

ARTICLE VIII
COMMITTEES AND ADMINISTRATOR OF CLUB

Section 8.1. Names of Committees:

The Standing Committees shall be (a) MEMBERSHIP COMMITTEE, (b) RULES AND ICE COMMITTEE, (c) TEST COMMITTEE, (d) COMPETITION COMMITTEE, (e) ICE MONITOR COMMITTEE, (f) SUMMER SCHOOL COMMITTEE, (g) PROFESSIONAL INSTRUCTORS' COMMITTEE, (h) BY-LAWS COMMITTEE, and such other committees as the Board of Directors shall deem necessary.

- a. **MEMBERSHIP COMMITTEE-** The Membership Committee shall investigate the qualifications of all candidates for membership, and report their conclusions to the Board of Directors. The Membership Committee is responsible for maintaining the Club membership and records.
- b. **RULES AND ICE COMMITTEE-** The Rules and Ice Committee shall make rules and arrangements for the conduct of the Club Members during regular skating sessions and divide the ice into sections corresponding to the requirements of the Club. The rules and regulations shall be approved by the Board of Directors, and posted on the Club bulletin board.
- c. **TEST COMMITTEE-** The Test Committee shall have complete charge: (i) of giving all USFS tests; (ii) of setting dates and obtaining approved USFS judges for the tests; (iii) of reporting test results to the USFS; (iv) of keeping all records concerning trial judges as prescribed by the USFS; and, (v) shall make recommendations for judgeship appointments to the Board of Directors, as well as apprise the Board, upon their request, concerning the status of members who are trial judging.
- d. **COMPETITION COMMITTEE-** The Competition Committee shall have complete charge of all Club and inter-club competitions. The decisions shall rest with this Committee as to persons eligible to enter any such Club-hosted competition.
- e. **ICE MONITOR COMMITTEE-** The Ice Monitor Committee shall have complete charge of the Club ice sessions by enforcing the rules and regulations governing the membership and their conduct in the Ice Arena. The Committee may ask for and receive help from the Board of Directors.
- f. **SUMMER SCHOOL COMMITTEE-** The Summer School Committee shall plan and direct a summer school program following the established practices of the regular skating season.
- g. **PROFESSIONAL INSTRUCTORS' COMMITTEE-** The Professional Instructors' Committee shall maintain as nearly as possible, a current list of Professional Instructors available. The Chairperson shall serve as a liaison between the Board of Directors and the Professional Staff. Status of each Professional shall be reviewed at the end of each skating season.
- h. **BY-LAWS COMMITTEE-** The By-Laws Committee shall have the responsibility for reviewing all proposed changes in the Code of Regulations and By-Laws of the Club regardless of whether such changes are initiated by action of the Board of Directors or the membership. Upon completing their review, the committee shall have the duty of reporting

to the Board of Directors their findings and recommendations regarding any such proposed changes.

- i. **ELECTION COMMITTEE-** The Election Committee shall be selected by the Board of Directors and shall consist of three (3) members all in good standing. The Board of Directors shall designate one (1) member of the Committee to act as Chairperson. The Committee will post a sign up list for candidates interested in running for the Board of Directors no later than sixty (60) days prior to the election to be held at the close of the skating season. The Committee will check the eligibility of all candidates before submitting the list to the Board for mailing to the Membership. No member of the Election Committee may be a candidate for a position on the Board of Directors while serving on the said Committee.

Section 8.2. Attendance at Board Meetings:

The Chairpersons of the Standing Committees may be requested by the President to attend Special Meetings of the Board of Directors. They may enter into and take part in all discussions pertaining to their specific committee, but are not entitled to vote.

Section 8.3. Committee Finances:

Chairpersons who are authorized by the Board of Directors to have a Special Account for the business of their Committee, shall submit an up-to-date financial report in writing to the Board of Directors upon their request, and shall make their books available for audit when so requested by the Board. They shall also submit a complete financial report to the Treasurer, along with the books for the Special Account in time for the records to be included in the annual financial report to the Members.

Section 8.4. Other Committees:

The Board of Directors shall have the right and responsibility to create and appoint Members to other committees including but not limited to any Investigative Committee.

Section 8.5. Administrator:

- (a) **Selection.** The Board of Directors may appoint an Administrator. The Administrator may be a Board Member or a full member of the Club. The Administrator and the Treasurer may not be the same person, nor may they be from the same skating family. The Administrator has no vote at the Board meetings, unless the Administrator is a Full Board Member.
- (b) **Qualifications.** The Administrator's designated skater for ice time must be a Kent Skating Club full home club member and a member in good standing with the Club.

- (c) **Responsibilities.** The Administrator shall assist the Treasurer in the organization of the Club's ice contracts and membership including but not limited to the following responsibilities:
- Assist in developing the fee structure options for contracted ice.
 - Publish the yearly calendar.
 - Assemble and distribute membership packets.
 - Receive membership forms and ice contracts and handle all requests for schedule adjustments.
 - Submit USFS memberships and payments to the USFS.
 - Record and keep a timely record of skater's contracted ice times and any contractual changes.
 - Maintain the club membership list and roster.
 - Maintain and update the club monitor book.
 - Collect, record, and deposit all membership, ice contract and walk on fees. Report all such deposits to the Treasurer.
 - Maintain the billing and payment process for skater's ice fees.
 - Attend and prepare a report of ice activity and income for all regular board meetings.
 - Bring to the attention of the Board of Directors any changes in individual contracts or memberships. The Board of Directors must vote on any requests for changes or payment suspensions that are not addressed in the By-Laws or Code of Regulations and Conduct.
 - Report any member not in a good standing to the Board of Directors and to the test chairperson.
 - The Administrator shall report directly to the President and the Board of Directors as a whole and not to individual Board or Club members.
 - The Administrator may be asked to perform additional duties as directed by the Board of Directors. (Individual members of the Board of Directors may not initiate requests.)
- (d) **Term.** The Administrator, if appointed, will be appointed on a yearly basis. The term shall run thirteen (13) months—from May 1 of the current year through May 31 of the following year. The position shall be posted for at least fourteen (14) days prior to the review of applications and appointment of the new administrator.
- (e) **Compensation.** The Board shall have the right to set a compensation for the administrative position if they deem it is in the best interests of the Club. If the Board elects to set a compensation for the position, the compensation may not exceed a financial credit of Two Hundred Fifty and no/100 dollars (\$250.00) per half season (September to December and January to May.)
- (f) **Vacancy.** In the event that an Administrator vacates his/her position before completion of the term, the Club President or delegated person will fulfill the duties until a new Administrator can be appointed. Reserved ice sessions for partially fulfilled administrative terms shall be pro-rated by the Board of Directors.