

# **ALASKA SPEEDSKATING CLUB BY-LAWS**

## **ARTICLE I: DESCRIPTION and PURPOSES**

### **Section 1.1 Description.**

This club is organized as a non-profit 501(c)(3) organization with a legal name of “Alaska Speedskating Club”. This name or the acronym “AKSSC” may be used to do club business. The AKSSC fiscal year is July 1 to June 30.

### **Section 1.2 Recitation of Purposes.**

The purposes of the Alaska Speedskating Club are to advance athletic competition in the sport of speedskating within Alaska, to educate individuals in the sport of speedskating in athlete, coach, and officiating capacities, to bring together persons in the Alaska who are interested in the sport of speedskating, and to provide opportunities for skaters at local, national, and international events. In furtherance of such purposes, AKSSC shall:

- A. provide education and instruction in the sport of speedskating to members of the AKSSC and the general public to develop and grow the sport of speedskating within Alaska;
- B. develop interest and participation throughout Alaska in the sport of speedskating;
- C. encourage AKSSC members to compete in any national or international speedskating competitions, provided athletes meet minimum competition requirements;
- D. provide equitable support and encouragement for participation to all members regardless of gender, age or ethnicity;
- E. encourage and support speedskating programs for challenged athletes;
- F. provide and coordinate technical information on physical training, coaching and performance analysis to coaches, trainers, athletes and officials;
- G. abide by and enforce the policies, principles, procedures, racing rules, and AKSSC code of conduct; and
- H. maintain accurate records and history of the AKSSC.

## **ARTICLE II: MEMBERS**

### **Section 2.1 Membership.**

- A. Membership in AKSSC shall be open to:

1. any individual who is a participant, athlete, coach, trainer, manager, administrator or official active in speedskating, as well as to individuals interested in speedskating, and,
  2. who has paid annual membership dues and who abides by the policies of AKSSC.
- B. Types of membership
1. Individual membership. For one person. If the individual member is a minor, one of their parents or guardian is also an individual club member at no additional cost unless they decline to be a club member.
  2. Family membership. For two (2) or more immediate family members in a household. Each immediate family member is a club member unless they decline to be a club member.
  3. Individual non-skating, non-voting membership.

## Section 2.2 Privileges of Membership.

- B. All members may (i) attend AKSSC's annual meeting and Board of Directors meetings, (ii) serve on committees as created by the Board of Directors, and participate in all AKSSC-sponsored events;
- C. Each current individual member, and each qualifying family member who has a current club family membership, who is age fifteen (15) years and older may vote at the Annual Meeting of the general membership or at Special Meetings of the general membership of the AKSSC. Parents or guardians of minors who are club members, age fourteen (14) or younger, are eligible to cast one vote only on behalf each of the parent's minor child(ren) on any motion at the Annual Meeting of the general membership or any Special Meeting of the general membership, provided there is no more than one vote for each current club member; and,
- D. All members, regardless of age, may participate in AKSSC-sponsored events.

## Section 2.3 Dues; Membership Year.

Annual dues shall be as established by the Board of Directors. A paid membership shall be valid for one year, from July 1 to June 30. Membership dues may not be prorated for a portion of a year. No privileges of membership shall be available until the dues are paid in full.

## Section 2.4 Annual Meeting.

The Annual Meeting of the Board of Directors and membership of AKSSC shall be held at a convenient location as selected and announced by the President, or other designated Board of Directors member, between March 30 and May 30 of each year. Notice shall be published at least 14 days in advance, advising the date, place and time of the meeting.

Annual meetings may be conducted telephonically/electronically if attending members can hear and participate in the discussions and voting.

#### Section 2.5 Special Meetings.

Special Meetings of the Board of Directors and membership may be held as often as they are called by the President or by the Secretary at the written request of the President or a majority of the Board of Directors. Written notice to the Board of Directors and membership must be provided no less than 14 days prior to a Special Meeting. Special meetings may be conducted telephonically/electronically if attending members can hear and participate in the discussions and any voting.

#### Section 2.6 Transfer of Membership.

Membership in the AKSSC is non-transferable and non-refundable.

### **ARTICLE III: BOARD OF DIRECTORS**

#### Section 3.1 General Powers.

All corporate powers shall be exercised by or under the authority of, and the business and affairs of AKSSC shall be managed by, its Board of Directors, except as otherwise provided in the Articles of Incorporation or these By-laws. The Board of Directors shall decide matters of policy, budget, personnel, and other matters that affect the AKSSC.

#### Section 3.2 Qualifications.

- A. Each Director must be eighteen years of age or older, except that a Member-at-Large may be fifteen (15) years or older.
- B. A Director shall be a resident of Alaska.
- C. A Director shall be a member of AKSSC in good standing unless otherwise approved by the Board of Directors.
- D. All Directors shall have current certifications as determined by the Board of Directors.

#### Section 3.3 Number of Directors.

The number of Directors of AKSSC shall be a minimum of four (4), and shall consist of President, Vice President, Secretary and Treasurer.

#### Section 3.4 Election.

- A. Directors shall be elected by a simple majority of current AKSSC members at the Annual Meeting, including members present telephonically/electronically if those persons can hear and participate in the discussions and voting. Election of Directors will ordinarily occur at the Annual Meeting but may occur if necessary at a Special Meeting.
- B. The Board of Directors shall consist of individuals who are selected without regard to race, color, religion, national origin or sex.

### Section 3.5 Term.

Directors shall be elected by the AKSSC membership every year at the Annual Meeting. The members of the Board of Directors shall be elected to hold office for a term of two (2) years, beginning upon the conclusion of the Annual Meeting. Each Director shall hold office until such Director's term expires, unless a Director resigns, is removed, or is otherwise unavailable. There are no term limits. The terms will be staggered as follows; in even numbered years, the President and Secretary shall be elected and in odd-numbered years, the Vice-President and Treasurer shall be elected.

### Section 3.6 Duties.

The Board of Directors shall determine the policies and procedures of AKSSC in all of its activities, including, but not limited to, the following:

- A. The designation of officials authorized to conduct international-style or national speedskating meets, the designation of authorized sponsors for competitions; and the location of international-style or national speedskating competitions within Alaska;
- B. The organization, operation and conduct of local AKSSC sponsored speedskating competitions;
- C. The development, review, modification, and approval of the budget, with the requirement of securing a majority of the Board of Directors approval to spend in excess of \$100.00 in AKSSC funds on AKSSC business;
- D. The establishment of membership fees;
- E. The approval of records;
- F. The disbursement of all monies;
- G. Coaching development and certifications
- H. Membership development and registration;
- I. Marketing and public relations; and
- J. Facilities use, scheduling, and/or development.

Any Director may resign at any time by giving written notice to the President or to the Secretary of AKSSC. A Director's resignation shall take effect at the time specified in such notice, and unless otherwise specified therein; the acceptance of such resignation

shall not be necessary to make it effective. Directors may be removed by a simple majority of a quorum of the Directors for three (3) unexcused absences at Board meetings within a year or for failure to adequately participate in the affairs of the AKSSC.

#### Section 3.7 Ordinary Sessions.

Ordinarily, all meetings of the Board of Directors and committees shall be open to members, and where appropriate, non-members. Meetings shall be no less than every ninety days. These meeting may be conducted telephonically/electronically if all involved board members can hear and participate in the discussions and voting, and if any attending club members can hear such discussions and participate, as appropriate. Additionally, at times other than board meetings, board votes may be conducted electronically as necessary.

#### Section 3.8 Minutes of Meetings.

The minutes of all meetings where action is taken shall be published, and every reasonable effort will be made to publish them within 15 days after approval by the Board of Directors. The minutes shall be posted on the AKSSC website or sent via electronic transmission at a party's request.

### **ARTICLE IV: OFFICERS AND DESIGNATED REPRESENTATIVES**

#### Section 4.1 Designation and Qualifications.

The elected officers of AKSSC shall consist of a President, a Vice President, a Secretary and a Treasurer. All officers shall be members of the Board of Directors. The other Board of Director positions of Public Relations/Community Liaison, Racing, Fundraising, and Member-at-Large shall be elected provided there is sufficient interest in those positions. If Public Relations/Community Liaison, Racing, Fundraising, and Member-at-Large are not elected, those responsibilities will either be assumed by the Officers or other Board members, or delegated by the Board to the Committee level. Additional Board of Directors may be elected at the Annual Meeting or at a Special Meeting if such additional Board members shall be deemed necessary by the Board of Directors

#### Section 4.2 Duties and Responsibilities of Directors.

- A. President. The President shall call for and preside at all meetings of AKSSC, including meetings of the Board of Directors. The President shall keep informed of and shall exercise a general supervision over the affairs of AKSSC and of its finances, subject to the superintending control of the Board of Directors. The President shall appoint or discharge all committees, subject to review by the Board of Directors. The President shall appoint or discharge coaches and racing officials, subject to review by the Board of Directors.

- B. Vice President. The Vice President shall undertake such duties as may be assigned to him or her by the President or the Board of Directors. The Vice President shall preside over meetings in the absence of the President and shall assume the duties of the President if the President cannot fulfill his or her term in the office until the position is filled at the next available meeting of the general membership.
- C. Secretary. The Secretary shall discharge all duties required of him or her by the Board. The Secretary shall be responsible to give notice of meetings and keep minutes of all meetings of members and Directors, and shall preserve and subscribe such minutes in a book and/or in electronic format to be kept for that purpose. The Secretary shall be responsible for keeping the names and addresses of the current membership of AKSSC, and shall send and receive official correspondence and notices. The Secretary shall design membership forms and membership cards, receive and process new membership applications and maintain a membership roster and roster of dues of the AKSSC for inspection by members, and notify members of their membership renewal requirements, amounts and dates. The Secretary shall also maintain a diary, log, or other written accounting that documents the credentials of all AKSSC coaches or officials, and certifications of board members. The Secretary shall maintain current and historical club records.
- D. Treasurer. The Treasurer shall, under the supervision and control at all times of the Board of Directors, be the custodian of the funds of AKSSC, which he or she shall keep deposited in such bank or banks as may, from time to time, be selected by him or her and approved by the Board. The Treasurer shall also keep, or cause to be kept, correct books of account of all receipts and disbursements of AKSSC. Prior written approval of any two of the President, Vice President, Treasurer, and Secretary shall be required to issue checks on or withdraw funds in excess of \$100.00 in any thirty day period from any AKSSC account. The Treasurer shall be responsible for receiving and depositing all funds from dues, donations, or fees, pay all lawful bills approved by the Board of Directors, prepare and present to the President and Board of Directors an accounting of AKSSC funds at each meeting of the Board or general membership, and coordinate with the financial institution all authorized signatures for the AKSSC accounts, and, when replaced, transfer, within fifteen days, all financial documents of AKSSC to the designated successor.
- E. Public Relations/Community Liaison. The Public Relations/Community Liaison Director will prepare an electronic newsletter for the general membership on at least a sixty-day basis, prepare for the approval of the Board of Directors all printed advertising material and posters, and distribute articles to USS and local news media regarding club schedules, upcoming events, races, clinics, and race

results. This director will initiate and coordinate contact with other community organizations to further the goals of AKSSC.

- F. Race Director(s). The Race Director(s) shall be responsible for the selection of all racing dates for AKSSC-sponsored events. The Race Director(s) shall develop the race schedule, recruit officials and volunteers, supervise racing events, maintain timing and scoring equipment, post race results, maintain all equipment necessary for conducting racing events, and designate a Temporary Race Director to assist with the aforementioned duties and responsibilities in case of absence of the Race Director(s).
- G. Fundraising. The Fundraising Director will be responsible for all aspects of fundraising. The Fundraising Director shall appoint a committee as necessary to assist with and carry out the goals of fundraising with the general public, foundations, and corporate interests. The Fundraising Director will be responsible for coordinating all fundraising events and timely notifying the Secretary of fundraising events so as to ensure appropriate participation by members of the AKSSC.
- H. Members-at-Large. Members-At-Large will represent the interests of club members.

## **ARTICLE V: COMMITTEES**

### **Section 5.1 Committees.**

The Board of Directors may, in its discretion, create, establish, modify, combine or terminate committees to facilitate and improve the operations of AKSSC. The Board of Directors shall appoint the chairpersons for such committees, and the chairperson may recruit additional committee members. Such committees may include but not be limited to:

- A. Long Track Committee
- B. Short Track Committee
- C. Inline Committee
- D. Coaching Committee
- E. Competitions Committee
- F. Nominations and Elections Committee
- G. Recruitment Committee

### **Section 5.2 Eligibility.**

All members of any committee or sub-committee must be members in good standing of AKSSC, unless otherwise approved by the Board of Directors, and must be at least 18 years of age. Committee members may or may not be Directors.

### Section 5.3 Removal.

The chairman or any member of any committee may be removed by the President with a majority vote of a quorum of the Board of Directors.

### Section 5.4 Conflicts of Interest.

Committee members shall avoid conflicts of interest. Committee members shall act so as to advance the best interests and goals of the AKSSC.

### Section 5.5 Short Track Committee.

A Short Track Committee shall be responsible for conducting the Short Track Program for AKSSC skaters, including competitions, team selection, coaching, recommending sites to the Competitions Committee, if any, and all other activities related to Short Track speedskating.

### Section 5.6 Long Track Committee.

A Long Track Committee shall be responsible for conducting a Long Track Program for AKSSC skaters, including practices, coaching, competitions and public events sponsored by AKSSC.

### Section 5.7 Coaching Committee.

A Coaching Committee shall be responsible for designating coaches to attend and coach all AKSSC practices, off-ice dryland training and other training sessions. The Committee will ensure adequate and appropriate coaching coverage at all AKSSC events requiring a coach. The coaching committee is responsible for selecting coaches to run clinics for the AKSSC.

### Section 5.8 Inline Committee.

An Inline Committee shall be responsible for conducting the summer Inline Program for AKSSC skaters, including competitions, team selection, coaching, and all other activities related to inline speedskating.

### Section 5.9 Nominations and Elections Committee.

The Nominations and Elections Committee shall be responsible for soliciting nominations for Board of Director positions as they become open or prior to an election. The

Nominations and Elections Committee shall be responsible for administering the election process (creating ballots, counting ballots, and certifying election results).

#### Section 5.10 Recruitment Committee

A Recruitment Committee shall be responsible for taking all reasonable and necessary actions to recruit new skaters and others into speedskating and thereby increase the number of speedskaters, officials and other participants in AKSSC.

### **ARTICLE VI: AMENDMENTS**

These By-laws may be changed or amended with at least two weeks' notice prior to a vote on a bylaw amendment or revision provided to the general membership. Amendments or revisions require approval by a simple majority of current AKSSC members attending such meeting, including members present telephonically/electronically if those persons can hear and participate in discussions and voting.

### **ARTICLE VII: ELIGIBILITY TO PARTICIPATE**

Section 7.1 Equal Opportunity. AKSSC shall provide an equal opportunity to athletes, coaches, managers, administrators and officials to participate in athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin.

Section 7.2 Rules. The rules for admittance of competitors to participate in competitions shall be developed and published by the Board of Directors.

Section 7.3 Code of Conduct. In the administration of AKSSC's affairs and of its competitions and teams, it shall be the policy of AKSSC to require that all competitors, officials, coaches, trainers, team leaders, administrators and other associated with competitions, training and other activities of AKSSC conduct themselves in an upright, honest, moral and lawful manner whenever they are representing AKSSC or participating in any AKSSC program, whether in training, en route to/from a competition, in the area of a competition, or at the competition itself. AKSSC shall adopt AKSSC Code of Conduct which shall implement the foregoing policy and which shall set forth the penalties for non-compliance. Prior to participating in any AKSSC programs, practices, teams, or activities, including any AKSSC competitions and those of other speedskating organizations, a skater shall acknowledge in writing that he or she has read the Code of Conduct and will abide by its provisions. The written acknowledgment of the signed Code of Conduct shall be kept on file by the Secretary and will apply to all future programs, teams, competitions, and all other AKSSC activities.

Section 7.4 Selection of Teams. The Board of Directors shall approve the procedures and any changes in the procedures for the selection of teams to represent AKSSC athletes in international competition, as well as national and other categories of teams. The selection procedures, including any amendments or changes thereto, adopted by the Board of Directors shall be published as soon as practicable after their adoption and afterwards from time to time. A team selection procedure may be adopted, amended or changed only by vote of the Board of Directors at a meeting; mail voting shall not be used for this purpose. A team selection procedure may be adopted, amended or changed at any meeting of the Board of Directors.

## **ARTICLE VIII: DISCIPLINARY ACTION AND GRIEVANCE PROCEDURE**

The Board of Directors shall have authority to accept or reject membership applications from individuals and discipline or expel any member for willful violations of the AKSSC Code of Conduct.

## **ARTICLE IX: INDEMNIFICATION**

AKSSC will indemnify and hold harmless, to the fullest extent allowed by law, all members of the Board of Directors, officers, coaches, employees, officials and volunteers from and against liability and expense resulting from actions undertaken in their official capacity on behalf of AKSSC

## **ARTICLE X: ASSETS**

Section 10.1 Assets of the AKSSC will be used to further the purposes of the AKSSC.

Section 10.2 Funds and property accumulated by the AKSSC are dedicated to the maintenance and development of speedskating.

Section 10.3 No part of such funds or property shall be used to personally benefit any director, officer or member of the AKSSC, or any person or organization that donated funds or property to the AKSSC, unless the Board of Directors determines that such use is in the best interest of the AKSSC and votes to approve such use.

Section 10.4 Upon termination of the AKSSC, all assets shall be distributed as follows:

- A. Settlement of all lawful debts and liabilities; and,
- B. If the AKSSC is dissolved, all AKSSC assets shall be distributed to qualifying 501(c)(3) organizations that have a purpose and mission similar to the AKSSC. If no such

organizations exist, all assets shall be distributed to qualifying 501(c)(3) organizations as determined by the last Board of Directors.

- C. AKSSC may apply for and secure a Gaming Permit from the State of Alaska for activities allowed under AS 05.15. Upon dissolution, any remaining net proceeds from gaming activity under AS 05.15 will be distributed to one or more existing permittees, other than a multiple-beneficiary permittee, in accordance with 15 AAC 160.020(a)(5).

End