

AMENDED BY-LAWS OF THE  
PACIFIC NORTHWEST INTERCLUB ASSOCIATION  
(a Non-Profit Organization)

ARTICLE I NAME

The name of this organization shall be “Pacific Northwest Interclub Association”. For all purposes this name may be abbreviated to read “PNIC”.

ARTICLE II PURPOSE

PNIC is organized and operated exclusively as a qualified amateur sports organization, within the meaning of 501c(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, for the principal purpose of fostering amateur figure skating on ice for national and international competitions and to support and develop amateur athletes for those competitions. In order to do so, PNIC has been organized to exist as an Interclub member of U.S. Figure Skating and, therefore, seeks to assist in carrying out the objects and purposes of U.S. Figure Skating in accordance with the provisions of the U.S. Figure Skating Bylaws and Official Rules. PNIC shall maintain its membership in U.S. Figure Skating and conduct its affairs in a manner consistent with the Bylaws, Official Rules, policies and procedures of U.S. Figure Skating.

PNIC objectives are:

- (a) to support the mission of the U.S. Figure Skating (USFS) by providing programs to encourage participation and achievement in the sport of figure skating on ice in the Northwest Pacific Region.
- (b) to provide a forum for the exchange of information among the several member clubs for their mutual and benefit and for the furtherance of the objectives of PNIC set forth in this article.
- (c) to provide a forum for the purpose of undertaking cooperative activities which may include, but are not limited to, sponsoring tests, competitions, exhibitions and to disseminate information concerning skating.

ARTICLE III MEMBERSHIP

Section 1. The membership of PNIC shall be open to all USFS Member Clubs located in the Northwest Pacific Region.

- (a) PNIC Member Clubs granted inactive status by the USFS Membership Committee will be designated as an inactive member of PNIC until such time as they again become a USFS regular Member Club or until they lose USFS membership.
- (b) PNIC Member Clubs must abide by the USFS Rules regarding eligibility to compete in the National Qualifying Series (NQS) representing NWP Clubs.
- (c) PNIC Member Clubs not currently in compliance will need to provide a copy of their Club by-laws incorporating this policy by the next regularly scheduled meeting or be removed from PNIC membership.

## Section 2. Membership Fees

Dues for all classes of membership shall be determined by the Board of Directors in April immediately preceding the membership year and communicated to Club Presidents no later than June 1 of each year. To maintain membership, clubs will need to pay the fee and provide the current list of delegates no later than August 1 of each year.

## Section 3. Membership may be terminated:

- (a) By resignation, upon delivery of a letter of resignation to the PNIC and the acceptance thereof by the Board, and upon payment of all dues then due and payable. The Club resigning shall forfeit all rights and claims of every nature whatsoever in or against the PNIC, its property, funds, and officers.
- (b) For non-payment of dues or assessments within one (1) month of notice of indebtedness. A Member Club dropped from membership for non-payment of all dues or other indebtedness may upon payment of same within the current fiscal year, at the discretion of the Board, be reinstated to full membership.
- (c) A loss of USFS membership.
- (d) Lack of Member Club representation at two (2) or more scheduled meetings throughout the year.

## ARTICLE IV GOVERNMENT

Section 1. The government of the PNIC shall be vested in a Membership consisting of three (3) delegates appointed by each Member Club with one (1) member being the president of the club. Each delegate is entitled to one (1) vote which may be cast by the delegate present or by written proxy.

Section 2. The members shall elect officers annually from among themselves, in accordance with Article VII and VIII, to manage the affairs of the PNIC in accordance with Article VIX.

Section 3. An affirmative vote of the majority of the quorum of membership shall be required to pass any issue brought before the council.

Section 4. The PNIC is based on the principle of the sovereignty of all its Member Clubs and nothing in these By-Laws shall be interpreted to:

- (a) Authorize the PNIC to intervene in matters pertaining to the internal affairs of its Member Clubs.
- (b) Surrogate their rights as set forth in the USFS Official Rulebook.

Section 5. For the purpose of accounting and alignment with USFS, the fiscal year of the PNIC shall begin July 1<sup>st</sup> of each year and end on June 30<sup>th</sup> of the following year.

Section 6. The Board shall not make a grant, gift, or donation to any one organization or individual within a one-year period which exceeds ten (10) percent of the current assets of PNIC.

## ARTICLE V MEMBERS

Section 1. Members must be registered as eligible or reinstated USFS members in accordance with the USFS Rulebook and must be eighteen (18) years of age or older.

Section 2. Each Member shall represent only one PNIC Club to which they are a member in good standing. All PNIC elected officers will also be considered a member representing their respective Member Club.

Section 3. It shall be the obligation of each Member Club to register with the Secretary of the PNIC the name, address, email address, and telephone number of each of their members and any changes that may occur from time to time. The President of each Member Club defaults automatically as one of the members.

## ARTICLE VI GOVERNANCE

Section 1. The PNIC shall be governed by the elected officers, as addressed in Article VII and elected by the club membership delegates per Article VIII. It is the officers' fiduciary duty to handle the affairs of the organization and report to the members updates on all activities and financials at the scheduled quarterly meetings.

## ARTICLE VII OFFICERS

Section 1. The elected officers of the PNIC shall be President, Vice-President, Secretary, and Treasurer, and Member-at-Large (max of 3) representing a Member club. They shall be elected from the current list of delegated club members or any member in good standing with a Member Club, to the PNIC; however, the President and Vice-President must be a member from a different Member Clubs and no club will have more than two members on the Board. The officers shall have the same qualifications as a member (Article V).

Section 2. Officers and Members-at-Large shall be elected for terms of one (1) year and shall hold office until their terms expire or until their successors are elected. Officers shall take office at the conclusion of the skating season, June 30.

Section 3. An office and/or member-at-large shall be immediately vacated

- (a) If the officer is convicted of a criminal offense
- (b) If the officer in writing resigns his/her office
- (c) If the officer is no longer a home-club member of a PNIC Member Club
- (d) If the officer is no longer a member in good standing with USFS
- (e) If the officer refuses to act or abdicates the performance of his/her responsibilities.

Section 4. Any officer and member-at large can be removed by the Board whenever in its judgment the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. The election or appointment of an officer shall not in itself create contract rights.

## ARTICLE VIII NOMINATION, ELECTION AND VACANCIES

Section 1. At the winter meeting, the President with the approval of the board shall appoint a Nomination Committee to consist of two-three (2-3) delegates from Member Clubs and designate the Chair thereof.

Section 2. At least thirty (30) days prior to the Spring Conference Call the Nominating Committee shall solicit from the current list of delegates and Presidents/Secretaries of Member Clubs names of persons to be nominated and who are willing to serve as President, Vice-President, Secretary, Treasurer, and Member-at-Large for the ensuing year (Article VI, Section 2). The Secretary shall notify via email all delegates and the President/Secretary of each Member Club no later than ten (10) days prior to the Spring Meeting the list of nominees selected by the Nominating Committee for their consideration.

Section 3. The election of officers shall take place via email in late May or early June. The Secretary will send out the voting email notification provided by the nomination committee to all delegates as bcc and cc the nomination committee members. All responses will be made directly to ONLY the nomination committee members. The voting time will be open for a period of 5-7 days. Write-in candidates are allowed.

Section 4. The ballots will be tabulated by the nomination committee with a report provided to the Secretary of the number of delegates voting and total votes cast for each open position. The nomination committee will provide the results of the election to the President and Secretary. Results will be announced via email within 3-4 days of the close of elections.

Section 5. In the event of a tie for an office, the Secretary shall send out a second email notice for voting to determine who shall be elected to this office. Only those names involved in the tie vote shall appear on this email.

Section 6. In the event that no nominations are received, and the current board agrees to continue in their respective positions, no formal election will be held. All delegates will be notified and have 10 days to either concur or object via email.

## ARTICLE IX DUTIES OF OFFICERS

Section 1. The President shall preside at meetings of the Board. With approval of the Board, the President shall supervise and manage the affairs of the PNIC, appoint and remove all committees and the chair thereof when not otherwise specified in these By-Laws; shall pass upon all questions of order, and shall be governed by Robert's Rules of Order (most current revision) in deciding questions not provided for herein. President with any other officer shall sign all agreements and contracts made by the PNIC, upon approval of the Board.

Section 2. The Vice-President shall perform the duties of the President in the absence or disability of the President. The Vice-President will be responsible for the updates to the PNIC website and working with the webmaster to make sure that updates are done in a timely manner.

Section 3. The Secretary shall issue all notices, record and maintain minutes of all meetings.

Section 4. The Treasurer shall have charge of the funds of the PNIC. The Treasurer shall keep an accurate account of all financial affairs and transactions of the PNIC, shall have custody of all moneys and properties of the PNIC and with the approval of the other officers shall select a

depository for such moneys; shall collect all dues and assessments; shall notify all delinquent Member Clubs in accordance with Article III, Section 3(b); and shall pay all proper and approved bills and debts of the PNIC, keeping proper vouchers thereof. All withdrawal of money shall require one signature and be approved by the Officers of the Board. At each regular meeting of the Board, the Treasurer shall render a written report of the finances of the PNIC. At the expiration of the term of office, the Treasurer shall deliver to their successor all papers, books and records as well as all funds and accounts pertaining to the office.

The President, with the approval of the Board, may designate from time to time any member of the Board to handle special funds of the PNIC, such as those for competitions, special events, etc. and such member shall make a complete report to the Treasurer or notify the Treasurer of any loss.

## ARTICLE X MEETINGS

Section 1. PNIC shall meet regularly four (4) times each year; Fall, Winter, Spring, and Summer, the date and place for each meeting to be decided at the previous meeting. The meetings as far as possible shall be scheduled as follows: Fall Meeting in September/October; Winter Meeting in January; Spring Meeting in April/May; and Summer Meeting in July/August. All meetings will be done as a conference call.

Section 2. Written notice of meetings with the minutes of the previous meeting shall be emailed to all registered delegates of the Member Clubs no less than five (5) days before the date of the meeting.

Section 3. Special Meetings of the may be held at such time and place as the President shall designate upon their motion or upon written request of the delegates of any two (2) Member Clubs. Notice of such meetings shall be emailed to each delegate at least ten (10) days before such meeting and shall state the business to be considered. No business shall be conducted at a Special Meeting except that of which notice was given.

Section 4. At all meetings of the PNIC, delegates or alternate delegates, representing at least one third of the member clubs of the PNIC in good standing, as specified in Article III and Article V, shall constitute a quorum. In the absence of a quorum, the meeting shall be postponed until a quorum is present.

Section 5. All meetings shall be conducted in accordance with Robert's Rules of Order (Revised).

## ARTICLE XI DUES AND ASSESSMENTS

Section 1. Dues for the ensuing year shall be determined by the Board at the Spring Meeting.

Section 2. Special Assessments may be made from time to time as voted by the majority of the total voting power of the Board, provided notice of such assessments was in the call of the meeting. Each Member Club shall be assessed an equal amount.

Section 3. New Member Clubs shall be required to pay a \$25.00 initiation fee, provide a delegate form, and copy of Club by-laws before being entitled to the rights and privileges of a Member Club.

Section 4. All initiation fees, annual membership dues and any special assessments levied by the Board shall become PNIC property upon receipt by PNIC.

#### ARTICLE XII LIABILITY

No member Club shall be liable for any obligation incurred by the PNIC or incurred by any other Member Club, except for annual dues or special assessments as are provided for in the By-Laws. Neither the officers of the PNIC nor the delegations to the Board shall have any personal liability to the PNIC or to a Member Club, for any action taken pursuant to the authority vested in them by the By-Laws of the PNIC, except in respect of any criminal action or proceeding as to which a person shall have been adjudged to be guilty or any civil action as to which a person shall have been adjudged to be liable for negligence or misconduct in the performance of their duty to PNIC.

#### ARTICLE XIII AMENDMENT OF BY-LAWS

Amendment of these By-Laws may be acted upon at any meeting of the PNIC or via email vote. An affirmative vote of two-thirds (2/3) of the voting quorum shall be required to amend these By-Laws. The text of the proposed amendment shall be submitted to all delegates of Member Clubs in writing at least twenty (20) days before being taken to a vote.

#### ARTICLE XIV CONFLICT RESOLUTION

If any member of the Member Club has a complaint against another Member Club for an infraction of any By-law, rule, policy or procedure of the Club, other than skating rules, they may file a complaint in writing to the PNIC Board of Directions only after action has been taken to resolve the matter under the PNIC's Member Clubs rules. Such complaints will be investigated and resolved in accordance with the By-laws and grievance process of U.S. Figure Skating.

#### ARTICLE XV DISSOLUTION

The duration of the corporate existence shall be perpetual until dissolution. Upon dissolution of the organization, the Board of Directors shall, after paying or making provisions for payment of all debts, obligations, liabilities, costs, and expenses of the corporation; shall distribute any remaining property of PNIC to U.S. Figure Skating memorial Fund which is currently designated by the IRS as a qualified 501c(3) organization.

Any such assets not so distributed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The Bylaws were accepted and approved by the PNIC Board and PNIC Member Clubs on January 25, 2025.

AMENDED BYLAWS CERTIFICATE

This is to Certify that I am the duly elected, qualified and acting secretary of the Pacific Northwest Interclub Association and that the foregoing Bylaws were adopted on the date set forth above.

Dated: January 26, 2025

Name: Christina Schmitt – PNIC Secretary