

# Constitution of the MIT Figure Skating Club

Cambridge, MA

Collegiate Member of the United States Figure Skating Association

Adopted: November, 1988 (with amendments, as noted)

## Article I: Name

The name of this organization shall be the Massachusetts Institute of Technology Figure Skating Club. The Club shall have its headquarters in the MIT Athletic Center at MIT, Cambridge, MA.

## Article II: Purpose

The purposes of the Club are: To encourage the instruction, practice and advancement of the members in ("compulsory" removed in 1990) figures, free skating, and in all other types of figure skating; to encourage and cultivate a spirit of fraternal feeling among ice skaters; to sponsor, to produce, or to cooperate in the production of amateur ice carnivals and shows; and generally to do and perform such other acts as may be necessary of the objects and purposes of this organization; and to carry out the general policies of the United States Figure Skating Association.

## Article III: Membership

### Section I

Membership shall be restricted to members of the MIT community consistent with MIT Athletic Department rules and practice for the athletic facilities in general. Membership may not be restricted based on any characteristic listed in the MIT Non-discrimination Policy. All members are voting members.

### Section II

ASA Requirements - At least 5 members and 50% of the members must be MIT students. At least 50% of the student members must be undergraduates.

### Section III

Term - Membership begins when dues are paid and terminates the first day the MIT rink is open in the subsequent season.

## Article IV: Officers

## Section I

The "Constitutional" officers shall be the President, Vice-President, Treasurer, USFSA Liaison, Membership Secretary, and Exhibition Coordinator. Other officers may be defined in the Bylaws. Together, these positions form the Executive Board. Officers must be Club members.

## Section II

Election - Any member of the Club is permitted to run for an Executive Board position. A ballot list and the date and time of the election shall be conspicuously posted prior to the elections and candidates shall sign their names to this list. Winner shall be determined by simple majority of those members present.

## Section III

Term - An officer's term begins on May 1 of the year elected and terminates upon leaving the MIT community, resignation, or April 30 of the following year, whichever is soonest.

## Section IV

Vacancies - Should the position of a Constitutional officer become vacant, the Executive Board shall hold an election in a timely fashion to refill the position.

## Section V

Removal - An officer may be removed from office by 4/5 majority vote of the entire Executive Board, or by 3/5 majority vote of the entire general Club membership. All voting of this nature shall take place by secret ballot.

## Section VI: Duties

1. President - It shall be the duty of the President to take charge of the Club, preside at meetings of the Club, supervise the management and property of the Club, and ensure the safety of the Club's members. The President shall call general membership and Executive Board meetings to fulfill the Club's purpose as outlined in Article I. The president must be an MIT student and not also the treasurer.

2. Treasurer - The treasurer shall prepare an annual budget for the Club with assistance from other Executive Board members. He/she will see that accurate and readily interpretable records of all income and expenses are maintained and will work with the ASA financial liaison when required. The treasurer must be an MIT student and not also the president.

3. Vice-President - The Vice-President shall assume the President's responsibilities in his/her temporary absence.

4. USFSA Liaison - This person maintains relations with the United States Figure Skating Association enrolling or renewing Club members each year, applying for sanctions, and corresponding as necessary.

5. Membership Secretary - The Membership Secretary is to maintain an up-to-date list of all dues-paying members with their vital statistics such as mailing address, athletic card number, phone, and MIT affiliation. The Secretary should greet new or potential members and be a polite bouncer for those who are not members, guests, or legitimate potential members.

6. Exhibition Coordinator - The Exhibition Coordinator shall be responsible for and ensure the smooth operation of the Club's exhibitions.

#### Article V: Meetings

There shall be one stated general Club membership meeting held within one month after the rink opens in the fall. Other meetings of either the general Club membership or of the Executive Board may be called at the direction of the President.

#### Article VI: Constitutional Amendments

Constitutional amendments must be posted one week prior to voting and require the written support of at least 5 members before they may be posted. A 2/3 majority vote is required by a general quorum for the amendment to take effect. The amendment takes effect immediately.

### BYLAWS

#### Article I: Membership

##### Section I

Guest Policy - Members shall be responsible for the conduct and indebtedness of all persons admitted to the Club's property at their request. Members may bring non-members to Club sessions twice per year. A guest may attend only twice before electing to become a member, however, the Executive Board may waive this requirement by a simple majority vote. Non-member guests must meet the rules and requirements of the MIT Athletic Department.

##### Section II

Figure Skates - All persons on the ice during Club sessions shall wear figure skates.

## Article II: Officers

### Section I

Election - The ballot list shall be posted at least two weeks prior to elections. Candidates may sign their names to the list during this period. Elections shall be held one week following the March exhibition or at another time prior to April 30 as determined by the

Executive Board. Election may be held only if an election quorum is present.

### Section II

Additional Officers - The following officer positions shall exist: ("Archivist" combined with Librarian in 1992), Librarian, Special Events Coordinator, SCOB Liaison, Video/ Photo Chairperson, Refreshments Chairperson, Education Chairperson, Publicity Chairperson, Newsletter Chairperson, Test Chairperson, and Assistant Exhibition Coordinator (added in 1995). The President of the MIT Ice Dance Club shall also be an officer of the MIT Figure Skating Club.

### Section III

1. Librarian - The librarian shall lend the Club's skating books to members keeping track of their whereabouts and make suggestions for the purchase of new books. The librarian is also charged with recording the Club's history. This includes assembling photographs and media releases into an album as well as noting in writing events of a non-material nature.

2. Special Events Coordinator - This coordinator shall keep track of outside skating events and competitions informing the membership of ticket prices, locations, and dates. When possible, the Events Coordinator will organize group excursions to these events.

3. SCOB Liaison - The SCOB Liaison will work with the Skating Club of Boston to coordinate the exchange of exhibition skaters and to coordinate social events.

4. Video/ Photo Chairperson - The Video/ Photo Chairperson will fulfill the videotaping needs of the Club, renting equipment when necessary and making copies available to members. He/she shall also arrange to have a group photo made and distributed.

5. Refreshments Chairperson - This individual shall organize the availability of food for all Club sessions and social events. He/she shall also work with MIT's Dining Services.

6. Education Chairperson - The Education Chairperson shall organize lessons and Basic Skills testing for the Club members.

7. Publicity Chairperson - The Publicity Chairperson shall work with MIT's newspapers, News Office, and other publicity avenues to enhance the Club's image and inform the MIT community of Club events.

8. Newsletter Chairperson - At least 4 times a year, the Newsletter Chairperson shall distribute an informative compilation of Club events, articles, and humor. 9. Test Chairperson - The Test Chairperson shall be responsible for planning and conducting test sessions for Club members, in accordance with USFSA rules and regulations. He/she shall also maintain records of tests taken by Club members.

10. Assistant Exhibition Coordinator - This person shall assist the Exhibition Coordinator in planning and conducting the Club's exhibitions.

#### Section IV

Vacancies - The President may appoint an interested club member to fill a vacant officer position.

#### Article III: Meetings

Meetings shall be posted at least one week in advance and will require a general quorum of members for the transaction of business. At Executive Board meetings, one person may cast only one vote, even if that individual holds more than one Executive Board position.

#### Article IV: Quorums

##### Section I

General Quorum - A general quorum shall be 20% of the general club membership.

##### Section II

Election Quorum - An election quorum shall be identical to a general quorum, however, members may submit written proxy votes in lieu of the presence at an election.

##### Section III

Executive Board Quorum - An Executive Board quorum shall consist of 50% of the officers (not officer positions).

#### Article V: Removal of a Club Member

The President or his/her official designee may immediately revoke the membership of any Club member for any action that he/she feels threatens the safety of other skaters. The Executive Board shall meet within one week to discuss the safety violation. A 4/5 majority of an Executive Board quorum may vote to either permanently retract the offender's membership status or reinstate it with probationary guidelines. The offender may not skate as a guest prior to the meeting of the Executive Board.

The Executive Board may also revoke the membership of a Club member for violating the Bylaws or Constitution of the Club. A 4/5 majority of an Executive Board quorum constitutes a positive vote.

#### Article VI: Bylaw Amendments

Bylaw amendments must be posted one week prior to voting. A simple majority vote is required by a general quorum for the amendment to take effect. The amendment takes effect immediately.