Vacancies. A vacancy in any office, however occurring, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5.6 Authority and Duties of Officers. The Officers of the Club shall have the authority and shall exercise the powers and perform the duties specified below and as may be additionally specified by the Board of Directors or these Bylaws, except that in any event each officer shall exercise such powers and perform such duties as may be required by law.

Section 5.8 Surety Bonds . The Board of Directors may require any officer or agent of the Club to execute to the Club a bond in such sums and with such sureties as shall be satisfactory to the Board, conditioned upon the faithful performance of such person's duties and for the restoration to the Club of all books, papers, vouchers, money and other property of whatever kind in such person's possession or under such person's control belonging to the Club.

## ARTICLE VI STANDARD OF CONDUCT FOR DIRECTORS AND OFFICERS

Section 6.1 General. Each Director and Officer shall perform their duties as a director or officer, including without limitation their duties as a member of any committee of the Board, (i) in good faith, (ii) in a manner the Director or Officer reasonably believes to be in the best interests of the Club and (iii) with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A Director or Officer, regardless of title, shall not be deemed to be a trustee with respect to the Club or with respect to any property held or administered by the Club including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

Section 6.2 Reliance on Certain Information and Other Matters. In the performance of their duties, a Director or Officer shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by the persons designated below.

However, a Director or Officer shall not be considered to be acting in good faith if the Director or Officer has knowledge concerning the matter in question that would cause such reliance to be unwarranted. The designated persons on whom

a Director or Officer are entitled to rely are: (i) one or more officers or employees of the Club whom the Director or Officer reasonably believes to be reliable and competent in the matters presented; (ii) legal counsel, a public accountant, or other person as to matters which the Director or Officer reasonably believes to be within such person's professional or expert competence; (iii) a committee of the Board of Directors on which the Director or Officer does not serve if the Director reasonably believes the committee merits confidence.

Section 6.3 Limitation on Liability. A Director or Officer shall not be liable to the Club or its members for any action the Director or Officer takes or omits to take as a director or officer if, in connection with such action or omission, the Director or Officer performs their duties in compliance with this Section.

## CONFLICTS OF INTEREST VII

### Section 7.1 PURPOSE

The purpose of the conflict of interest policy is to protect the interests of Kent Valley Figure Skating Club when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Club or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Section 7.2 DEFINITIONS

#### Section 7.2.1 Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### Section 7.2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Club has a transaction or arrangement,
- b. A compensation arrangement with the Club or with any entity or individual with which the Club has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Club is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Section 7.3 Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the

discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Club can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. The governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Club's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### Section 7.4 Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Section 7.5 RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.



## Section 7.6 COMPENSATION

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## Section 7.7 PERIODIC STATEMENTS

Each director and officer shall periodically sign a statement that affirms such

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that the Club is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## Section 7.7 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

## Section 7.8 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

## ARTICLE VIII CONFLICT RESOLUTION

**8.1** A conflict is defined as any disagreement between two or more members that they are unable to resolve amongst themselves or a potential breach of club bylaws or code of conduct that does not constitute bullying, hazing, harassment, or assault. Any instances of bullying, hazing, harassment, or assault should be reported to the board (and law enforcement, if applicable) immediately.

**8.2** An official request for conflict resolution by the board should be submitted in writing to the board of directors via e-mail at [board@kentvalleyfsc.org](mailto:board@kentvalleyfsc.org). An official request for remediation should include the names of the parties involved and, if applicable, a short, subjective description of the event and/or what bylaws were allegedly violated.

**8.3** After a request has been submitted, the President will create a three member committee to investigate the incident. The committee will be composed at least one board member. The other two committee members may be either board members or club members in good standing. All committee members must be at least 18. A committee member may neither be a party named in the complaint nor a coach or family member of a party involved in the complaint.

**8.4** If a resolution cannot be reached by the committee, the president shall form a second committee with new members. If a resolution cannot be reached by a second committee, an official grievance should be submitted to USFSA.

## INDEMNIFICATION IX

The Club shall indemnify any Director, Officer or agent of the Club to the fullest extent permitted by the Nonprofit Law and any other applicable laws of the State if (i) such person conducted himself or herself in good faith, (ii) such person reasonably believed (A) in the case of a director acting in his or her official capacity, that his or her conduct was in the Club's best interests, or (B) in all other cases, that such person's conduct was at least not opposed to the Club's best interests, and (iii) in the case of any criminal proceeding, such party had no reasonable cause to believe his or her conduct was unlawful. However, the Club may not indemnify a person either (i) in connection with a proceeding by the Club in which the person is or has been adjudged liable for gross negligence or willful misconduct in the performance of the person's duty to the Club or (ii) in connection with any proceeding charging improper personal benefit to the person, whether or not involving action in the person's official capacity, in which the person was adjudged liable on the basis that personal benefit was improperly received by the person (even if the Club was not thereby damaged).

Any indemnification under this Article (unless ordered by a court) shall be made by the Club only if authorized in the specific case after a determination has been made that the person is eligible for indemnification in the circumstances because the person has met the applicable standard of conduct set forth in this Article and after an evaluation has been made as to the reasonableness of the expenses. Any such determination, evaluation and authorization shall be made by the Board of Directors by a majority vote of a quorum of the Board, which shall consist of directors not parties to the subject proceeding, or by such other person or body as permitted by law.

## ARTICLE X MISCELLANEOUS

### Section 10.1 Records.

The Club shall keep as permanent records minutes of all meetings of its members and Board of Directors, a record of all actions taken by the members or Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors, and a record of all waivers of notices of meetings of members, the Board of Directors or any committee. The Club shall also maintain the following records: (i) appropriate accounting records; (ii) its Articles of Incorporation and Bylaws; (iii) Board resolutions relating to the characteristics, qualifications, rights, limitations and obligations of members or any class or category of members, if any (iv) a list of the names and business or home addresses of its current Directors and Officers; (v) a copy of its most recent corporate report delivered to the State; (vi) a record of its members which permits preparation of a list of the name and address of all members in alphabetical order and, if applicable, by class which shows the number of votes each member is entitled to cast; (vii) all written communications within the past three (3) years to members; and (viii) all financial statements prepared for periods during the last three (3) years that a member of the Club could have requested under the State law.

### Section 10.2 Inspection and Copying of Club Records.

Upon written demand delivered at least five (5) business days before the date on which a member wishes to inspect and copy any of the Club records identified in Section 10.1 of this Article, a member, their agent or attorney is entitled to inspect and copy such records during regular business hours at the Club's principal office. The Club may impose a reasonable charge, covering the costs of labor and material, for copies of the documents provided. The charge may not exceed the estimated cost of production and reproduction of the records. A member may also inspect any other records at a reasonable location specified by the Club upon the same terms and conditions. Members entitled to inspect these other records must also meet the following requirements: (i) the member must have been a member at least three (3) months immediately preceding the demand; (ii) the demand must be made in good faith and for a proper purpose; (iii) the member must describe with reasonable particularity the purpose and the records the member desires to

inspect; and (iv) the records must be directly connected with the described purpose. The rights set forth herein may not be abolished or limited by the Articles of Incorporation or these Bylaws.

#### Section 10.3 Limitations on Use of Membership List.

Unless the Board of Directors gives its consent, the Club's membership list or any part thereof may not be: (i) obtained or used by any person for any purpose unrelated to a member's interest as a member; (ii) used to solicit money or property unless such money or property will be used solely to solicit the votes of the members in an election by the corporation; (iii) used for any commercial purpose; or (iv) sold to or purchased by any person.

#### Section 10.4 Financial Statements.

Upon the written request of any member, the Club shall mail to such member its most recent annual financial statements, if any, and its most recently published financial statements, if any, showing in reasonable detail its assets and liabilities and results of its operations.

#### Section 10.5 Conveyances and Encumbrances.

Property of the Club may be assigned, conveyed or encumbered by such Officers of the Club as may be authorized to do so by the

Board of Directors, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the Club shall be authorized only in the manner prescribed by applicable statute.

Section 10.6 Fiscal Year. The fiscal year of the Club should, but is not required to, correspond with the fiscal year of U.S. Figure Skating (i.e., beginning on July 1 and ending on June 30).

Section 10.7 Severability. The invalidity of any provision of these Bylaws shall not affect the other provisions hereof, and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

Section 10.8 Amendments . These Bylaws may be amended, altered, or repealed and new bylaws may be adopted by a vote of two-thirds (2/3) of the members present at any meeting of the members at which a quorum is present, and not otherwise.

#### Dissolution XI

Upon dissolution of the Club, all assets will be sold in a manner that does not create a conflict of

interest. Any funds remaining after all expenses are paid shall be donated to the USFSA Memorial Fund , a 501c3 organization.

#### BYLAWS CERTIFICATE

The undersigned certifies that she is the Secretary of Kent Valley Figure Skating Club, and that she is authorized to execute this certificate on behalf of said Club and the foregoing is a complete and correct copy of the presently effective Bylaws of the Club.

Dated: 8/27/2024

Name: Jean Mims, VP of KVFSC

*Jean Mims*