

**CLUB  
CONSTITUTIONS  
&  
BY-LAWS**

# Club Constitutions & By-Laws

- Tools for smooth operation of your club.
- Gives guidance to club's board of Directors.
- Informs members of rights and obligations.

# Club Constitutions & By-Laws

Must be reviewed at least  
every five years.

# Club Constitutions & By-Laws

Region Representative is  
available to assist.

# Club Constitutions & By-Laws

After revisions have been  
identified, forward to  
Section representative.

# Club Constitutions & By-Laws

Section representative must  
review proposed changes  
before presentation to  
membership.

# Club Constitutions & By-Laws

Section representative reviews for compliance with Skate Canada by-laws, rules & regulations.

# Club Constitutions & By-Laws

Concurrence or issues are  
communicated to the  
club.

# Club Constitutions & By-Laws

Once approved by membership, 3 signed copies forwarded to Section representative.

# Club Constitutions & By-Laws

Section representative forwards to:

- Skate Canada
- Section office
  - Club

# Club Constitutions & By-Laws

Start early – can take  
several months to  
complete.