

# Mid-West Figure Skating Council

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## Operating Guidelines

Modified 8/19/2012

1. Admission of New Member Clubs can be by invitation or by request. A copy of the MWFSC Bylaws, Operating Guidelines and an Application for Membership is available on-line at [www.mwfsc.org](http://www.mwfsc.org) to any potential new club. The Application for Membership will request information about the club, the name, address, email and telephone number of the (3) three club representatives (directors) that will be representing their club and require signatures of the directors and club president agreeing their club will abide by the MWFSC Bylaws and Operating Guidelines. Upon the Council receiving the signed and completed application, the application will be reviewed and voted on at the next scheduled meeting. If necessary, a special meeting can be called. Admission will require a majority vote of the MWFSC Board. Membership fee for the new Member Club will be \$300. Plus current annual dues divided by 12 x the number of months left in the fiscal year and month of admission.
2. Any disbursement made under \$50. from any MWFSC funds must be approved by the Council President. Any disbursement over \$50. must be approved by a majority of the Board. Paid receipts must be presented to be reimbursed for an approved expense. All disbursements from the Council's funds must have proper documentation to verify the payment. Receipts and documentation for all disbursements from MWFSC funds will be kept by the Treasurer in an organized manner and available for review or audit upon request. The Council President, Vice President, Secretary and Treasurer will have the authority to sign checks. All payments will be paid by the Treasurer unless unavailable, then the President, Vice President or Secretary will be allowed to make the payment.
3. Commerce Bank has been selected by the Board as the official bank for MWFSC. If another financial institution is needed or requested, a majority of the Board must approve. All deposits must be made in a timely manner. If a deposit is made by someone other than the treasurer, a deposit receipt and documentation must be given to the treasurer as soon as possible. All deposit receipts and documentation must be kept by the Treasurer in an organized manner and be available for review or audit upon request.
4. The amount of Annual Dues will be decided and approved by a majority of the MWFSC Board at the final meeting of the fiscal year. The Treasurer will then bill the Member Clubs for the yearly dues that are payable on July 1<sup>st</sup> of each year and delinquent on September 1<sup>st</sup>. If dues are delinquent by any Member Club, the delinquent club will not be involved in any of the Council's

activities and be considered not in "Good Standing" until payment is received. Annual dues for the year 2010-2011 year dues will be \$100. per Club.

5. If in the event of the MWFSC dissolution, all assets and liabilities will be listed, documented, approved and signed by all the Board Members. Any physical, non-liquid asset will be assigned a fair market value by the Board. The net worth will then be divided equally among Member Clubs that are current in their MWFSC dues and 501(c) 3 approved. If the liabilities exceed the assets, amounts owed will be divided equally among member clubs for payment. It will be the responsibility of the President and Treasurer to finalize all the payments and distribution. Each Director will be required to sign the listing upon distribution.
6. All legal, organizational and renewal documents/records including a copy of financial statements will be kept in the possession of the Secretary and passed to the newly elected Secretary. All financial records, including tax returns will be kept in the possession of the treasurer and be passed to newly elected treasurer.
7. If the MWFSC wants to host an event or activity, a feasibility evaluation will be made. If the evaluation is deemed positive then a projected budget must be made by a committee selected by the Board. The Event or Activity must then be approved by the majority of the Board. Any application or paper work needed to host the event will be done by the President and Secretary. An Organizational Committee will then be selected to determine what and how many sub-committees will be needed. The Council will retain 25% of the net profit until the Council has reached any legal limit as determined by current IRS Non-Profit regulations with the balance distributed to Member Clubs in "Good Standing" by the Clubs % of participation. The Directors reserve the right to change the profit distribution for any Regional, Sectional or National events they may host.
8. Committees will be selected by the Board by a voting majority.
9. MWFSC Officers will be nominated by the Board members and voted on by secret ballot. Non-nominated Board members will count the votes with the nominated members not present.
10. MWFSC web site will contain information on up-coming events, individual club info and any Member Club happenings or awards. MWFSC website will set-up individual links to Member Club websites. Member Clubs are to also set-up a link to the MWFSC website.
11. Skaters of Council member clubs will not be charged an additional fee to test on other Council member test sessions.
12. The Council agrees that any USFSA Rules will pre-empt all Operating Guidelines.
13. The Operating guidelines will be reviewed annually and any change, if any, will require the majority vote of the MWFSC Board members