

**BYLAWS**  
**of**  
**JERSEY COAST FIGURE SKATING CLUB**

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

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

Section 1.2 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 1.3 Offices. The principal office/headquarters of the Club shall be located at Gold Coast Arena, Farmingdale, New Jersey.

**ARTICLE II**  
**PURPOSES**

The principal purpose of the Club is to foster figure skating on ice and to facilitate the teaching, instruction, and training of amateur figure skaters, in order to improve, develop and support their capabilities as competitors in local, state, regional, national and international amateur figure skating competitions. The Club has been organized to exist as a member club of U.S. Figure Skating and, therefore, seeks to assist in carrying out the objects and purposes of 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.

## **ARTICLE III MEMBERS**

Section 3.1 Members. The Club shall have members who are interested in the objects and purposes of the Club and who are registered with U.S. Figure Skating, with voting rights and any other legal rights or privileges in connection with the governance of the Club, in accordance with such provisions and criteria pertaining to qualifications, classification, privileges, application and acceptance of members established from time-to-time by the Board of Trustees. 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 principals of ethical behavior of U.S. Figure Skating. Only members, identified as home club members, over the age of 18 shall have the right to vote.

Section 3.2 Dues. The Board of Trustees may establish, as it shall deem necessary and appropriate, such periodic membership dues, other assessments and procedures for the manner of payment and collection thereof.

Section 3.3 Annual Meeting. The Club shall hold an annual meeting of its members for the purpose of electing Trustees 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 Trustees. If no place is stated, the meeting shall be held at the Club's principal office. Failure to hold an annual meeting shall not work a forfeiture or dissolution of the Club or invalidate any action taken by the Board of Trustees or Officers of the Club.

Section 3.4 Special Meetings. Special meetings of the members may be called at any time by the Board of Trustees, 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 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 3.5 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. Notice by methods described in Section 3.6 of the Bylaws of any annual, regular or special meeting stating

the place, date and hour of the meeting shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting. If notice is mailed by other than first class or registered mail, no less than ten (10) days notice must be provided. 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 (vi) 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 ten (10) days before the Club gives notice of the meeting.

Section 3.6 Methods of Notice. Notice shall be given personally or by mail, facsimile, telephone, e-mail, or other form of wire or wireless communication by or at the direction of the President, the Secretary or the persons calling the meeting, to each member entitled to vote at such meeting. Such notice shall be deemed to be given and effective at the earliest of: (i) the date received; (ii) five (5) days after deposit in the United States mail, properly addressed to the member at the member's address as it appears in the Club's current record of members, with first class postage prepaid; (iii) the date shown on the return receipt, if mailed by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee; or (iv) ten (10) days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with other than first class, registered or certified postage affixed. 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 address shown in the Club's current list of members, or in the case of members who are residents of the same household and who have the same address in the current list of members, if addressed or delivered to one of such members, at the address appearing on the current list of members.

Section 3.7 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 3.8 Voting List. After a record date is fixed for a membership meeting or for determining the members entitled to vote by written ballot, the Secretary shall make, at the earlier 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 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 3.9 Proxies. At all meetings of members, a member in good standing may vote by proxy by signing an 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. Only voting members in good standing of the club are eligible to receive any said proxy from any other voting member in good standing.

Section 3.10 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. If the name signed on a vote, consent, waiver proxy appointment or proxy appointment revocation does not correspond to the name of the member, the Club, if acting in good faith, is nevertheless entitled to accept the vote, consent, waiver, proxy appointment or proxy appointment revocation if to do so is proper under rules established by the corporation that are not inconsistent with this Section. No member under the age of 18 shall be entitled to vote.

Section 3.11 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 records 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 3.12 Quorum and Manner of Voting. Twenty percent (20%) 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.

Section 3.13 Meetings by Telecommunications. Any or all of the members may participate in an annual or special membership meeting by, or the meeting may be conducted through, the use of teleconference or any other means of communication by which all members participating in the meeting can communicate and respond in a reasonable and timely manner. A member participating in a meeting in this manner is deemed to be present in person at the meeting.

Section 3.14 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) 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 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 ballot to every member entitled to vote on the matter. The written ballot shall: (i) set forth each proposed action; and (ii) provide an opportunity to vote for or against the proposed action. Approval by written 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 trustees; (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 3.15 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 thirty (30) 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 Trustees, not less than fourteen (14) days before the effective date of the expulsion, suspension or termination by the Board of Trustees. 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. Any member expelled or suspended shall be liable to the Club for dues, assessments or fees incurred or commitments made prior to expulsion. The Board by a majority vote may, in its sole discretion, impose any such termination, suspension, or expulsion as it finds warranted by any members acting against the club's best interest and purposes. The provisions of this Section 3.15 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 3.16 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 Trustees 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.

Section 3.17 Capital Contribution. In the event any capital contribution shall be made or accepted pursuant to authorization conferred by the Certificate of Incorporation of the Corporation, each certificate evidencing such capital contribution shall conform to the law of the State of New Jersey.

## **ARTICLE IV BOARD OF TRUSTEES**

### Section 4.1 General Powers and Qualifications.

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

(b) Qualifications. Trustees must be (i) at least eighteen (18) years old, (ii) registered with U.S. Figure Skating 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. In addition, Trustees of the Club must be eligible persons, as defined in the eligibility rules of U.S. Figure Skating; provided, however, that one restricted person, one ineligible person and coaches with eligible status may serve as Trustees of the Club so long as they do not collectively constitute a majority of the Board of Trustees and, further provided, that eligible coaches may serve as Trustees of the Club so long as collectively they do not constitute a majority of the total number of Trustees of the Club (*see*, U.S. Figure Skating Membership Rule 4.00, as may be amended from time-to-time).

### Section 4.2 Number, Term, and Election of Trustees.

(a) Number of Trustees. The number of trustees of the Club shall be as determined by the Board of Trustees from time-to-time.

(b) Change in Number of Trustees. Any action of the Board of Trustees to increase or decrease the number of trustees, whether expressly by resolution or by implication through the election of additional trustees, shall constitute an amendment of these Bylaws effecting such increase or decrease.

(c) Term of Trustees. Trustees shall serve a term of three (3) years. At the first annual meeting of the Board of Trustees after adoption of these Bylaws, classification of the trustees may be made by dividing them into three classes. The term of office of the Trustees constituting the first class, shall expire at the first annual meeting of the Board of Trustees held after such classification; the term of office of the Trustees constituting the second class, shall expire at the second annual meeting thereafter; and the term of office of the Trustees, constituting the third class, shall expire at the third annual meeting thereafter, and so on. At each annual meeting after such classification, the number of Trustees equal to the number of the class whose term expires at the time of such meeting shall be elected, in accordance with the procedures set forth. Each Trustee shall hold office until such Trustee's term expires and thereafter until such Trustee's successor shall have been elected and qualified, or until such director's earlier death, resignation or removal.

(d) Nomination and Election of Trustees. At a time reasonably in advance of each annual

meeting of the Club, the President shall appoint a nominating committee consisting of no less than three (3) of the Trustee'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 annual meeting, a list of nominees to stand for election as Trustees to fill the positions of those Trustees whose terms shall expire at the annual meeting. Additional nominations for Trustees to be elected may be made by any voting member at the time of the annual meeting. Notwithstanding anything hereinabove to the contrary, any nominee for election as a Trustee 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 Trustees from among the list of nominees.

Section 4.3 Resignation. A Trustee may resign at anytime 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. Trustees elected by voting members or trustees may be moved as follows: (i) The voting members may remove one or more trustees elected by them with or without cause unless the Bylaws provide that trustees may be removed only for cause; (ii) If a Trustee is elected by a voting group, only that voting group may participate in the vote to remove that Trustee; (iii) A Trustee may be removed only if the number of votes cast to remove the director would be sufficient to elect the trustee at a meeting to elect trustees; (iv) A Trustee may be removed only at a meeting called for the purpose of removing that Trustee, and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the Trustee; (v) An entire Board of Trustees may be removed under paragraphs (i) to (iv) above; and (vi) A Trustee elected by the Board of Trustees may be removed with or without cause by the vote of a majority of the trustees then in office or such greater number as is set forth in the Bylaws; except that a Trustee elected by the Board of Trustees to fill the vacancy of a Trustee elected by the voting members may be removed without cause by the voting members, but not the Board of Trustees.

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

Section 4.6 Regular Meetings. A regular annual meeting of the Board of Trustees shall be held during the month of March 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 Trustees 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 Trustees may be called by or at the request of the President or a majority of trustees. The person or persons authorized to call special meetings of the Board of Trustees 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 Trustees shall be given to each Trustee by mailing and/or e-mailing such notice at least ten (10) 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 Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees, and the vote of a majority of the Trustees present in person at a meeting at which a quorum is present shall be the act of the Board of Trustees. If less than a quorum is present at a meeting, a majority of the Trustees 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 Trustee may vote or act by proxy at any meeting of Trustees.

Section 4.9 Meetings by Telephone, e-mail or similar communication equipment. Members of the Board of Trustees or any committee thereof may participate in a meeting of the Board or committee by means of conference telephone, e-mail or similar communications equipment by which all persons participating in the meeting can communicate and respond in a reasonable and timely manner. Such participation shall constitute presence in person at the meeting.

Section 4.10 Presumption of Assent. A Trustee who is present at a meeting of the Board of Trustees is deemed to have assented to all action taken unless: (i) the Trustee 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 Trustee contemporaneously requests that the Trustee's dissent or abstention as to any specific action taken be entered in the minutes; or (iii) the Trustee causes written notice of the Trustee'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 Trustee 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 Trustees or any other action which may be taken at a meeting of Trustees 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 Trustees then in office were present and voted. The action shall only be effective if there are writings, which describe the action, signed by all Trustees, 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, such as e-mail, providing the

Club with a complete copy of the document including a copy of the signature. A Trustee'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 Trustee and not revoked as provided below. Actions taken shall be effective when the writings set forth a different date. Any Trustee 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. Trustees shall not receive compensation for their services as such, although the reasonable expenses of Trustees of attendance at board meetings may be paid or reimbursed by the Club. Trustees 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 Trustees, the Board may designate from among it's the Trustees 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 Trustees, except as prohibited by the Nonprofit Law. Rules governing meetings of any committee shall be as established by the Board of Trustees, 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 (who shall also serve as the Chairman of the Board), one or more Vice-Presidents, a Secretary and a Treasurer. The Board of Trustees 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 first be Trustees of the Club and, therefore, must meet the qualifications of Trustees as set forth in Section 4.1(b) of these Bylaws.

Section 5.2 Election and Term of Office. The elected Officers of the Club shall be elected by the Board of Trustees at each regular annual meeting of the Club. If the election of officers shall not be held at such meeting, such election shall be held as soon as convenient thereafter. Each Officer shall hold office until the Officer's successor shall have been duly elected and shall have qualified, or until the Officer's earlier death, resignation or removal.

Section 5.3 Compensation. Officers shall not receive compensation for their

services as such, although the reasonable expenses of Officers may be paid or reimbursed by the Club. Officers shall not be disqualified to receive reasonable compensation for services rendered to or for the benefit of the Club in any other capacity.

Section 5.4 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.

Section 5.5 Removal. Any Officer may be removed by the Board of Trustees 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. Election or appointment of an Officer shall not in itself create contract rights.

Section 5.6 Vacancies. A vacancy in any office, however occurring, may be filled by the Board of Trustees for the unexpired portion of the term.

Section 5.7 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 Trustees or these Bylaws, except that in any event each officer shall exercise such powers and perform such duties as may be required by law.

(a) President. The President shall be the Chairman of the Board, shall preside at all meetings of the Board of Trustees, 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 by the Board of Trustees of the President. The Vice-President (or if there is more than one, then the Vice-President designated by the Board of Trustees, 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 Trustees; (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 Trustees.

(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 Trustees; (ii) receive and give receipts and acquaintances 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 Trustees 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 Trustees.

Section 5.8 Surety Bonds. The Board of Trustees 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 TRUSTEES AND OFFICERS**

Section 6.1 General. Each Trustee 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 Trustee 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 Trustee 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 Trustee 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 Trustee or Officer shall not be considered to be acting in good faith if the Trustee or Officer has knowledge concerning the matter in question that would cause such reliance to be unwarranted. The designated persons on whom a Trustee or Officer are entitled to rely are: (i) one or more officers or employees of the Club whom the Trustee 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 Trustee or Officer reasonably believes to be within such person's professional or expert competence; (iii) a committee of the Board of Trustees on which the Trustee or Officer does not serve if the Trustee reasonably believes the committee merits confidence.

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

## ARTICLE VII CONFLICTS OF INTEREST

Section 7.1 Definition. As used in this Section 7.1: (i) "conflicting interest transactions" means a contract, transaction, or other financial relationship between the Club and a Trustee of the Club, or between the Club and a party related to a Trustee, or between the Club and an entity in which a Trustee of the Club is a director or officer or has a financial interest, and (ii) a "party related to a Trustee" means a spouse, a descendent, an ancestor, a sibling, the spouse or descendent of a sibling, an estate or trust in which the Trustee or a party related to a Trustee has a beneficial interest, or an entity in which a party related to a Trustee is a director, officer, or has a financial interest.

Section 7.2 Procedure; Action; Disclosure. No conflicting interest transaction shall be void or voidable or be enjoined, set aside, or give rise to an award of damages or other sanctions in a proceeding by a member or by or in the right of the Club, solely because the conflicting interest transaction involves a Trustee of the Club or a party related to a Trustee or an entity in which a Trustee of the Club is a director or officer or has a financial interest or solely because the Trustee is present at or participates in the meeting of the Club's Board of Trustees or of a committee of the Board of Trustees that authorizes, approves, or ratifies the conflicting interest transaction or solely because the Trustee's vote is counted for such purpose if: (i) the material facts as to the Trustee's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the Board of Trustees or the committee, and the Board of Trustees or committee in good faith authorizes, approves, or ratifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Trustees, even though the disinterested Trustees are less than a quorum; or (ii) the material facts as to the

Trustee's relationship or interest and as to the conflicting interest transaction are disclosed or are known to the members entitled to vote thereon, and the conflicting interest transaction is specifically authorized, approved, or ratified in good faith by a vote of the members entitled to vote thereon; or (iii) the conflicting interest transaction is fair as to the Club. Common or interested Trustees may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a committee, which authorizes, approves, or ratifies the conflicting interest transaction.

Section 7.3 Loans. No loans shall be made by the Club to its Trustees or Officers. Any Trustee or Officer who assents to or participates in the making of any such loan shall be liable to the Club for the amount of such loan until the repayment thereof.

## **ARTICLE VIII CONFLICT RESOLUTION**

If any member of the Club has a complaint against another member of the Club for an infraction of any Bylaw, rule, policy or procedure of the Club, other than skating rules, they may file a complaint in writing to the Board of Trustees of the Club. Such complaints will be investigated and resolved according to the Club's conflict resolution policy that the Club is required to adopt and have in effect in accordance with the Bylaws of U.S. Figure Skating.

## **ARTICLE IX INDEMNIFICATION**

The club shall maintain its own liability insurance as well as that covering its Officers and Trustees. To the extent any occurrence might not be covered by the same the Club may indemnify any Trustee, 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 trustee 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 Trustees by a majority vote of a quorum of the Board, which quorum shall consist of trustees 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 Trustees, a record of all actions taken by the members or Board of Trustees without a meeting and of actions taken by a committee in place of the Board of Trustees, and a record of all waivers of notices of meetings of members, the Board of Trustees 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 Trustees 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 Trustees 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 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 10.6 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 10.7 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 of the voting membership is present. Additionally, the Board of Trustees shall have the power to make, alter or repeal, from time-to-time, By-Laws of the Corporation by a simply majority vote.

The following is the USFS Code of Conduct (Gr. 1.03) that will be strictly enforced. It applies to all participants in all competitions, exhibitions and training camps hosted, supported or sponsored by the USFS.

I recognize that my participation in all competitions, exhibitions and training camps hosted, supported or sponsored by the USFS is an honor and privilege that carries certain responsibilities.

I agree to fully abide by the rules and guidelines set forth by the USFS or its properly designated agents. As a precondition to participation in USFS hosted, supported, or sponsored events, I will adhere to the following tenets in good faith:

I will exhibit the highest standards of fairness, ethical behavior, and genuine good sportsmanship in all of my relations with others.

I will not damage public or private property. I understand that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that I may be subject to disciplinary action by the USFS.

I will not use or possess illegal drugs and I will not engage in criminal activity. I understand that if I am found to use or possess illegal drugs, or if I am found to engage in any criminal activity during any USFS sanctioned, or sponsored competition, exhibition, or training camp, I may be subject to criminal penalties as well as penalties imposed by the USFS.

I will adhere to the rules of the USFS and the host organization at all USFS hosted, sponsored, or supported training camps, competitions or exhibitions.

I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that my actions reflect on the USFS and the sport of figure skating both positively and negatively. I understand that if my acts, statements or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by the USFS pursuant to GR. 1.021.

I understand that the penalties that may be imposed may include, but are not limited to, loss of future international selections, loss of financial support from the USFS and Memorial Fund, and loss of participation in USFS sponsored events.

I understand that all disciplinary proceedings will be conducted pursuant to Article XXVII, Section 3, of the USFS Bylaws and that my rights and remedies are derived there from.

### **BYLAWS CERTIFICATE**

The undersigned certifies that he/she is the Secretary of Jersey Coast Figure Skating Club, and that he/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: \_\_\_\_\_.

Name: \_\_\_\_\_