

**OPERATING GUIDELINES
OF
MID-WEST FIGURE SKATING COUNCIL**

Modified 3/27/2021

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.net 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) who will be representing their club and require signatures of the club representatives 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 by an Officer of the Council or Committee Chair. 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. It is suggested that each Member Club be limited to no more than one professional member and no more than one official member of USFS to serve as Directors. A list of Directors will be presented from each Member Club and approved by the Council in May of each year to serve the following fiscal year.

3. The Board shall select two (2) Nominating Coordinators to facilitate the survey of interest for officer positions from all Directors for the upcoming year. The purpose of the Nominating Coordinators is to develop a finalized slate or ballot to be presented to the Council at the annual meeting in June for vote. Elections will be held to fill the Officer positions every year. If the election of Officers shall not be held at such annual meeting, such election shall be held as soon as convenient thereafter.
 - (i) All possible nominees for Officers shall be contacted by a member of the Nominating Coordinators to confirm interest in the position;
 - (ii) The Nominating Coordinators will recommend nominees for the slate of Officers. The list of nominees may exceed the number of open positions;
 - (iii) If necessary, the Nominating Coordinators may recommend to fill an Officer position with a qualified Director who does not have the prerequisite year Board experience;
 - (iv) A final slate or ballot of nominees for Officers, with a summary of qualifications (written by the nominee), will be presented to the Board of Directors no later than one (1) week prior to the stated annual meeting of the Council. No action is necessary upon presentation.
 - (v) Voting will occur by electronic ballot and must be administered in a manner which provides vote content anonymity and ensures that one (1) ballot is submitted by each eligible Director. If only one (1) person is presented for each position, then a slate will be presented for vote. If the slate is not approved, then the President will appoint two (2) new Nominating Coordinators to create a new slate based on the previous interest survey and present the new slate to the new Board of Directors for vote in July.
 - (vi) A quorum of votes must be collected and counted by the Nominating Coordinators, and the majority of those votes for each Officer position shall determine the outcome.

4. Any disbursement made under \$50 (fifty dollars) from any MWFSC funds must be approved by the Council President. Any disbursement over \$50 (fifty dollars) must be approved by a majority of the Board. Paid receipts must be presented for reimbursement of 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.
5. Citizens 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 the change. 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.
6. 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 1st of each year and delinquent on September 1st. 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 2020-2021 year dues will be \$100 per Club.
7. 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 Council President and Treasurer to finalize all the payments and distribution. Each Director will be required to sign the listing upon distribution.
8. 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 the newly elected treasurer. Electronic copies of all documents will also be stored on the MWFSC Google Drive.
9. The Council's Principle Office must remain an address in the State of Missouri since the filing of the Annual Report is with the Secretary of State in Missouri.
10. 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 created by a committee selected by the Board. The Event or Activity must then be approved by the majority vote of the Board. Any application or paperwork needed to host the event will be completed by the President and Secretary. An organizational committee will then be selected to determine 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 equally to Member Clubs in "Good Standing". The Directors reserve the right to change the profit distribution for any Regional, Sectional or National events they may host.