



**BRITISH  
COLUMBIA**

**File Number: S-45961**

**CARIBOO-NORTH CENTRAL REGION OF BC/YT SECTION OF SKATE  
CANADA**

**I hereby certify that the documents attached hereto are copies of  
documents filed with the Registrar of Companies on April 11, 2003**

**JOHN S. POWELL  
Registrar of Companies**

**CARIBOO-NORTH CENTRAL REGION**  
**of BC/YT SECTION of Skate Canada**  
**CONSTITUTION AND BY-LAWS**

**ARTICLE I**            **NAME**

The name of the Society shall be known as the Cariboo-North Central Region of BC/YT Section of Skate Canada, hereafter referred to as the CNCR.

**ARTICLE II**            **PURPOSE**

- (a) To promote, foster and develop amongst its member Clubs the ideals of sportsmanship and good citizenship, and to improve, encourage and advance amateur figure skating in all its Clubs, in accordance with the Rules and Polices of Skate Canada.

**ARTICLE III**            **CARIBOO NORTH CENTRAL REGION**

- (a) The affairs of the Region shall be managed by a Region Board of Directors elected at Annual General Meeting of the Skate Canada member Clubs within the Region.
- (b) Member clubs shall pay such administration fees and such other charges as shall be required by Clubs by the CNC Region. To be considered to be a member in good standing, such payments must be paid within the time limits set by the CNCR Board.
- (c) The CNC Region shall not take or omit any action that knowingly jeopardizes the eligible status of its members.  
This provision is alterable.

**ARTICLE IV**            **LOCATION**

The Region shall consist of all Skate Canada Clubs within the Cariboo-North Central Region - in the south at 100 Mile & District north to the Yukon border, west at the Pacific Coast to east at the Alberta/BC border. This provision is alterable.

**ARTICLE IV**            **DISSOLUTION**

- (a) In the event of dissolution of the Region the funds and assets of the Region after the satisfaction of its debts and liabilities, shall be given or transferred to such organization promoting the same purposes as this Region and may be determined by the members as the time of dissolution. This provision is unalterable.

## BY-LAWS

### *By-Law 1*

The By-Laws shall describe the organization and functions of the Region and the means by which members of the Region may elect the Executive and control the property and activities of the Region.

### *By-Law 2*

All members shall uphold, observe and conform to the rules of Skate Canada and the By-Laws of the Region and such regulations as set forth from time to time by the Executive of the Region providing they do not conflict with the BC Society Act.

## MEMBERSHIP

### *By-Law 3*

Members of the Region shall be open to all, irrespective of sex, age, creed or color. All Skate Canada Clubs within the geographic area designated as the Cariboo-North Central Region shall be eligible to become members, upon application, to the Cariboo-North Central Region.

### *By-Law 4*

Only Clubs who are members in good standing of the Association shall be eligible to send delegates to a Region General Meeting. Members in the Region shall be registered with Skate Canada and pay such registration Fees to the Association as set forth in the Skate Canada Rulebook. Any member Club suspended or expelled for failing to abide by the rules and regulations of Skate Canada will cease to be a member in good standing.

### *By-Law 5*

Member Clubs in arrears will not be permitted to take part in any Region activity.

### *By-Law 6*

A Club is required to notify the CNCR Executive Board in writing of the dissolution of that Club. A Club shall cease to be a member of the society:

- (i) By delivering its resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society.
- (ii) On having been a member not in good standing for the period of sixty (60) days.

### *By-Law 7*

The Executive may, by written notice, inform member Clubs when acting contrary to the Rules and Regulations of Skate Canada or the CNC Region. The Executive shall include a written explanation on request. If the Club so desires, it may have the right of appeal to the Executive and to a General Meeting of members.

### *By-Law 8*

All member Clubs shall have all the privileges of the Region including voting at General Meetings. Delegates must be of the legal age.

## LIABILITY

*By-Law 9*

Subject to Section 30 of the Society Act every Director and Chairman of the Society shall be deemed to have assumed office on the express understanding and agreement and condition that he, his heirs, executors and administrators and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Society from and against all cost, charges and expenses whatsoever which such person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or any other Director or Chairman in or about the execution of the duties of his office, and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs of the Society except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

MANAGEMENT

*By-Law 10*

- (a) The governing body of the CNC Region shall be a Regional Board consisting of at least seven (7) persons, all of whom shall be registered as Association members of Skate Canada of Clubs within the Region, be of legal age, and be eligible persons with the exception of the Coaching Representative as defined by Skate Canada Rules.
- (b) The CNC Region shall be managed by the following Executive Board:
- Immediate Past Chair
  - Elected Chair
  - Elected 1<sup>st</sup> Vice Chair/ Area Rep
  - Elected 2<sup>nd</sup> Vice Chair/ Area Rep
  - Elected Area Rep
  - Elected Treasurer
  - Elected Recording Secretary
  - Elected one to three Directors-at-Large

Area Reps will come from the Northeast Area (Chetwynd and east to Alberta border, north to the Yukon border), South-Central Area (Mackenzie to 100 Mile House, Fraser Lake to Alberta border), and Northwest Area (Burns Lake and west to coast). Nominations for these positions will reside in and represent the member Clubs from the aforementioned areas and two Area Reps will sit on the Executive Board at 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President with the third Area Rep holding office without the addition role of Vice President.

*By-Law 11*

- (a) The CNC Regional Executive Board with the exception of the Past Chairman shall be elected by ballot at the Annual General Meeting of the Region every year.
- (b) The Coaching Representative does not have a vote where prohibited by provincial statutes.

*By-Law 12*

Any member of a Club in the Region in good standing shall be eligible to hold office in the Region. A restricted member is an individual who is a paid employee (of the Club, Section or Association), a non-active coach, performing professional skater or a professional dance

partner! A restricted member is not permitted to hold elected office, may not vote at meetings.

*By-Law 13*

Nominations for the position of Region Executive Board shall be in writing, bearing a signature of acceptance by the nominee. Nominations may be made by any member of a Club in the Region and shall be sent to Chair of the Region at least one (1) day prior to the date of the Annual General Meeting of the Region.

*By-Law 14*

Term of office of the Region Executive Board shall be one year or until their successors are elected. The Executive shall hold office until the close of the April meeting at which their successors will take office.

*By-Law 15*

A quorum of the Executive shall consist of 50% plus one (1) of an even number of Executive, including the Chair. In the event of an odd number of members, a quorum will consist of 50% plus one (1) to the next integer including the Chair.

*By-Law 16*

A member of the retiring Executive Board shall be eligible for re-election.

*By-Law 17*

The Region Executive Board shall approve all Committee Chairs.

*By-Law 18*

A casual vacancy on the Board/Committee may be filled by appointment by the remaining members of the Board or in the case of the Coaching Representative, by the Region Coaching Committee.

*By-Law 19*

- (a) If an Executive member is absent for more than two (2) consecutive scheduled Executive meetings without good cause and without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Executive.
- (b) The members of the Region Executive Board, may by special resolution, remove a director before expiration of the term of office and may elect a successor to complete the term.
- (c) No Region Executive shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by her/him while engaged in the affairs of the Region.

DUTIES OF THE OFFICERS

*By-Law 20*

The Chair shall function as the Chief Officer of the Region. S/he shall exercise supervision over the affairs of the Region, sign all official documents and preside at General and Executive Meetings. The Chair shall vote only to break a tie vote. The Chair shall be an ex-officio member of all committees. In her/his absence, the Vice Chair will fill this duty.

*By-Law 21*

The Past Chair and Vice Chair shall carry out duties assigned to them by the Chair.

*By-Law 22*

- (a) The Treasurer shall be in charge of the financial books and documents of the Region, which shall at all times be subject to the inspection of the Executive. S/he shall have the books of the Region audited once a year by a person approved by the Executive and shall deposit all monies received in a bank to the credit of the Region.
- (b) The Treasurer shall disburse all funds by cheque or other audible documents and will be signed by the Treasurer and one other signing officer. Signing officers (totalling three (3) members) shall be appointed by the Executive. All members will complete an Expense Claim for reimbursements.

*By-Law 23*

The Recording Secretary shall deal with all minute taking of Board and General Meetings, and with all correspondence subject to the approval of the Chair and the Executive and shall issue all notices for Executive or General Meetings or communications to be sent to members. The Secretary shall be in charge of all records and effects of the Region which are not those required by the Treasurer.

FINANCES

*By-Law 24*

- (a) The fiscal year shall be the same as that of Skate Canada.
- (b) Membership fees may not be charged to Clubs within the Region. Any funds necessary to perform its duties must be obtained by the Region Board by the presentation of a budget to the Section. Member Clubs of CNC Region shall pay an administration fee, as set forth by the Region Board, to be paid by the 31<sup>st</sup> day of October of each fiscal year.
- (c) Finance Committee will include the Executive Board Officers but must include the Treasurer, the Chair and one other to meet quorum requirements.
- (d) Financial statements covering the complete operations of the Region shall be prepared and submitted to the Region Board of Directors for regular Executive meetings.
- (e) Annual financial statements covering the complete operations of the Region shall be prepared and submitted to the BC/YK Section and all member Clubs and the Region Board of Directors. It may be done by an auditor or external, knowledgeable person who will review the records over a defined period of time, ensure the Annual Financial Statement and the supporting schedules and source documents are accurate, and sign a letter to confirm.

BC/YT SECTION DIRECTORS

*By-Law 25*

- (a) Ten (10) Regional Representatives appointed, elected or otherwise designated by or at the discretion of each Regional Board of Directors and as follows:  
Cariboo North Central - Zone #7,8 - Region Chairman and 1<sup>st</sup> Vice Chairman
- (b) These candidates are appointed to the Board of Directors at the BC/YT Section Annual General Meeting.
- (c) Other members of the Region may be nominated as a candidate for the Board of Directors of the BC/YT Section.

## DUTIES OF THE COMMITTEES

### *By-Law 26*

The Executive Board shall appoint all standing committee chairs whom shall look after the duties assigned to them. All Committee Chairs must submit the names of their committee members to the Board.

- (a) The Chair of the Championship Committee shall be elected by the members of Host Club and appointed by the Region Board. S/he shall appoint a competent committee to assist and, together with the Championship Committee, shall organize the Regional Championships.
- (b) Judges Bureau/Judges Training is responsible for assisting Clubs to obtain Judges for tests. S/he shall also organize and arrange Judges Schools in co-operation with the respective Chair of the BC/YT Section. S/he shall also encourage and promote Trial Judging within the Region. The Test Chair of each member Club is an ex-officio member of the Bureau.
- (c) The Accountants Chair is responsible for appointing Accountants for competitions in our Region. S/he shall also organize and arrange Accounting Schools in co-operation with the respective Chair of the BC/YT Section. S/he shall also encourage and promote new Accountants within the Region.

## AWARDING OF CHAMPIONSHIPS

### *By-Law 27*

The written invitation from a member Club to host Championships must be directed to the Chair prior to the fall Region Semi-Annual General Meeting. It must be authorized and signed by two (2) Club Executive members.

## MEETINGS: EXECUTIVE, GENERAL, SPECIAL

### *By-Law 28*

Rules of order for all meetings, general and executive shall be as outlined in the current "Roberts Rules of Order" in all cases in which they are applicable and consistent with the by-laws or special rules of the Association.

### *By-Law 29*

- (a) Order of business shall be as follows:
  - (i) reading of Notice of Meeting
  - (ii) reports as to quorum
  - (iii) minutes of previous meeting
  - (iv) reports
  - (v) confirmation of actions taken by the Executive
  - (vi) election of officers
  - (vii) awarding of competitions
  - (viii) unfinished business
  - (ix) new business

The above order of business may be altered by a two-thirds (2/3) majority vote of those present at the meeting.

## REGION GENERAL MEETING

### *By-Law 30*

The Annual General Meeting of the members shall be held each year between the 15<sup>th</sup> day of January and the 15<sup>th</sup> day of April, at such time and place within the Province of British Columbia as the Directors may determine.

### *By-Law 31*

Written notice of a General Meeting shall be mailed to all Clubs mailing addresses in the Region twenty-one (21) days before the date of the meeting. The notice shall specify the place, date and hour of the meeting, and summary of the business to come before the meeting. In the case of a special meeting, it shall specify the business from which the meeting is called.

### *By-Law 32*

The Chair shall call a special meeting if so requested, in writing by five (5) Clubs in the Region. The business of such Special General Meetings shall be limited to that outlined in the requisition.

### *By-Law 33*

- (a) Each Club in the Region shall be entitled to send one (1) voting delegate to the Regional General Meeting. This delegate shall be in addition to any member of a Club serving on the Regional Board of the Region.
- (b) Members of the Executive Board of the Region shall be entitled to a vote in their own right. The Chair shall vote only to break a tie vote.
- (c) Voting shall be a show of hands, or by ballot, at the discretion of the Chair. A vote by ballot shall be taken if so requested by a Club delegate. A simple majority vote shall decide any question, save where a greater majority is required by the Act or these bylaws.
- (d) Voting by proxy shall be permitted. Clubs who are entitled to vote and are not represented by delegates attending the Annual General Meeting or a Special Meeting may give proxies to delegates entitled to carry proxies for the purpose of voting. No persons carrying proxies may exercise more than six (6) votes in all. Proxies shall be in such form as the Regional Board of Directors prescribe, and shall be handed to the Region Chair prior to the start of the meeting.
- (e) A quorum for the transaction of business at a General or Special Meeting shall be representation by delegates and proxies from twenty-five (25) percent of the number of Clubs in the Region, but shall be no less than five delegates.

## AMENDMENTS

### *By-Law 34*

- (a) Any member of the Region, in good standing, may propose an amendment to the Constitution or By-Laws. This proposal must be submitted in writing to the Executive Board. The proposed amendment will be presented to the Annual General Meeting or Special Meeting falling 30 days or more after the date of the submission. No amendment to the Constitution or By-Laws of the Region shall be accepted from the floor at any meeting.
- (b) An amendment shall require a vote of three-quarters (3/4) of eligible voters present and eligible to vote at an annual or general meeting of the Region.

### *By-Law 35*



- (a) Amendments become effective upon acceptance by the Registrar of Companies following the Annual General Meeting and are to be submitted to the office of the BC/YT Section and to the Nation Office of Skate Canada.

EXECISE OF BORROWING POWERS

By-Law 36.

Any approval to borrow money on behalf of the CNC Region must be made by the Voting Members at an Annual General Meeting or Extraordinary General Meeting of the Region. The above shall be subject to the Society Act.

ADOPTED by the Cariboo-North Central Region on

the 22 day of February,  
2003.

**SIGNED**

*Nadine Perras*  
Witness Nadine Perras  
3334 Jewel Rd  
Houston BC

*E. Nustad*  
Witness Elaine Nustad  
1002 Dungeness Drive  
Houston BC

*E. Nustad*  
Witness Elaine Nustad  
1002 Dungeness Drive  
Houston BC

*E. Nustad*  
Witness Elaine Nustad  
1002 Dungeness Drive  
Houston BC

*E. Nustad*  
Witness Elaine Nustad  
1002 Dungeness Drive  
Houston BC

) *E. Nustad*  
) Elaine Nustad, Chair  
1002 Dungeness Drive, Houston, BC

) *Val Collins*  
) Val Collins, 1<sup>st</sup> Vice Chair  
2648 Ptarmigan Rd, Smithers BC

) *Jean Harcourt*  
) Jean Harcourt, 2<sup>nd</sup> Vice Chair  
1541 - 110<sup>th</sup> St, Dawson-Creek, BC

) *Darlene Dorsey*  
) Darlene Dorsey, Area Rep  
3050 Pederson Rd, Quesnel, BC

) *Gloria Benazic*  
) Gloria Benazic, Treasurer  
132 Thacker Cres, Prince George, BC



January 20, 2003

Cariboo-North Central Region  
Box 874  
Houston, BC V0J 1Z0  
Attention: Elaine Nustad

Dear Elaine,

As requested, this letter is being written to give the Cariboo-North Central Region permission to change its name to "Cariboo-North Central Region of BC/YT Section of Skate Canada".

The direction for all Sections of Skate Canada to change their names to include our name was made and approved at the Board of Directors Meeting in October 2000 by way of the following resolution:

MOTION: Moved by J. Byrne, Seconded by B. Howard,  
THAT the Sections implement the following  
name "Skate Canada - [Section Name]"  
(ie. Skate Canada - Central Ontario) with  
the exception of Quebec and New Brunswick.

CARRIED UNANIMOUSLY

This motion was subsequently ratified at the Annual General Meeting in May 2001. The Board of Directors also agreed that any other partners involved in delivering Skate Canada programs should try to incorporate the Skate Canada name within their name.

If you require any further information, please do not hesitate to contact me.

Sincerely,

Cheryl McEvoy  
Finance and Membership Director



Ministry of Finance  
 Corporate and Personal  
 Property Registries  
 Enquiries: (250) 356-8673  
 Hours: 8:30 - 4:30 Monday  
 to Friday

Mailing Address:  
 PO Box 9431 Stn Prov Govt  
 Victoria BC V8W 9V3  
 Location:  
 2nd Floor - 940 Blanshard Street  
 Victoria BC

**FORM 4**  
 (Section 3)  
 Society Act

Additional information and forms are available on  
 the internet at: <http://www.fin.gov.bc.ca/registries>

**Freedom of Information and Protection of Privacy Act (FIPPA)**  
 The personal information requested on this form is made available to  
 the public under the authority of the *Society Act*. Questions about how  
 the *FIPPA* applies to this personal information can be directed to the  
 Administrative Analyst, Corporate and Personal Property Registries at  
 (250) 356-0944, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**LIST OF FIRST DIRECTORS OF** CARIBOO-NORTH CENTRAL REGION OF BC/YT SECTION OF  
 (Name of Society) SKATE CANADA

	FULL NAMES	RESIDENTIAL ADDRESSES*
1.	<u>Elaine Nustad</u>	<u>1002 Dungeness Drive, Houston, BC V0J 1X0</u>
2.	<u>Val Collins</u>	<u>2648 Ptarmigan Rd, Smithers, BC V0J 2N0</u>
3.	<u>Jean Harcourt</u>	<u>1541 - 110th St, Dawson Creek, BC V1G 2W3</u>
4.	<u>Darlene Dorsey</u>	<u>3050 Pederson Rd., Quesnel, BC V2J 5B6</u>
5.	<u>Gloria Benazic</u>	<u>132 Thacker Cres, Prince George, BC V2M 6G3</u>

Note: (a) One director must be ordinarily resident in British Columbia.  
 (b) Full names and residential addresses are required for all directors.

\* This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

Dated on 2002 11 30  
 (YYYY MM DD)

Cariboo-North Central Region of BC/YT Section of Skate Canada  
 (Name of Society)

by E. Nustad  
 (Signature)

Chair  
 (Relationship to Society)



**Ministry of Finance**  
Corporate and Personal  
Property Registries

Mailing Address:  
PO Box 9431 Stn Prov Govt  
Victoria BC V8W 9V3  
  
Location:  
2nd Floor - 940 Blanshard Street  
Victoria BC

**SOCIETY  
NOTICE OF ADDRESS  
OF SOCIETY  
Form 5**  
Sections 3 and 10  
**SOCIETY ACT**

Enquiries: (250) 356-8673  
Hours: 8:30 - 4:30  
(Monday to Friday)

**Filing Fee: \$15.00**  
(SEE IMPORTANT NOTE BELOW)

**INSTRUCTIONS:**

1. Please type or print clearly in block letters and ensure that the form is signed and dated in ink. Complete all areas of the form. The Registry may have to return documents that do not meet this standard.
2. In Box A, enter the exact name as shown in Item 1 of the society's constitution, or on the Certificate of Incorporation or Change of Name.
3. In Box B, enter the Incorporation Number. This number is assigned at the time of incorporation and is located in the upper right-hand corner of the Certificate of Incorporation.
4. In Box C, enter the complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, provide a description that would readily allow a person to locate the office.
5. **Filing Fee: \$15.00.** Submit this form with a cheque or money order made payable to the Minister of Finance and Corporate Relations. (The filing fee is not applicable if you are incorporating a society.)
6. Additional Information and forms are available on the internet at:  
<http://www.fin.gov.bc.ca/registries>

**Important Note:**

This form is used to register the address of a society at the time of incorporation (no filing fee is charged) OR to change the address of a society after it is incorporated (filing fee of \$15.00 is applicable).

**Notice of every change of address is effective on the day after the Notice is filed by the Registrar of Companies.**

**B CERTIFICATE OF INCORPORATION NUMBER**

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

*Freedom of Information and Protection of Privacy Act (FIPPA)*  
The personal information requested on this form is made available to the public under the authority of the *Society Act*. Questions about how the *FIPPA* applies to this personal information can be directed to the Administrative Analyst, Corporate and Personal Property Registries at (250) 356-0944, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

**A FULL NAME OF SOCIETY**

CARIBOO-NORTH CENTRAL REGION OF BC / SECTION OF SKATE CANADA

**C The address of the society is: (must be a physical address)**

1002 DUNGATE DRIVE  
Box 874  
HOUSTON, BC

PROVINCE	POSTAL CODE
B.C.	V0J1L20

**D CERTIFIED CORRECT - I have read this form and found it to be correct.**

Signature of a current Director, Officer, or Society Solicitor

DATE SIGNED  
YYYY MM DD

✓ L. Gustad

2002 11 13 0



NUMBER: S-45961

BRITISH  
COLUMBIA

*SOCIETY ACT*

**CERTIFICATE OF INCORPORATION**

*I Hereby Certify that*

**CARIBOO-NORTH CENTRAL REGION OF BC/YT SECTION OF  
SKATE CANADA**

has this day been incorporated under the *Society Act*

*Issued under my hand at Victoria, British Columbia*

*on April 11, 2003*



JOHN S. POWELL  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA



