

Brookings Figure Skating Club Bylaws

Revised: April 2026

Article I: Board of Directors

Section 1: Composition: As stated in the constitution, the Board of Directors consists of:

- The Officers (President, Vice President, Secretary, Treasurer, Membership Coordinator)
- The Chairpersons of the Standing Committees.

Section 2: Voting Members: Only the following are voting members of the Board:

- All Officers
- Chairpersons of the Ice Show, Competition, and Fundraising Committees

All other committee chairpersons may attend Board meetings and participate in discussion but do not vote.

Section 3: Voting: Each voting Board member has one vote.

Article II: Duties of Officers

Section 1: President

The President shall lead the Club and preside at all meetings of the Club and the Board of Directors. The President shall supervise and manage the Club and its property in conjunction with the Board of Directors. The President retains the authority to temporarily suspend any Club member for violating the bylaws or Club rules, pending Board review, and shall call meetings of the Club or Board as necessary. The President, together with the Treasurer, shall sign all agreements and contracts made by the Club upon approval of the Board of Directors. To be eligible for the office of President, an individual must be either a current member of the Board of Directors or have previously served on the Board in any voting capacity.

Section 2: Vice-President

The Vice-President assists the President and acts in the President's absence.

Section 3: Secretary

The Secretary records minutes of all Club and Board meetings and makes them available to members, publish them for review on the club website. The Secretary manages Club correspondence, issue notices of meetings via electronic communication, and maintains the Club's online communication channels.

Section 4: Treasurer

The Treasurer manages Club funds and financial records, maintains accurate accounts of all receipts and disbursements, arranges an annual audit by two club

members in good standing, deposits funds in a Board-approved financial institution, and signs disbursements (along with the President).

Article III: Board Membership and Elections

Section 1: Elections:

Elections occur at the Annual Meeting following the spring ice show. Candidates receiving the highest number of votes are elected.

Section 2: Nominating Committee:

The Nominating Committee consists of one Board member and two parents/guardians of active minor members (or adult member) in good standing.

Section 3: Eligibility:

The following individuals may hold office:

- Parent/Guardian Members representing active minor members

Section 4: Vacancies:

In case of resignation of an office or a vacancy in any of the offices, the Board of Directors shall appoint an eligible member to fill such vacancy for the remaining portion of the term.

Article IV: Committees

Section 1: Standing Committees:

Standing Committees may include:

- Spring Ice Show
- Competition
- Fundraising
- Additional committees may be created as needed by the Board.

Section 2: Appointment of Chairs:

The Officers appoint committee chairpersons as deemed necessary.

Section 3: Transition:

To ensure a smooth transition from one committee chair to another, the previous chair will train/orient incoming chairs.

Section 4: Authority:

Committee chairs must seek Board approval for major decisions and for any expenditure of Club funds.

Article V: Club Meetings

Section 1: Annual Meeting:

One annual meeting shall be held each year after the spring show.

Section 2: General Meetings:

One general meeting will be held prior to the start of the Club's contracted ice season (beginning October 1) and a second before ice show rehearsals begin.

Section 3: Special Meetings:

The Secretary shall call Special Meetings at the discretion of the President or upon request by a club member in good standing.

Section 4: Quorum:

A quorum for membership meetings consists of 20% of all eligible voting members in good standing.

Section 5: Notices:

Meeting notices shall be distributed electronically at least seven days prior to the date of the meeting. The President shall notify the Secretary at least 10 days prior to any General Meeting to allow adequate time for preparation and posting of notices.

Section 6: Limitation:

No business shall be conducted at a Special Meeting except that stated in the notice.

Article VI: Discipline

Section 1: Filing a Complaint:

Any member may submit a written complaint to the Board of Directors regarding conduct injurious to the Club or violations of Club rules. Such complaint shall set forth the fact of the case, together with name of witnesses, if any.

Section 2: Investigation:

After receiving such complaint, a meeting of the Board of Directors shall be held as soon as practicable to investigate. The complainant, the member complained of, and any witnesses may be heard. Statements and evidence shall be documented and filed with the Secretary.

Section 3: Decision:

The Board shall issue a written decision and reasoning, distributed electronically to the parties involved. Any Board member directly involved in the dispute shall recuse themselves.

Section 4: Appeal:

A member may appeal the decision of the Board of Directors within seven days by submitting written notice to the Secretary. A Special Meeting of the membership shall be called for consideration of the case, and a two-thirds vote of those present is required to overturn the Board's decision.

Article VII: Liability of Members

Section 1: Member Liability:

No Board member, member, or employee shall be personally liable for any preauthorized bills or obligations of the club, past or present, except for the payment of their own dues.

Section 2: Fiduciary Protection:

To the extent permitted by the laws and statutes of the State of South Dakota, as amended from time to time, a chairperson of the club shall not be held liable to the club for monetary damages for breach of fiduciary duty as a chairperson, unless such breach amounts to criminal activity.

Article VIII: Adoption and Review of Bylaws

Section 1: Distribution:

Proposed bylaw revisions shall be distributed to members attending the next general meeting and posted electronically.

Section 2: Adoption:

A two-thirds vote of the members present at the meeting is required for adoption.

Section 3: Posting:

Following adoption, the bylaws will be posted on electronically.

Section 4: Review Cycle:

The bylaws will be reviewed every two years by the Board of Directors to determine whether revisions are necessary.

The foregoing bylaws, as amended by the membership at the annual meeting held on the 12th day of April, 2026 are true and correct according to my knowledge and belief and are hereby approved on behalf of the Corporation.

BROOKINGS FIGURE SKATING CLUB

By: Dustin Louwagie, President

Date: April 12, 2026