



Renewing Your Club Bylaw Checklist

The Membership and Club Development Committee provides support to clubs in developing their bylaws upon request. Club bylaws must be renewed every five years; however, clubs may review them earlier, which resets the next five-year review period. When planning a renewal, clubs should consider both the bylaw review timeline and the timing of their AGM to ensure an efficient approval process and maintain Good Standing.

- ☐ The most up to date template found on the Skate Saskatchewan website under About>Membership (<https://skatecanadasaskatchewan.com/membership>)
- ☐ Complete the club bylaws, either incorporated or unincorporated, template
- ☐ Submit your draft club bylaws to the Section Office for review a minimum of 60 days before distribution to your club membership for the AGM or special meeting.
- ☐ The Membership and Club Development Committee reviews draft club bylaws
- ☐ Feedback will be provided via email (cc Regional Coordinator) a minimum of 30 days prior to the distribution to your club membership for the AGM or special meeting.
- ☐ If applicable, a revised draft club bylaws based on the feedback provided must be submitted a minimum of 15 days prior to distribution to your club membership.
- ☐ Upon approval from the Section Membership and Club Development Committee, the draft club bylaws must be distributed to your club membership prior to the club's AGM or special meeting.
- ☐ Upon approval by the club membership, a signed copy of the club bylaws and minutes accepting the club bylaws must be submitted to the Section Office within 15 days following the AGM or special meeting.