



CLUB CONSTITUTION REVIEW - REVISION PROCESS

In 2001, Skate Canada mandated that all clubs review and, as required, revise their Constitutions & By-laws at least every five years.

It is the responsibility of each Skate Canada Section to ensure that the Constitutions & By-laws of the clubs within their jurisdiction are in compliance with the Skate Canada By-laws, Rules and Regulations.

All clubs must reference the Skate Canada template when revising their Constitutions & By-laws. This template is available on the Skate Canada Members Only website > Clubs and Schools > Clubs > Sample Club Constitution. Additional clauses may be added and these should be placed as close as possible to the appropriate By-law in the sample document.

Following is the process for review, revision and approval of a club's Constitution & By-Laws:

1. A club determines that it is time to review its Constitution & By-Laws (within the five-year prescribed time frame), or it discovers that certain parts of the documents need to be revised based on changing business practices, or a proposed change is submitted from the membership.

OR

The Section's Region Representative may remind a club that it is time to undertake the five-year review.

2. At this point, the Region Representative is available to assist and support the club, as required, through the review process.
3. Once the review has been completed and revisions identified, the Constitution & By-laws are to be forwarded to the Section representative (usually the Section Past Chair) responsible for reviewing these documents.

NOTE: Proposed revisions to a club's Constitution & By-laws **must** be reviewed by the Section representative **prior** to them being presented at the club's Annual General Meeting for approval by the membership.

4. The Section representative then checks the Constitution & By-laws, including the proposed revisions, and communicates findings to the club.
5. If there are issues with the content of the club's proposed Constitution & By-Laws or if they are not in compliance with Skate Canada By-laws, Rules and Regulations, there will be ongoing communication with the club. This will continue until all questions have been answered and/or required changes have been made.
6. Once the club's Constitution & By-laws are in order, the Section representative will advise the club that it may seek approval for the document from its membership at an AGM or Special Meeting.
7. When the club's membership has approved the Constitution & By-laws, three copies, signed and dated, are to be forwarded to the Section representative.
8. If a club determines, through a review process, that its Constitution & By-laws do not require revisions, a signed document to that effect should be forwarded to the Section representative.



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9. The Section representative will attach a signed Review Form to the Constitution & By-laws, indicating:
 - a. they are in compliance with Skate Canada's By-laws, Rules and Regulations, or;
 - b. they are not in compliance, for the reasons specified.

10. The Section Representative will then return one copy of the Constitution & By-laws to the club, forward one copy to Skate Canada, and retain one copy in the Section office.

While this process may progress quickly, it can at times take several months to complete. Clubs are urged to start the process early so that the revised Constitution & By-laws can be signed-off by the Section in time for the club's Annual General Meeting.