

**Bylaws of the
Birmingham Figure Skating Club Junior Board
As of September 10, 2023**

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Article I - Preamble

Section 1. Name

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

Section 2. Purpose

1. To enrich and engage 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 organization.
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 will have a BFSC Board member serve as Junior Board Advisor

Article II - Membership

Section 1. Participation Requirements

1. Must be a member of the Birmingham Figure Skating Club in good standing. "Good standing" is defined as such: 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.
2. A person who is at least 12 years old but not more than 18 years old by July 1st of the membership year. To serve on the Executive Committee of the BFSC Junior Board a participant must have participated actively for the club one year. See position descriptions for age requirements of each position. "Actively" is defined as such: having been present at at least three past Junior Board meetings and club ice events.

Section 2. Types of Participants

1. General Participants
 - a. Definition
 - A person who meets the requirements set forth in Article II Section 1.
 - b. Rights
 - Can vote in general elections

- Can vote in general participant meetings
- Can attend all general Junior Board meetings and events
- 2. Junior Board Members at Large
 - a. Definition
 - A person who meets the requirements set forth in Article II Section 1.
 - Must be elected during a general election or appointed by the executive committee to fill a vacancy
 - b. Rights
 - Can vote in all elections
 - Can vote in all Junior Board meetings
 - Can attend all Junior Board meetings and events
- 3. BFSC Junior Board Advisor
 - a. Requirements
 - Must be a member of the BFSC
 - Must complete online SafeSport Training and Background Check
 - Must be a member in good standing
 - Must be appointed by the BFSC Board of Directors
 - Must be at least 21 years old by appointment date
 - b. Responsibilities
 - Oversee the activities of the Junior Board
 - Attend all Junior Board meetings and events
 - Provide support to the BFSC Junior Board members
 - Work with BFSC Board of Directors 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 Members' Roles and Responsibilities

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. In addition, the Junior Board is responsible for:

1. Meeting together once a month for at least 8 months of the season to organize activities
2. Participating in all club events
3. Participating as hosts in Junior Board events
4. Volunteering at club functions, including competitions, exhibitions, and test sessions
5. Determining a schedule of club ice events and a list of philanthropies to correspond
6. Attending all meetings and events. Unexcused absences at Junior Board meetings and events are highly discouraged; communication of absence to the rest of the Junior Board is expected in advance.

1. President

- a. Eligibility

- High School or exceptional 8th grade student. A person who is at least 13 years old but not more than 18 years old by July 1st of the membership year.
- Must be someone who has served actively on the Junior Board executive committee for at least one term
- Must have a record in good standing

- b. Job description

- The 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. They also communicate this information to the Junior Board advisor.
- 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.

- c. Responsibilities

- Call and preside at all BFSC Junior Board and general participant meetings.
- Act in an advisory capacity to all members and officers.
- Be responsible to the Birmingham Figure Skating Club for the actions of the Junior Board.
- Provide updates to the BFSC Board via an emailed report to the BFSC Board of Directors Executive Committee and Junior Board advisor.
- To be impartial to all committee issues and act as a mediator.

- To oversee all of the BFSC Junior Board positions, approve their spending, and make sure they complete their responsibilities.

2. Vice President

a. Eligibility

- A person who is at least 12 years old but not more than 18 years old by July 1st of the membership year.
- Must be someone who has served actively on the Junior Board for at least one term
- Must have a record in good standing

b. Job Description

- Supports the goals of the Junior Board President

c. Responsibilities

- To perform the responsibilities of the President in their absence.
- Support the BFSC Junior Board President.
- Acts as social media manager by creating graphic content and announcements and sending them to the BFSC Communication Committee.
- If no Treasurer is appointed, the Vice President will also perform those responsibilities.

3. Secretary

a. Eligibility

- A person who is at least 12 years old but not more than 18 years old by July 1st of the membership year.
- Must be someone who has served actively on the Junior Board for at least one term
- Must have a record in good standing

b. Job Description

- Records the minutes of meetings and maintains relevant records for the Junior Board and gathers information as necessary to plan or execute Junior Board goals.

c. Responsibilities

- To record minutes during Junior Board meetings. "Minutes" are defined as a record of the length of the meeting, attendance record, and action items/decisions made.
- To send a copy of all meeting minutes to the BFSC Junior Board to be approved within 48 hours after each meeting.
- To fill out, collect, and be responsible for submitting and holding onto a copy of the attendance sheets for each event hosted by the Junior Board.

- If no Historian is appointed, the Secretary will also perform those responsibilities.

4. Treasurer

a. Eligibility

- A person who is at least 12 years old but not more than 18 years old by July 1st of the membership year.
- Must be someone who has served actively on the Junior Board for at least one term
- Must have a record in good standing

b. Job Description

- 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.

c. Responsibilities

- To keep account of all Junior Board funds.
- To keep a file of all contracts, accounts receivable, receipts from stores, and any other financial information.
- To communicate with the BFSC Board of Directors Treasurer and obtain an annual budget.

5. Historian

a. Eligibility

- Up to two people who are at least 12 years old but not more than 18 years old by July 1st of the membership year.
- Must have a record in good standing

b. Job Description

- Record events photographically for the Junior Board.
- Update the Junior Board's bulletin board every two months.

c. Responsibilities

- Documents the year of activities and events through pictures, recordings, etc.
- Obtains photos and other memorabilia for the Junior Board's bulletin board and the annual banquet's slideshow.
- 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.

6. Members at Large

a. Eligibility

- A person who is at least 12 years old but not more than 18 years old by July 1st of the membership year.

- Must have a record in good standing
- b. Job Description
 - Encourage BFSC skaters to attend club activities and support the BFSC Junior Board in roles as assigned.
- c. Responsibilities
 - Attend all BFSC Junior Board meetings (excused absences permitted) for purposes of contributing to conversation and observing regular operations.
 - See Job Description

Article IV - Elections and Procedures

Section 1. General Information and Expectations

1. Elections are to take place in August of each season, followed by a first official meeting in September.
2. Elections are to be held in a formal, in-person meeting.
3. Candidates may run for as many positions as they choose.
4. Candidates must arrive prepared with a platform for each position they are running for: short talking points explaining why they would be fit for that position.
 - Consider including in your speech: why you want to hold the position, how long you have been a part of the Junior Board and/or BFSC, any leadership roles you've held in other capacities, how you plan to execute this position successfully, etc.
 - Speeches should be no longer than 30 seconds long
5. At least one member of the BFSC Board of Directors must be present to mediate.

Section 2. Election Procedure

1. Voting will take place one position at a time. The order is as follows:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Historian
2. Candidates will present their platforms in a 30-second speech.

3. All candidates will be asked to leave the room for the remaining participants to deliberate. Deliberation should be kept to voicing only legitimate objections and concerns. Objections should only pertain to actions and behavior exhibited while representing the BFSC and should NOT be personal. Any rude or unnecessary comments will not be tolerated. A BFSC Board of Directors member should ensure that an equal amount of time and discussion is spent on each candidate, no more than three minutes shall be spent on each candidate.
4. After deliberation, voting will occur. A simple majority must be met. If a majority is not met the first time, the top candidates will participate in a runoff. We will vote by raising hands with eyes closed, as this is the most efficient and accountable method. The only people who will see votes are the Junior Board Advisor and other BFSC Board of Directors members who shall be unbiased.
5. This process will be repeated until all positions have been filled. Remaining candidates will serve on the Junior Board as Members at Large. Once elections are over, every member of the Junior Board is expected to serve in the position they were elected for or actively as Members at Large.

Article V - Meetings

Section 1. Meetings

1. BFSC Junior Board meetings will take place monthly (refer to Article III Section 2 Number 1) and all board members shall be 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. This should take place during the month of September
3. The Secretary will take minutes to capture status, decisions, votes, attendance, etc. Minutes should be sent out within 48 hours after a meeting for additions or corrections.
4. Meetings will be held at least eight times per season
5. Meeting times shall be decided at the end of each previous meeting and sent to Junior Board Advisor to be sent through entryeeze and email. This makes the meetings accessible for all who are interested in participating.
6. Bylaws will be made available to each member of the Junior Board.

Section 2. Meeting Agenda

Meeting agendas will include:

1. Call to order by the President and approval of the prior meeting's minutes
2. Attendance captured by the Secretary
3. Officer reports (completed action items)
4. Old Business
5. New Business - Set next meeting date
6. Open Forum
7. Adjournment by the President.

Article VI - Non-Election Voting

Section 1. Valid Voting

1. Only members in good standing are entitled to vote.
2. Voting can be conducted at any regularly scheduled meeting
3. Voting can be conducted online without a scheduled meeting to carry a motion if:
 - All members of the voting group cast a vote
 - 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, by show of hands, by electronic ballot or by physical ballot.
5. To vote on a motion during a general meeting:
 - Voting will be publicly submitted unless the majority of the executive junior board asks for an anonymous vote.
 - 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.
 - 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 any Amendments suggested by the BFSC Junior Board.
2. The BFSC Board of Directors shall vote on each amendment to:
 - Leave as an amendment
 - Modify a bylaw
 - Remove a bylaw

Section 2. Amendments

1. Suggestions for changing or amending the bylaws can be submitted any time during the year by any Junior Board member to the rest of the Junior Board and then the BFSC Board of Directors Executive Committee.
2. Bylaw amendments can be presented at any Junior Board meeting
3. Amendments will be accepted with a $\frac{2}{3}$ majority vote in favor by both the Junior Board and BFSC Board of Directors

Article VIII - Amendments

Intentionally blank - can be added per Article VII, Section 2.