

Bylaws of the
Birmingham Figure Skating Club Junior Board
Created May 6, 2021

Table of Contents

Article I - Preamble	2
Section 1. Name 3	2
Section 2. Purpose	2
Article II – Membership	2
Section 1. Participation Requirements	2
Section 2. Types of Participants	2
Article III – Government	4
Section 1. Executive Committee	4
Section 2. Executive Committee Duties	4
Article IV - Election Procedures	7
Section 1. Nominations	7
Section 2. Method of Voting	8
Section 3. Ballots	8
Section 4. Results Ratified	8
Article V - Meetings	8
Section 1. Meetings	8
Section 3. Meeting Agenda	9
Article VI - Non-Election Voting	9
Section 1. Valid Voting	9
Section 2. Voting Process	9
Article VII - Bylaws	10
Section 1. Annual Review	10
Section 2. Amendments	10
Article VIII - Amendments	10

Article I - Preamble

Section 1. Name

This committee's name shall be the Birmingham Skating Club Junior Board.

Section 2. Purpose

1. To enrich and unify our youth members' lives within the Birmingham Figure Skating Club and give back to the community through various charitable functions.
2. To learn and experience the running of a nonprofit board and committee.
3. To act in accordance with the Bylaws, Rules, Regulations, Procedures, and Policies of the Birmingham Figure Skating Club.
4. Birmingham Figure Skating Club Junior Board was created many years ago to serve as an asset of the Birmingham Figure Skating Club.
5. Birmingham Figure Skating Club Junior Board will have a BFSC Board member serve as Junior Board Advisor and will report to the BFSC Board through the Junior Board Advisor.
6. Birmingham Figure Skating Club Junior Board will have corresponding BFSC Board members serve as mentors.

Article II - Membership

Section 1. Participation Requirements

1. Must be a member of the Birmingham Figure Skating Club in good standing.
2. A member who owes dues, fines, is not SafeSport compliant, etc., is not considered a member in good standing and may not attend club functions even as a guest.
3. A person who is at least 8 years old but not more than 18 years old of age by July 1st of the membership year. To serve on the Executive Committee of the BFSC Junior Board a participant must have participated ACTIVELY as a social butterfly for the club one year. See position descriptions for age requirements of each position.

Section 2. Types of Participants

1. General Participants
 - a. Junior Home Club Member
 - b. Definition
 - i. A person who meets the requirements set forth in Article II. Section 1.
 - ii. A person who is a home club member of the Birmingham Figure Skating Club
 - c. Privileges
 - i. Can vote in general elections.
 - ii. Can vote in general participant meetings.

2. Can attend all committee functions, including but not limited to executive committee meetings, general participant meetings, and functions.
 - a. Junior Associate Club Member
 - b. Definition
 - i. A person who meets the requirements set forth in Article II. Section 1.
 - ii. A person who is an associate club member of the Birmingham Figure Skating Club.
 - c. Privileges
 - i. Can vote in general elections.
 - ii. Can vote in general participant meetings.
 - iii. Can attend all committee functions.
3. BFSC Junior Board Members
 - a. Must meet the definition of a “Junior Home Club Member” in Article II. Section 2.1.a.
 - b. Must be elected by a majority vote during the general election or must be appointed by the executive committee to fill a vacancy.
 - c. Must be at least 8 years of age by general election or appointment.
4. BFSC Junior Board Replacement Members
 - a. Must meet the requirements set forth in Article II. Section 1.
 - b. Must meet the definition of any subcategory of “General Participants” in Article II Section 2.1.
 - c. Must be elected by a majority vote or must be appointed by the executive committee to fill a vacancy.
5. BFSC Junior Board Advisors
 - a. Requirements
 - i. Must be a member of the Birmingham Figure Skating Club
 1. Must complete online SafeSport Training and Background Check.
 2. Must be a member in good standing. A member who owes dues, fines, is not BFSC SafeSport compliant, etc., is not considered a member in good standing and may not attend club functions, not even as a guest.
 3. Must be appointed by the Birmingham Figure Skating Club.
 4. Must be at least 21 years of age by election date or appointment date.
 - b. Responsibilities
 - i. They oversee the day-to-day activities of the committee.
 1. Preside over all junior board meetings and functions.
 2. Provide support to the BFSC Junior Board members.
 3. Work with Junior Board Member Mentors to coordinate the supervision of Junior Board activities.

Article III - Government

Section 1. Executive Committee

1. There shall be a minimum of five executive officers of the committee: President, Vice President, Secretary, Treasurer, and Historian.
2. In a case where a position is not filled and cannot be filled for whatever reason, it is the executive committee's responsibility to fulfill the duties of that position.

Section 2. Junior Board Member Roles and Duties

As leaders, each BFSC Junior Board Member is expected to support every other BFSC Junior Board Member and the BFSC Board. All BFSC Junior Board members are expected to encourage BFSC skaters to attend club activities, pass out flyers to the LTS community and to their schools when appropriate. In addition, the Junior Board is responsible for:

1. Meeting together once a month to organize activities
2. Participating in all club events
3. Participating as hosts in Junior Board co-sponsored events
4. Volunteering at club functions, limited to but not only competitions, exhibitions, and test sessions.
5. Determine a schedule of club ice events and a list of philanthropies to correspond.
6. Creating new & fun ideas for our junior members.
7. Bulletin Board - every 2 months we will update the flyers and pictures on the large bulletin board at the rink.
8. Other duties as assigned.
9. Lack of participation in Junior Board required events without approval would result in termination of the position for the year with inability to run for another office in the Junior Board for one year. Upon return said member would only be eligible for social butterfly the first year returning. Only 4 excused absences are permitted, after that number the BFSC Board may also review the BFSC Junior Board Member's eligibility to stay on the Board.

1. President
 - a. Eligibility
 - i. High School or exceptional Middle School Student approved by the BFSC Board to run. A person who is at least 10 years old but not more than 18 years old of age by July 1st of the membership year or a rising junior high school student.
 - ii. Must be someone who has served actively on the Junior Board for at least one term.
 - iii. Must have a record in good standing.
 - b. Job Description
 - i. Along with the board sponsor, the BFSC Junior Board president creates and is responsible for the administration of the goals of the Junior Board and creates timelines and establishes a plan to execute those goals.

- ii. Meets with the Junior Board sponsor prior to the monthly Junior Board meetings once per month to report on progress and activities.
 - iii. Creates the agenda for Junior Board meetings, sends the agenda out to the rest of the Junior Board prior to the meetings, and ensures that other members of the Junior Board complete their tasks.
 - iv. Is mentored by the BFSC president.
 - c. Duties
 - i. Call and preside at all BFSC Junior Board and general participant meetings.
 - ii. Act in an advisory capacity to all members and officers.
 - iii. Be responsible to the Birmingham Figure Skating Club for the actions of the committee.
 - iv. Provide updates to the BFSC Board at monthly meetings via a report to the Junior Board Advisor who can update the BFSC Board.
 - v. To be impartial to all committee issues and act as a mediator.
 - vi. To oversee all of the BFSC Junior Board positions, approve their spending, and make sure they complete their duties.
- 2. Vice President
 - a. Eligibility
 - i. A person who is at least 10 years old but not more than 18 years old of age by July 1st of the membership year.
 - ii. Must be someone who has served actively on the Junior Board for at least one term.
 - iii. Must have a record in good standing.
 - b. Job Description
 - i. Supports the goals of the Junior Board President.
 - ii. Is mentored by the BFSC vice-president.
 - c. Duties
 - i. To perform the duties of the President in their absence.
 - ii. Support the BFSC Junior Board President.
 - iii. If no Treasurer is appointed, the Vice President will also perform those duties.
- 3. Secretary
 - a. Eligibility
 - i. A person who is at least 10 years old but not more than 18 years old of age by July 1st of the membership year.
 - ii. Must be someone who has served actively on the Junior Board for at least one term.
 - iii. Must have a record in good standing.
 - b. Job Description
 - i. Records the minutes of meetings and maintains relevant records for the Board and gathers information as necessary to plan or execute Jr. Board goals.
 - ii. Submits the minutes to the BFSC Junior Board liaison after they are approved by the Junior Board.

- iii. Is mentored by the BFSC Secretary.
 - c. Duties
 - i. To record minutes during BFSC Junior Board meetings.
 - ii. To fill out, collect, and be responsible for submitting and holding onto a copy of the attendance sheets for each event.
 - iii. To send a copy of all meeting minutes to the BFSC Junior Board Liaison.
 - iv. Work with the Birmingham Figure Skating Club's Membership Chair to maintain a birthday roster and general participant roster (event attendance sheets) and to distribute it to the executive board monthly.
 - v. Keep a roster of parents who are willing to volunteer for BFSC Junior Board events.
 - vi. If no Historian Chair is appointed, the Secretary will also perform those duties.
4. Treasurer
- a. Eligibility
 - i. A person who is at least 10 years old but not more than 18 years old of age by July 1st of the membership year
 - ii. Must be someone who has served actively on the Junior Board for at least one term.
 - iii. Must have a record in good standing.
 - b. Job Description
 - i. Maintains financial oversight of money received through fundraising efforts of the Junior Board. All income received through the BFSC Junior Board fundraising will be earmarked for further Junior Board development and opportunities.
 - ii. Is mentored by the BFSC Treasurer.
 - c. Duties
 - i. To keep account of all Junior Board funds.
 - ii. To create an annual budget and submit monthly financial statements to the BFSC Junior Board.
 - iii. To keep a file of all contracts, accounts receivable, and any other financial information.
 - iv. To inform each BFSC Junior Board member of their budget.
 - v. To present a monthly financial report to the BFSC Junior Board Liaison.
5. Historian
- a. Eligibility
 - i. A person who is at least 10 years old but not more than 18 years old of age by July 1st of the membership year or a rising junior high school student.
 - ii. Must be someone who has served actively on the Junior Board for at least one term.
 - iii. Must have a record in good standing.
 - b. Job Description
 - i. Keeps historical records for the BFSC Junior Board and works with the BFSC Marketing/Publicity Chair to update the BFSC Bulletin Board.

- ii. Is mentored by the BFSC Marketing/Publicity Chair.
 - c. Duties
 - i. Documents the year of activities and events through pictures, recordings, etc.
 - ii. Responsible for creating and maintaining a scrapbook if the BFSC Junior Board votes to have one.
 - iii. Responsible for obtaining photos and other memorabilia for the BFSC Junior Board Bulletin Board.
 - iv. Submit information to the Board for the Junior Board page of the BFSC website with current information, planned events, and pictures of events after they take place.
 - v. Submit information for all BFSC social media platforms.
- 6. Social Butterflies
 - a. Eligibility
 - i. A person who is at least 8 years old but not more than 18 years old of age by July 1st of the membership year.
 - ii. Must have a record in good standing.
 - b. Job Description
 - i. Encourage BFSC skaters to attend club activities, pass out flyers to the LTS community and their schools, and support the BFSC Junior Board in roles as assigned.
 - ii. Is mentored by the BFSC Members-at-Large.
 - c. Duties
 - i. See Job Description

Article IV - Election Procedures

Section 1. Nominations

- 1. Candidates
 - a. If interested in a position on the Junior Board, fill out the BFSC Junior Board Candidate Form <https://forms.gle/jXjD9TxmVUFqwS9T7>
 - b. Candidates can select up to three positions for which to run.
 - c. With the parent's permission, submits information to the Junior Board Advisor.
- 2. Junior Board Advisor
 - a. Reviews and forwards each candidate's information to the BFSC Board
- 3. BFSC Board
 - a. Selects up to three candidates for each position
 - b. Sends slate for Junior Board to the BFSC Junior Board Advisor to be included on the ballot.

Section 2. Method of Voting

The method described below is a form of Ranked-Choice Voting that uses instant runoff. This allows flexibility and yet resolves the voting process with just one ballot cast.

1. Each position will have up to three candidates as determined by the BFSC Board.
2. Each voter will rank the candidates in order of their preference for each position.
3. Votes cast for each position will then be counted:
 - a. The candidate with the fewest votes for that position will be eliminated for eligibility to the Executive level and will be a Social Butterfly.
 - b. The ballots that ranked that candidate in that position as #1 will then have their second choice counted.
 - c. The remaining candidate with the most votes will win that position.
 - d. If a single candidate wins two positions, they will be resolved in the order below and removed from the second position, with the next highest vote-getting candidate taking the vacated position. Resolving order:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Historian
 - vi. All Remaining Candidates will be Social Butterflies

Section 3. Ballots

The Junior Board ballots will be sent to all eligible voting members at the same time as the BFSC Annual Election via email.

Section 4. Results Ratified

Election results are only ratified after winning candidates have renewed their membership for the next membership year and are in good standing.

Article V - Meetings

Section 1. Meetings

1. BFSC Junior Board meetings will take place monthly and all board members are informed in advance of the meeting time and place.
2. The first meeting is an organizational meeting to introduce the new Junior Board and review the schedule, bylaws, and get to know each other.

3. Must have all of the Executive Committee attend to conduct any voting.
4. The Secretary will take minutes to capture status, decisions, and votes. Minutes should be sent out within 48 hours for additions or corrections.
5. The Secretary will distribute the meeting minutes of the last meeting (can be electronic)
6. Meetings will be held at least once a month.
7. Meeting times should be posted on the BFSC Junior Board Section of the BFSC Website.
8. Bylaws will be made available to each member (online is acceptable).

Section 2. Meeting Agenda

1. All meeting agendas will include:
 - a. Call to order by the President.
 - b. Attendance captured by the Secretary.
 - c. Officer Reports.
 - d. Old Business.
 - e. New Business.
 - f. Adjournment by the President.

Article VI - Non-Election Voting

Section 1. Valid Voting

1. Only members in good standing are entitled to vote.
2. It can be conducted at any regularly scheduled meeting.
3. It can be conducted at a special meeting as long as two weeks' notice is published.
4. Can be conducted online without a scheduled meeting to carry a motion if:
5. All members of the voting group vote.
6. The vote is unanimous in favor of the motion.

Section 2. Voting Process

1. Unless otherwise stipulated, a majority vote is necessary to carry a motion.
2. A member may vote Yes, No, or Abstain and may vote only once.
3. If a member votes more than once, their vote will not be counted.
4. Voting can be conducted audibly, electronic ballot or physical ballot.
5. To vote on a motion during a general meeting:
 - a. Voting will be publicly submitted unless the majority of the executive junior board asks for an anonymous vote.
 - b. The President and an Advisor will take count of the votes.

6. To vote on a motion during an executive committee meeting, all board members (including chair positions) will publicly submit their vote, and the President and an Advisor will take count of the votes.
7. An executive member may vote Yes, No, or Abstain unless otherwise stipulated, and they may only vote once.
8. If a board member changes their vote before all votes have been cast, their vote will still be counted.
9. The Secretary shall capture all voting results in the meeting minutes.
 - a. If a valid vote occurs outside a meeting, then the secretary shall capture the results in the minutes of the next scheduled meeting.

Article VII – Bylaws

Section 1. Annual Review

1. Each year the Birmingham Figure Skating Club Board of Directors shall review existing bylaws and Amendments made by the BFSC Junior Board Committee.
2. The BFSC Board of Directors shall vote on each amendment to:
 - a. Modify the bylaws to incorporate the amendment.
 - b. Leave as an amendment.
 - c. Remove from the bylaws.

Section 2. Amendments

1. Suggestions for changing or amending the bylaws can be submitted any time during the year by any junior member to the Junior Board Advisor.
2. Junior Board Advisor will present proposed revisions to the BFSC Board.
3. Bylaw Amendments can be presented at any general participant meeting.
 - a. Proposed amendments must be published 21 days before the general meeting.
 - b. Discussions will be limited to two minutes per person.
4. Amendments will be accepted with a 2/3rds majority vote in favor and approval by the BFSC Board.

Article VIII - Amendments intentionally blank - can be added per Article VII, Section 2.