BYLAWS
Of
Snoqualmie Figure Skating Club

ARTICLE I: NAME & CORPORATION

1.1: Organization Name
The name of this organization shall be the Snoqualmie Figure Skating Club. For all purposes, this name may be abbreviated to read “SFSC”.
1.2: Organization Status
The organization 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”).
1.3: Organization Location
The principal office/headquarters of the organization shall be located at Sno-King Ice Arena, 35323 SE Douglas St., Snoqualmie, WA 98065.

ARTICLE II : PURPOSE

The purpose of the organization is to foster a figure skating community that thrives on inclusivity, nurturing an environment where every individual, regardless of background or ability, feels welcome. Through the artistry of figure skating, we aim to instill values of kindness, resilience, and teamwork in our members, guiding them not only to become skilled athletes but also exceptional individuals. We are dedicated to setting and achieving goals together, promoting a culture of positivity that extends beyond the ice rink, creating a lasting impact on the lives of our skaters and the community at large. In addition, the organization will:

A. Be a member club of the United States Figure Skating Association (US Figure Skating) and register all home club members, except Associate Members, with US Figure Skating.
B. Follow the Bylaws, Official Rules of US Figure Skating and Safe Sport Policies and apply these regulations to members in a fair and impartial manner with due process.
C. Sponsor and support test sessions, competitions, shows, exhibitions and other events of interest.
D. Disseminate information locally regarding figure skating as well as local, regional, sectional, national, and international activities.
E. Ensure that the foregoing are within the meaning of Section 501(c)3. of the United States Internal Revenue Code, as amended.

ARTICLE III: OFFICERS

3.1: Titles
The officers shall be the President, Vice-President, Secretary, and Treasurer. All officers shall be members of US Figure Skating who have designated the organization as their home club.

3.2: Duties of the President

A. The President shall be the chief officer of the organization and have the power to call and preside over all meetings.
B. The President shall appoint committees and confer such powers as may be necessary to accomplish the committees’ purpose, with the approval of the Board.
C. The President, together with the secretary, shall sign all agreements and contracts made by the organization, with the approval of the Board.
D. The President shall prepare a yearly activities report for presentation at the Annual Meeting.

E. The President must serve for at least one year a different (lower) board position before being elected to the President.

3.3: Duties of the Vice-President

A. The Vice-President shall assist the President and perform the President's duties in their absence.
B. In the event that both the Vice-President and President are absent, the Board shall elect a temporary replacement among the Board members to perform the duties of the President.

3.4: Duties of the Secretary

A. The Secretary shall keep the meeting minutes of the organization and the Board, as well as supervise all reports and documents connected with the business of the organization.
    a. All official club documents must be kept in the official Google Workspace for access and accessibility of all members.
B. In the event that the secretary is absent, the Board shall appoint a temporary replacement among the Board members to perform the duties of the Secretary.

3.5: Duties of the Treasurer

A. The Treasurer shall have responsibility for the financial affairs of the organization, supervise the membership dues, payments and records, and receive all monies on behalf of the organization.
B. The Treasurer shall supervise and record payments made by the President, Events Chair and Membership Chair. Treasurer is not authorized to spend club money.
C. The Treasurer shall keep documentation for all financial transactions and prepare and oversee the filing of all forms required by law.
D. The Treasurer shall prepare a monthly Profit & Loss as well as print out of the current bank account statement for every board meeting. Additionally, a yearly financial report and budget for presentation at the Annual Meeting.
E. The Treasurer shall be responsible for maintaining and updating the Club's Spending Authority Policy to ensure it reflects current financial practices and Board-approved limits. The Treasurer shall also ensure that all expenditures made on behalf of the Club comply with the provisions of this policy, and shall monitor transactions regularly to verify adherence. Any proposed exceptions or revisions to the policy must be reviewed by the Treasurer and submitted to the Board of Directors for approval.
F. SPENDING POLICY

ARTICLE IV: BOARD OF DIRECTORS

4.1: Qualifications

Directors must be voting members of the organization, eighteen (18) years of age or older, who have designated the organization as their home club under the applicable rules of US Figure Skating.

4.2: Number of Board Members

The Board shall be composed of a maximum seven (7) qualified voting members of the organization, elected by the membership. The Board can add non-voting members as the role or responsibilities require. Non-voting members are allowed to attend meetings. Coaches, rink representatives, or advisors who are members of the club may attend meetings as needed to provide information or operational input. Such individuals shall not have voting authority. Board of Directors may invite non-club members to the Board meeting if needed.

Voting Members	Non-Voting Members
President	Test Chair 2 *
Vice President	Coach Liaison
Secretary	Members at Large
Treasurer	Junior Board Advisors
Membership Chair	Media Chair
Test Chair 1 *	Safe Sport Chair
Events Chair	

**In the event that the Voting Board Member designated as Test Chair 1 is absent from a duty called Board meeting, and Test Chair 2 is present, Test Chair 2 shall be granted temporary voting rights for the duration of that meeting. This provision ensures continued representation of the Testing Committee in board decisions. Test Chair 2 shall not exercise voting rights if Test Chair 1 is present.*

4.3: Authority of Individual Directors

The Board of Directors shall act as a collective governing body. Except as specifically authorized by these Bylaws, by Board resolution, or by virtue of an officer position carrying designated responsibilities, no individual Director shall have authority to act for, bind, represent, or speak on behalf of the Club.

Board members retain all rights and privileges of membership and may participate in discussions, activities, and communications as parents, skaters, coaches, volunteers, or individual members of the skating community. Unless acting within the scope of an authorized Board duty, attending an official Club function, or communicating on behalf of the Board pursuant to delegated authority, a Director's statements, opinions, and actions shall be considered personal and shall not be construed as representing the position of the Club or the Board of Directors.

4.3: Term of Office

A. Directors shall be elected to serve a term of 1 or 2 years. At the first annual meeting of the Board of Directors after adoption of these Bylaws, classification of the Directors may be made by dividing them into two groups.
B. Terms shall be staggered to ensure continuity of leadership
    a. 1 Year: Non-Voting Board Members
    b. 2 Year: Voting Members
C. Members of the Board of Directors shall each serve a term of one or two years. Terms shall be staggered so that approximately half of the Board is elected each year to ensure continuity of leadership. Elections shall be held annually by June 15, with newly elected Board members taking office on July 1. There shall be no limit to the number of terms a Board member may serve, provided they are duly elected or re-elected. In the event of a mid-term vacancy, the Board may appoint a replacement to serve until the next election, at which time the position shall be filled for the remainder of the original term, if applicable.

4.4: Nomination and Election of Directors
Any current club member in good standing may be nominated for a position on the Board of Directors. Nominations must be submitted in writing using the official nomination form provided by the club and received by the published deadline. The nomination form must include the nominee's name, the position sought, a brief statement of interest or qualifications, and the nominator's name (if not self-nominated). All eligible nominations will be presented to the membership for a vote. Voting shall take place by electronic ballot or in-person at the annual meeting, as determined by the Board. Each member over 18 years old is entitled to one vote. Election results will be announced following the close of voting, and newly elected Board members will begin their term on the designated start date.

4.5: Compensation
Directors shall not receive compensation for their services as such, although the reasonable expenses of Directors may be paid or reimbursed by the organization. This section must abide by SFSC Spending Policies.

4.6: Resignation
A Director may resign at any time by giving written notice of resignation to the Board. The resignation is effective when the notice is received by the Board unless the notice specifies a later effective date. The Secretary will immediately remove board members from access to email, chat and all other communications in Google Workspace.

4.7: Removal

A. Removal of a Board Member: A Director may be removed from the Board by a majority vote of the full Board of Directors if, in the Board's judgment, such removal is in the best interests of the organization.
    a. Before any vote is taken, the Director in question must be:Notified in writing at least 7 days in advance of the proposed removal vote,
    b. Provided an opportunity to respond to the concerns either in writing or at the Board meeting where the vote will occur.
    c. The decision to remove a Director must be made at a duly called meeting of the Board, with quorum present. Removal shall not affect any contractual or legal rights the Director may have.If the Director is removed, the Secretary shall record the reasons and result of the vote in the official meeting minutes.
    d. A removed Director may not be reappointed to the Board for a period of three years, unless approved by a two-thirds vote of the Board.
B. Club Member Conduct and Removal: Any member of the club may be removed or suspended if they are found to be in violation of U.S. Figure Skating rules and regulations, SafeSport policies, or the club's own policies and code of conduct. Allegations must be submitted in writing to the Club President or Board of Directors. The Board shall review the matter, offer the member an opportunity to respond, and may conduct an investigation as necessary. Removal or suspension requires a two-thirds vote of the full Board of Directors. The decision will be communicated in writing to the member. All actions will be handled in a timely, fair, and confidential manner in accordance with U.S. Figure Skating and SafeSport procedures.

4.8: Vacancies
In the event of a vacancy on the Board, it shall be filled by a vote of the remaining Directors by a member in good standing. That member will fill the unexpired term of the vacated position.
Section 4.9: Quorum
A majority of the voting members of the Board shall constitute a quorum. No voting or motions shall be made if a quorum is not met.
Section 4.10: Meetings

A. The Board of Directors shall meet no less than nine (9) times during the calendar year. The dates of such meetings shall be set by the Board of Directors in advance and shall be circulated to the membership.
B. In lieu of holding a traditional in-person annual meeting, the Board of Directors may conduct elections and other required business virtually. This includes distributing electronic ballots to voting members and sharing an annual report presentation through digital means. The annual report may be pre-recorded or written and shall include key updates on club activities, financials, and board actions from the past year. The report will be distributed to all members via email and/or posted in a secure member-accessible area of the club's

website. This approach ensures transparency and broad participation while accommodating varying member schedules and availability.

C. Special meetings of the Board of Directors may be called by or at the request of the President. Written notice stating the place, day and hour of every special meeting of the Board of Directors shall be given seven (7) days before the date fixed for the meeting. The notice of a special meeting need not specify the purpose of the meeting.

ARTICLE V: MEMBERSHIP

The organization shall have members who are interested in the objects and purposes of the organization and who are registered with US Figure Skating, with voting rights and any other legal rights or privileges in connection with the governance of the organization. Members of the organization shall be required to abide by, and to conduct themselves in a manner consistent with the Bylaws and Official Rules of US Figure Skating.

The categories of membership include:

First Member: This membership is for individuals who designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. A first member under the age of eighteen must have at least one adult family member join as a subsequent member. A first member over the age of eighteen may vote and hold office.

Subsequent Member: This membership is for individuals who reside in the same residence as the first member and designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. A subsequent member may be a sibling, parent, or guardian. A subsequent member over the age of eighteen may vote and hold office.

Introductory Member: This membership is for individuals who are first-time members and designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. An introductory member under the age of eighteen must have at least one adult family member join as a subsequent introductory member. An introductory member over the age of eighteen may vote and hold office.

Subsequent Introductory Member: This membership is for individuals who are first-time members and who reside in the same residence as the introductory member and designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. A subsequent introductory member may be a sibling, parent, or guardian. A subsequent introductory member over the age of eighteen may vote and hold office.

Collegiate Member: This one-time, four-year membership is for individuals attending college or university and who designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. A collegiate member under the age of eighteen must have at least one adult family member join as a subsequent member. A collegiate member over the age of eighteen may vote and hold office.

First Professional Member: This membership is for coaches who designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. A first professional member over the age of eighteen may vote and hold office.

Subsequent Professional Member: This membership is for coaches who reside in the same residence as the first professional and designate Snoqualmie Figure Skating Club as their home club with US Figure Skating. A subsequent professional member over the age of eighteen may vote and hold office.

Associate Member: This membership is for any individual whose home club is another US Figure Skating member club but wishes to be affiliated with Snoqualmie Figure Skating Club. An associate member may not vote or hold office.

International Member: This membership is for individuals who represent an organization other than US Figure Skating but wishes to be affiliated with Snoqualmie Figure Skating Club. An international member under the age of eighteen must have at least one adult family member join as a subsequent international member. An international member may not vote or hold office.

Subsequent International Member: This membership is for individuals who reside in the same residence as the international member who represents an organization other than US Figure Skating but wishes to be affiliated with Snoqualmie Figure Skating Club. A subsequent international member may be a sibling, parent, or guardian. A subsequent international member may not vote or hold office.

ARTICLE VI: AMENDMENTS

6.1: Amendments
These Bylaws may be amended by a two-thirds vote of members present, in person or by proxy, or the directors at any regular or special meeting called under the provisions of RCW 33.16.090.

6.2: Annual Renewal Of ByLaws
The Bylaws will be reviewed and amended (as needed) at least once a year by members of the Board.

ARTICLE VII: CONFLICTS OF INTEREST

Whenever a Board member has a financial or personal interest in a matter, the affected person shall fully disclose the nature of the interest and withdraw from discussion, lobbying, or voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of Board members determine that it is in the best interest of the organization to do so.

ARTICLE VIII: CONFLICT RESOLUTION

Any member(s) having a complaint against another member for the infraction of any law or rule, or for conduct harmful to the organization, may report in writing to the Board. The facts of the case, together with the names of witnesses (if any) must be included. After receiving such a complaint, a meeting of the Board shall be held as soon as practicable to investigate. The complainant(s) and the member complained against shall be given copies of any written statements regarding the complaint and shall be notified at least seven (7) days prior to a conflict resolution hearing. If no resolution occurs, the Board may contact US Figure Skating or Safe Sport to help resolve the complaint.

ARTICLE IX: Junior Board

9.1: Purpose
The Junior Board is a youth leadership body established by the Snoqualmie Figure Skating Club to provide skaters aged 12–18 with opportunities to develop leadership skills, engage more deeply with the club, and serve as a bridge between the general membership and the Board of Directors. It is an advisory group with no fiduciary or legal authority.

9.2: Structure and Leadership

The Junior Board shall consist of up to seven (7) members, with the following leadership roles: President, Vice President, Secretary, Treasurer, Public Relations Officer, and two to four (2–4) Member Representatives. Roles may be adjusted based on club needs and member interest. Junior Board Mentors/Advisors (age 18+) shall provide adult guidance and supervision.

9.3: Responsibilities

The Junior Board shall:

Hold regular meetings to discuss goals, events, and club engagement; Plan and support club events, fundraisers, and community outreach efforts; Act as a voice for skaters and present ideas and feedback to the Board of Directors; Coordinate with the adult Board Liaison and Skating Director on activities and proposals.

Oversight and Communication

A designated member of the Club's Board of Directors shall serve as a liaison to the Junior Board and attend meetings when appropriate. The Junior Board President (or representative) shall provide quarterly updates to the Board of Directors. All Junior Board activities are subject to approval by the Board and must align with the Club's mission and policies.

Membership and Selection

Membership on the Junior Board shall be open to club members aged 12–18. Interested skaters may join by expressing interest to the Skating Director or Junior Board Advisors. Members shall be approved by the Board of Directors based on recommendations from the Skating Director and Advisors. Leadership roles shall be determined through peer vote or advisor recommendation.

Amendments and Dissolution

The Board of Directors retains the right to revise the structure, responsibilities, or membership process of the Junior Board at any time. The Junior Board may be dissolved by a majority vote of the Board of Directors if deemed no longer beneficial to the Club.

ARTICLE X: MEMBERSHIP MEETINGS

10.1 Annual Report

Annual Members meeting is not required. A recorded Annual Report presentation must be sent to all current members required by the end of the fiscal year. A virtual online voting site will be sent to all members during elections.

10.2: Quorum and Voting

All matters submitted to a vote shall be decided by a majority of those present or represented unless otherwise specified in these Bylaws.

10.3: Special Meetings

Special meetings of the members may be called by the President, by majority vote of the Board of Directors, or upon written request of at least ten percent (10%) of voting members. Notice must be given at least seven (7) days in advance and must include the reason for the meeting. An in-person Q&A session may be scheduled at any time during the year upon request from club members. Such a session shall be arranged by the Board within a reasonable timeframe, but no later than one month from the date the request is received.

ARTICLE XI: INDEMNIFICATION & INSURANCE

11.1: Indemnification
To the fullest extent permitted by law, the Club shall indemnify and hold harmless its current and former directors, officers, committee members, and volunteers from and against any liability, loss, or expenses (including legal fees) incurred in connection with any claim arising out of service to the Club, provided the individual acted in good faith and in the best interest of the Club.

11.2: Insurance
The Club shall maintain Directors and Officers (D&O) liability insurance and any other policies deemed necessary by the Board of Directors to protect the organization and its representatives.

ARTICLE XII: FINANCIAL ADMINISTRATION AND ORGANIZATIONAL PRACTICES

12.1: Fiscal Year
The fiscal year of the Club shall begin on July 1 and end on June 30 of each year.

12.2: Financial Oversight
The Treasurer shall prepare an annual financial report and proposed budget for review and approval by the Board of Directors and presentation at the dedicated Board Annual Meeting. The Club shall maintain financial records in accordance with generally accepted accounting principles and, in accordance with SFSC Spending Policy.

12.3: Spending Authority
The Club shall adopt a Spending Authority Policy to define approval levels for financial expenditures. All spending must comply with this policy. The Treasurer is responsible for keeping the policy up to date and ensuring all spending is monitored for compliance

12.4: Loans
No loans shall be made by the Club to any Director, Officer, member, or other individual.

SECTION 12.5 – NONPROFIT INDEPENDENCE, EXTERNAL PROMOTIONS, AND MISSION-ALIGNED PARTNERSHIPS

The Snoqualmie Figure Skating Club (“SFSC”) is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Club shall maintain independence in its operations, communications, volunteer service, and use of organizational resources to ensure alignment with its nonprofit mission and the best interests of its members.

12.5(a) Prohibition on Promotion of Commercial and For-Profit Activities

The Club, its Board of Directors, officers, volunteers, committee members, Junior Board members, coaches acting in a volunteer capacity on behalf of the Club, parent volunteers, and adult skater volunteers shall not advertise, market, sell tickets for, solicit participation in, or otherwise promote commercial or for-profit programs, activities, or events operated by third parties, including but not limited to rink operators, vendors, camps, private businesses, or independent service providers, except as expressly permitted under Sections 12.5(a)(1) and 12.5(a)(2).

12.5(a)(1) Permitted Informational Sharing

Nothing in this section shall prohibit the Club from sharing factual, neutral, and informational communications regarding skating-related opportunities, educational programs, competitions, camps, seminars, test sessions, rink updates, performances, or activities that may reasonably benefit Club members or the broader skating community.

Such informational sharing may include opportunities hosted by other skating clubs, ice arenas, training facilities, instructors, nonprofit organizations, or third-party providers, including those located outside the Club's home rink, when a member of the Board of Directors with access to Club communication channels reasonably determines that the information may provide educational, athletic, developmental, wellness, or community benefit to Club members.

Any member of the Board of Directors with access to Club communication channels is authorized to exercise reasonable discretion in determining whether information should be shared as a service to members and the skating community. Board members exercising this discretion should ensure communications are consistent with Club branding guidelines and do not imply endorsement or financial affiliation by the Club. A formal vote of the Board of Directors shall not be required for routine informational sharing under this policy. When a Board member is uncertain whether information is appropriate for distribution, they are encouraged to seek input from other Board members, including through informal Board communication channels such as online Board discussions, email, or group messaging.

The sharing of such information shall be considered a service to members and the skating community and shall not be interpreted as endorsement, sponsorship, preferential treatment, competitive positioning, financial affiliation, or an obligation by the Club to provide continuing promotion. The Club retains sole discretion, through its Board of Directors and authorized Board members, regarding what information is communicated through Club channels and is under no obligation to provide equal promotion to all programs, facilities, organizations, or businesses.

12.5(a)(2) Mission-Aligned Partnerships for Member Benefit

The Club may establish partnerships, collaborations, or cooperative relationships with third-party organizations, businesses, or service providers when such arrangements are determined by the Board of Directors to directly benefit Club members and further the Club's charitable, educational, athletic, wellness, or developmental mission.

Examples of such partnerships may include, but are not limited to, off-ice training, dance instruction, stretching or conditioning programs, seminars, educational workshops, sports wellness services, equipment-related services, and other figure skating-related opportunities.

In connection with such partnerships, the Club may:

(i) Share informational communications with members regarding available opportunities, including trial classes, schedules, registration details, and program descriptions;

(ii) Coordinate logistics or scheduling that support member participation;

(iii) Allow reasonable use of Club communication channels for Board-approved member-benefit opportunities; and

(iv) Collaborate on activities that further the development, safety, education, or well-being of Club members.

Participation in any partnership shall not imply exclusivity, financial obligation, endorsement, preferential status, or continuing commitment by the Club unless specifically approved by the Board of Directors.

12.5(b) Protection of Volunteers

No Club member, parent, coach, contractor, rink representative, vendor, Board member, or other individual shall place pressure upon, coerce, intimidate, retaliate against, or create an expectation of continued service from any volunteer, Board member, committee member, Junior Board member, coach acting in a volunteer capacity on behalf of the Club, parent volunteer, or adult skater volunteer because that individual declines to participate in, promote, market, support, or assist with any non-Club, commercial, or for-profit activity.

Refusal to participate in such activities shall not affect a volunteer's standing within the Club, eligibility to volunteer, access to Club programs, consideration for volunteer opportunities, or relationship with the Club.

12.5(c) Use of Club Resources

Club communication channels, mailing lists, social media accounts, volunteer time, organizational branding, financial resources, and reputation shall primarily be used to advance the Club's nonprofit mission and Club-sponsored activities.

Any substantial promotional support, recurring communication, or organizational commitment on behalf of a third-party commercial entity must be reviewed and approved by the Board of Directors and determined to provide a clear and direct benefit to Club members consistent with the Club's charitable and educational purposes.

Nothing in this section shall prohibit routine informational sharing under Section 12.5(a)(1) or Board-approved mission-aligned partnerships under Section 12.5(a)(2).

ARTICLE XIII: ELECTRONIC COMMUNICATIONS AND MEETINGS

13.1: Electronic Notice and Voting
Notices required by these Bylaws may be delivered by electronic means, including email or through the Club's official website or communication platform.

13.2: Remote Participation
Board meetings and membership meetings may be conducted virtually via video or phone conference, provided that all participants can hear and speak to one another. Participation by such means constitutes presence in person.

13.3: Electronic Board Votes
The Board of Directors may vote by email or other electronic methods. A motion voted on electronically is valid if all Board members are given the opportunity to vote and a majority of Directors vote in favor.

BYLAWS CERTIFICATE

The undersigned certifies that he/she is the Secretary of the Snoqualmie Figure Skating Club, and that he/she is authorized to execute this certificate on behalf of said organization and the foregoing is a complete and correct copy of the presently effective Bylaws of the organization.
Dated**: July 1st, 2026**

_____
(Print Name)

_____
(Signature)