

Kansas City Figure Skating Club Operating Guidelines

1. **Order of Business.** At stated and special meetings, the following order of business:
 - a. Roll Call
 - b. Reading of the minutes of the previous meeting
 - c. Treasurer's report (including year-to-date budget and profit/loss statements)
 - d. Report of Committees
 - e. Unfinished business
 - f. New Business
 - g. Adjournment

2. **Order of motions.** When a question is before the meeting, no motion shall be entertained except:
 - (i) To adjourn
 - (ii) To lay on the table
 - (iii) The previous questions
 - (iv) To postpone
 - (v) To commit
 - (vi) To amend
 - a. Which several motions shall have precedence in the order above given, and the first three shall be decided without debate.
 - b. Yeas and Nays. If any two members shall request, the yeas and nays shall be called upon any questions, whereupon each member present shall vote as his name is called, without debate, unless excused from voting by the minutes, and the vote to be taken shall be recorded in the minutes.
 - c. To Reconsider. A motion to reconsider must be made by a member who voted with the majority, and at the same or succeeding meeting.
 - d. Majority Vote. Except as otherwise provided, all questions shall be determined by a majority vote. The President may vote only in case of a tie, except when the yeas and nays are ordered, in which case he shall vote when his name is called. If the result is a tie, the motion shall be declared lost.

3. **Club Meetings.** The general membership meeting – will cover the following topics:
 - a. Meeting Minutes – both general membership (for vote and approval) and board of directors (previous meeting only- no vote required)
 - b. Treasurer's Report – covering fiscal year to date
 - c. Proposed Budget / Profit/Loss statement – shows prior year actual profit & loss statement, and proposed budget for current fiscal year. Budget must be voted and approved by the general membership, in accordance with voting rules
 - d. Old Business
 - e. New Business
 - f. Adjournment

4. **Treasury Limits.** The treasurer shall be permitted to write checks and issue refunds up to \$500 without Board approval. Any amount greater than \$500 requires Board approval prior to payment being made.

Kansas City Figure Skating Club Operating Guidelines

5. **Classes of Membership.** The Club shall have such classes of membership as are established by the Board of Directors.
- a. **Introductory** – First year membership for Basic Skills skaters (under 18) and parent(s). At least one parent is required to join the club and member parents have voting privileges. One subscription to Skating magazine is included. The Introductory membership is only available for the first year of club membership.
 - b. **Family** – One skating member and parent(s). Both parents are required to join the club, with the exception of a single parent household or guardianship. Member parents/guardians have voting privileges. One subscription to Skating magazine is included. Other skaters within the family (beyond 1st skater and parents) join as additional skaters.
 - i. Junior Members are those who are under the age of eighteen (18) years. They shall have all privileges except that of voting or holding office
 - c. **Individual** – This membership is for adult skaters (18 and over). This membership has voting privileges and one subscription to Skating magazine is included.
 - d. **Patron** – A non-skating member with voting privileges and a subscription to Skating magazine. This membership does not include Club Ice privileges.
 - e. **Non-Home Club** – Skaters holding Home Club membership in a U.S. Figure Skating Club other than KCFSC. No voting privileges, subscriptions or stipends are included. This membership includes Club Ice privileges.
 - f. **Collegiate** – This membership is for skaters 18 & over that are in college or will be starting college in the fall. This is a four (4) year membership. This type of membership can only be used once in the lifetime of a skater. This membership has voting privileges and a four-year subscription to Skating Magazine.
 - g. **U.S. Figure Skating Official** – Judge, Accountant, Technical Controller, Technical Specialist or other USFS Official designating KCFSC as their Home Club. This membership has voting privileges and one subscription to Skating magazine.
 - h. **Honorary/Lifetime** – Members elected by the Board of Directors in recognition of exemplary service to the club or competitive accomplishment in the name of the club. Honorary Membership is granted for life, but members will be asked to register annually for record keeping purposes. They will be exempt from annual dues, but in all respects are entitled to the rights and privileges of full membership and are subject to the Club bylaws.
 - i. **Professional** – This membership includes voting privileges and subscription to Skating magazine. This membership type allows for teaching on Club Ice after receiving approval from the KCFSC Board of Directors. This membership shall have all privileges except that of holding office on the Board of Directors. One Professional Member may be elected to the Board of Directors.
 - j. **Professional Non-Home Club** – This membership is for professionals whose primary club is other than KCFSC. Voting privileges and subscription to Skating magazine are not included. This membership type allows for teaching on KCFSC Club Ice after receiving approval from the KCFSC Board of Directors.
 - k. **Basic Skills Professional** – This membership includes voting privileges and subscription to Skating magazine. This membership cannot teach on Club ice.

Kansas City Figure Skating Club

Operating Guidelines

1. **Basic Skills Professional Non-Home Club** – This membership is for Basic Skills professionals whose primary club is other than KCFSC. Voting privileges and subscription to Skating magazine are not included. This membership type cannot teach on KCFSC Club Ice.
6. **Prospective Guests.** A prospective member may make arrangements to skate one (1) club session at a current walk-on fee. The prospective member must sign a waiver and release of liability form prior to taking the ice.
7. **Guests.** A visiting skater for an out-of-town USFSA member club or a USFSA Individual Member may make arrangements to skate on one (1) club session at the current walk-on fee. The guest must sign a waiver and release of liability form prior to taking the ice.
8. **Conflict Resolution Policy.** A review panel will be formed of a person or a small group of objective, uninvolved people. The review panel will perform the tasks of gathering information and then ultimately seeing the resolution through with the involved parties.

The following five-step process will be used to resolve the conflict. If at the end of the five steps the issue has not adequately been put to rest, the troubleshooting phase will be followed and attempt the process again before considering the issue “unresolved” and in need of mediation.

Step 1: Clarify the conflict. “What’s the problem?”

- What is the conflict?
- What are the issues involved in the conflict?
- Who are the people involved in the conflict?
- When did the conflict arise and how long has it existed?
- Is the conflict real, accurate or exaggerated?
- How important is it to solve the conflict?
- What would happen if the conflict is not resolved?

Step 2: Interview the parties involved. “What’s your side of the story?”

- Formally gather information from those involved.
- Keep emotions calm and focus on the issues.
- What do the parties involved want to see happen?
- What is best for the club?
- What would the board like to see happen?
- Summarize these findings in a detailed report.

Step 3: Identify the solutions. “What are the alternatives?”

- Identify several possible solutions to the problem.
- Come up with ways to implement the solutions.
- What are the outcomes of each solution?
- Resolve the conflict collaboratively rather than adversarial.
- Narrow the solutions and come up with the top priority resolution.

Kansas City Figure Skating Club Operating Guidelines

Step 4: Select the appropriate solution. “Here’s what we are going to do.”

- Determine the best solutions for all involved.
- Allow parties to examine the top resolutions.
- Educate parties and get agreement to participate in the process.
- Bring parties together and narrow the solution to a jointly agreed upon and owned solution.
- Get parties to commit to implement the resolution and set a specific date to meet and review the resolution.

Step 5: Follow through and evaluate the solution. “How did the process and the resolution work?”

- Create a written report to document all that transpired throughout the process.
- File the report and keep on file for a period of 10 years.
- Have a follow-up meeting with all involved to touch base and make certain the conflict has been resolved.
- Celebrate and let parties know that they have collaboratively worked through a problem and the solution or action taken allows the Board to focus its attention to fulfilling its mission.

Step 6: We have an impasse and no resolution was reached. “Now what are we going to do?”

Troubleshooting:

- Determine that you have the right “objective” people involved in the resolution process.
- Go back to the beginning and attempt to work through the process again. In other words, be sure that the people mediating are not part of the problem. Also, be sure that all the people involved in the conflict are interviewed and part of the process.
- Seek the advice of the membership liaison in your area.
- As a last resort, consult the U.S. Figure Skating Grievance Committee chair.