

STANDING RULES
OF INTERMOUNTAIN INTERCLUB ASSOCIATION

RULE I: GENERAL

These Standing Rules are adopted by the Intermountain Interclub Board of Directors pursuant to the Corporation Bylaws.

1. In individual cases, the Board of Directors has authority to make exceptions overriding all or part of any Standing Rules upon showing of extraordinary circumstances which would make literal application of the Rule inequitable. A request for such exception must be made by submitting a petition to the Board outlining the reasons for the request. The burden is upon the Member Club to prove that a literal application of the Rule would be inequitable.
2. When any Standing Rule calls for a date, such as a deadline for submittal of an application, the date of such submittal shall be determined by United States Postal Service postmark.
3. Definitions: As used in these Standing Rules, the following definitions apply:
 - a. Intermountain Interclub Association: The USFSA member clubs within the Intermountain region. This includes Cache Valley Figure Skating Club, Centennial Park Figure Skating Club, Cottonwood Heights Figure Skating Club, Murray Silver Blades Skating Club, Figure Skating Club of Park City, Peaks Figure Skating Club, Salt Lake Figure Skating, Utah Figure Skating Club and Wasatch Figure Skating Club.
 - b. **IIA**: Intermountain Interclub Association.
 - c. **USFSA**: The United States Figure Skating Association.
 - d. **Member Club**: A member Club of USFSA that has paid the IIA membership dues.
 - e. **IIA Director**: An individual designated by a Member Club as its voting representative on the IIA Board of Directors.

RULE II: MEMBERSHIP

1. Full Membership in IIA, as defined by Article II, Section 2 of the Bylaws of the Corporation, may have the following benefits subject to the discretion of the Board of Directors.
 - a. Representation of a Member Club through a Director serving on the Board.
 - b. Reduced fees and coordination for testing of Member Club skaters.
 - c. Benefit from the assessments as purchased/planned by the Corporation.

2. Membership Dues and Assessments:

- a. Dues and assessments will be discussed and proposed at the IIA Annual Meeting.
- b. Membership dues shall be set by the Board of Directors.
- c. Membership dues are due within sixty (60) days of the invoice sent to Member Clubs or according to an established payment schedule negotiated with the IIA Treasurer.
- d. Member Clubs failing to submit dues within six (6) months of notice shall lose the right of representation and have no voting or other rights in IIA until reinstated to full membership.
- e. Membership fees shall not be pro-rated over a portion of any given year, regardless of when they are paid.

3. IIA Directors:

- a. Each Member Club will designate one director to the IIA Board of Directors whose tenure and qualification shall be consistent with the bylaws of that Member Club.
- b. When a club designates a new Director, notification must be sent by an officer of that club to both the President and Secretary of Interclub.
- c. An individual elected as an Officer of the IIA Board of Directors must be his/her Member Club's designated Director.
- d. No Director may serve as an IIA Director for more than seven (7) consecutive years.

RULES II: MEETINGS

1. To facilitate the operation of IIA Interclub and to meet the requirements established by USFSA and the Corporation Bylaws, the following timeline has been established.

- a. Regular meeting of the Board shall follow a schedule of alternating months: January, March, May, July, September, November, unless altered by a vote of the Directors.
- b. March
 - i. IIA Board Retreat will be held.
 - ii. President will identify 3 Directors to serve on the nominating committee, at least sixty (60) days prior to annual meeting.
 - iii. Committees submit semi-annual reports.

- c. April
 - i. Nominating committees must submit report of nominees to Board of Directors, at least thirty (30) days prior to annual meeting.
 - d. April/May
 - i. Secretary will send list of nominees and notice of Annual Meeting to Member Clubs, at least ten (10) days prior to annual meeting.
 - e. May
 - i. Hold Annual Meeting for purpose of election of officers, discussion of proposed budget and dues, organization and transaction of other businesses.
 - f. June
 - i. Meet deadline for submitting Names and Addresses of IIA Officers to USFSA.
 - g. July
 - i. Secretary verifies with USFSA the Membership status of each Member Club.
 - h. September
 - i. Committees submit semi-annual reports.
 - ii. Board votes on dues and new Member Club initiation fees for the year.
Treasurer distributes invoices for dues to Member Clubs.
2. If a Director is unable to attend or participate in a Board meeting through telecommunicating, he/she may assign a proxy as defined by Article III, Section 2 of the Bylaws of the Corporation.
- a. The Director must designate, through a signed written proxy, the person who will represent his/her vote.
 - b. The written proxy must clearly describe, at minimum, the authority granted to the designated proxy with respect to the desired vote on a particular proposal being considered.
 - c. A copy of the signed written proxy must be provided to the IIA Secretary **prior** to the vote.
3. Committee Chairmen will attend as requested regular IIA Board meeting to report on the activity of their committees. A written report of progress including activities, accomplishments or setbacks will be submitted to the IIA Board of Directors semi-annually or upon completion of the committee's purpose as established by the resolution.

RULE IV: OFFICERS AND AGENTS

Officers and Agents shall exercise the power and perform duties outlined in Article IV of the Corporation Bylaws along with duties assigned as follow.

1. President

- a. **Membership:** When a director has served for seven (7) years consecutive years on the Board, the President shall notify the Member Club at the expiration of its Director's term that it will need to designate a new Director to the Board.
- b. **Meeting:** The President shall organize an annual IIA Board Retreat to establish goals, develop the spirit of corporation, unity, and teamwork, and review the achievements and progress accomplished by previous Board of Directors.

2. Vice President

- a. **Vacancies:** The Vice President shall assume the duties of a vacated office for the unexpired portion of the term.

3. Secretary

- a. **Dues and Assessments:** When IIA anticipates an assessment for projects or increase in dues, the IIA Secretary shall provide notice to each Member Club, clearly stating the purpose for which the funds will be used, the assessment anticipated against each Member Club, and the date of the meeting at which it will be considered. This notice shall be provided at the Member Clubs no less than thirty (30) days prior to the next IIA meeting.
- b. **Membership:** The Secretary shall check with the USFSA at the beginning of each fiscal year to verify the membership status of each Member Club.
- c. **Board of Directors Records:** The Secretary shall maintain in the Board of Directors Records, the following:
 - i. The names of Member Club Directors and their tenure.
 - ii. The names of Officers elected for each fiscal year.
 - iii. Any written objections from Special Meetings
 - iv. Copies of signed written proxies collected **prior** to the vote on a considered proposal.
 - v. Written documentation of action taken without a meeting with accompanying Directors' signatures.

- vi. The name, position, and contact information of individuals serving in committees or advisory boards.
- vii. Letters of resignation.
- viii. Minutes for regular Board Meetings, Special Board Meetings, and Annual Meeting in written and electronic format.
- ix. A record of the Board of Directors' resolution removing an Officer, assistant, agent or employee from an appointed position.
- x. A report of actions taken by an officer of the Corporation or committee of the Board of Directors removing an Officer, assistant, agent or employee from an advisory committee position.

4. Treasurer

- a. **Dues and Assessments:** The IIA Treasurer shall send and keep a record of notices sent out to Member Clubs for dues or other assessments. A second notice shall be sent if payment or a payment schedule has not been made within three (3) months of the first notice. If no payment or payment schedule has been made within six (6) months of original notice of indebtedness, a Member Club will be dropped from membership.
- b. **Indemnification:** The IIA Treasurer shall purchase and maintain indemnification insurance, in such amounts as the Board of Directors and USFSA may deem appropriate to insure the Corporation and agents of the Corporation against liability. The Treasurer shall provide a copy of the insurance policy to the Secretary for record keeping.
- c. **Government Notices and Tax Filings:** The Treasurer shall file the annual reports with the Utah Department of Commerce and IRS exempt organization tax return prior to any deadlines.
- d. **Financial Records:** The Treasurer shall maintain the financial records as outlined in Rule V.
- e. **Audit:** The Treasurer shall oversee the annual audit (as required by IRS).

5. Board of Directors

- a. **Dues and Assessments:** Each Director shall meet with his/her Member Club Board to discuss IIA's projects and assessments and prepared to present his/her Member Club's vote at the next IIA Board meeting.
- b. **Meetings:** Each Director shall attend the IIA Board Meetings to represent his/her Member Club or arrange for a proxy in accordance to Article III, Section 3.11.
- c. **USFSA Representative:** The Board of Directors may approve a representative of the USFSA as a non-voting Director.

RULE V: FINANCIAL

1. All checks issued in the name of the Corporation shall be signed by two (2) designated Officers of the Corporation.
2. Designated check signing Officers shall be documented on a signature card maintained at the US Bank or such financial institution as selected by vote of the Board of Directors.
3. All checks issues shall have documentation to support the expenditure (e.g. receipts, transaction slips, etc.).
4. All requests for reimbursement shall be submitted in writing with accompanying documentation to create a clear audit trail.
5. All funds of the Corporation shall be deposited to the credit of the Corporation at US Bank or such financial institution as selected by vote of the Board of Directors, with documentation of deposits maintained for audit purposed.

RULE VI: REVISIONS TO STANDING RULES

Revision to the Standing Rules of IIA can be made at any meeting of the Board of Directors by one or more resolutions adopted by a majority of the Board of Directors.