

Bylaws for North Island Snowdrifters

Article I. ORGANIZATION

Section 1.01 Affiliated Organizations

North Island Snowdrifters is a 501(c)(3) not-for-profit organization and referred to as the "Club" or "North Island Snowdrifters".

Section 1.02 Affiliated Organizations

The members of the North Island Snowdrifters are eligible members of the Far West Ski Association, the San Diego Council of Ski Clubs and the National Ski Council Federation.

Article II. MEMBERSHIP

Section 2.01 Memberships

There shall be three types of membership: An adult membership, a minor membership and a lifetime membership: An adult membership is defined as any eligible adult, who is 18 years of age or older. A minor membership is defined as any eligible minor, who is 17 years and younger. To be an eligible minor at least one of their parent's or the legal guardian must be a member in good standing. A lifetime member applies to an eligible adult that was selected to be a member for life by the Board of Directors.

Section 2.02 Membership Term

The membership year starts on June 1st and ends on May 31st of the following year. These dates shall be published on the membership form, webpage and in the newsletter.

Section 2.03 Member in Good Standing

A member in good standing shall be defined as one who has paid the current year's annual dues. Membership or its privileges may be revoked or modified as set forth in these Bylaws.

Section 2.04 Revoking Membership

- A) Membership and/or privileges of membership may be revoked for the following:
1. The commission of a larceny, fraud, deceit, theft or embezzlement of any property or assets owned or under the jurisdiction of the club.

2. Behavior that does or would be expected to bring shame, public ridicule, public censure, or conflict with legal authority upon the club.
3. In accordance with the Federal and State laws in the U.S.A and the laws of the Country where the club is sponsoring a trip or event, the North Island Snowdrifters will enforce a "Zero Tolerance Policy" on illegal drug use at any club sponsored event or trip.
4. Threatening or committing intentional harm to a club member or other individuals.
5. Allowing during a club trip , a person or persons other than assigned to the accommodations, to occupy the premises without approval of the trip leaders and all other occupants at the premises in question.
6. Intentional damage to property used or owned by the club or club members.
7. Failure to observe this policy will cause the Board of Directors to evaluate the members behavior and/or actions to decide if the persons membership shall be revoked by the Board of Directors.

B) Procedure

1. Any member in good standing may present, in writing to the President or Board of Directors of the club, a written request for action against a member after observing them of committing one or more of the offenses listed in section 2.04.A.
2. The President shall bring the matter before the Board of Directors by either email or at the next Board of Director's Meeting based on the severity of the offense. This notification shall include the complaining member's written request for action. If the majority of the Directors conclude that the action is appropriate and that there is reason to believe that the complaint has merit, then the Board of Directors will establish a meeting date and time where the Formal Decision will occur as defined in section 2.04.C.
3. The accused member shall be given a minimum of ten (10) days' notice, in writing in the form of a mailed letter and email that the Board of Directors will discuss the possible revocation of the membership to the club. The notice will specify the date, time and location of the meeting. The notice will include the offenses that the member was accused of committing and the location and time of their occurrence.

C) Formal Decision

1. The formal decision will occur at the meeting specified in section 2.04.B.4.
2. The complaining member/members shall present the facts of the matter to the Board of Directors and the accused.
3. The accused member can present their defense/rebuttal to the complaint if desired in either a written and/or oral presentation. It is within his/her rights to not present a defense/rebuttal.
4. The individual Directors may question the complaining member, the accused member, and/or the witnesses. The accused does not have to answer any questions from the Directors.

5. The Board of Directors will discuss the matter and vote to either dismiss the complaint or to censure, suspend, revoke, or curtail the rights and/or privileges of membership and/or participation in the events or activities of the club.
6. If the accused member disagrees with the outcome, they may appeal the decision.

D) Appeal Process

1. The accused member can either present their rebuttal at the time of the decision or request to present it at the next Board of Directors Meeting.
2. After the rebuttal has been presented to the Executive Board of Directors, they will discuss the matter and vote to dismiss or enforce the decision.
3. The decision by the Executive Board cannot be appealed.

Section 2.05 Reinstating Revoked Membership

- A) The revoked member must request reinstatement to the president or executive board with a statement of why they should have their membership privileges reinstated.
- B) The President shall bring the matter before the Board of Directors for vote.
- C) If the membership privileges are approved the member must pay his/her current fees to become a member in good standing.

Section 2.06 Lifetime Members

To become a lifetime member, the person must be a current member in good standing that is nominated by a current member of the Board of Directors. The Board of Directors will discuss this nomination. By majority vote the Board of Directors can approve the nomination. Lifetime Members shall be voting members. They can attend meetings and activities but must pay for the current year's membership to participate in club trips. Lifetime Members are members for life unless their membership or its privileges are revoked as set forth in these Bylaws.

Section 2.07 Privileges of Adult Membership in Good Standing

- A) Allowed to sign up for and attend club sponsored trips.
- B) Allowed to sign up and attend club sponsored events.
- C) Membership to the following Organizations:
 1. The Far West Ski Association "FWSA".
 2. The San Diego Council of Ski Clubs "SDCSC".
 3. The National Ski Council Federation.
- D) The one exception is that adult members that are 20 years or younger shall not violate the local laws pertaining to the consumption of beverages or food products that contain alcohol while on a trip or at an event.

Section 2.08 Privileges of Minor Membership in Good Standing

- A) Allowed to sign up for and attend club sponsored trips. Under the following provisions:

1. At least one parent, permanent guardian, temporary guardian or a person with a Caregiver's Authorization Affidavit "per Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code" for the minor, must sign up and attend the event.
2. The minor member must sign a trip waiver with the parent or permanent guardian.
3. The minor member shall not violate the local laws pertaining to the consumption of beverages or food products that contain alcohol while on the trip.

B) Allowed to sign up and attend club sponsored events. Under the following provisions:

1. At least one parent, permanent guardian, temporary guardian or a person with a Caregiver's Authorization Affidavit "per Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code" for the minor, must sign up and attend the event.
2. The minor member shall not violate the local laws pertaining consumption of beverages or food products that contain alcohol while at the event.

Article III. NOMINATIONS

The Board of Directors shall by majority vote, establish a nominating committee at January Board of Directors Meeting. The committee shall consist of a chairman and at least two, but no more than four, members. The committee shall, by majority vote, select a minimum of one candidate for each elected office. The committee shall be terminated upon reporting their selection of candidates to the Membership. Any member in good standing can make nominations for elected offices before or during the April Club Meeting.

Article IV. ELECTIONS

The Executive Board shall, in an election conducted by secret ballot, be elected by majority vote of the club members in good standing and in attendance or who have voted by absentee ballot. Elections shall be held in the month of April at the Monthly club Meeting. The new Board of Directors will assume their positions on June 1st.

Section 4.01 Terms and Conditions

All offices shall be elected annually. Candidates must have been a member in good standing for at least one (1) year prior to the April club Meeting, unless this requirement is waived by the Board of Directors. Terms shall begin on June 1st of the year they are elected and shall continue until their successors have been elected and accepted office.

Section 4.02 President

A) A candidate for President must have been a member of the Board of Directors for

at least one (1) year prior to the start of the membership year. Unless this requirement is waived by the Board of Directors.

- B) A member may be elected President for a maximum of three (3) terms in succession. Unless this requirement is waived by the Board of Directors.
- C) If at the April club meeting there is no candidate for President, the current President shall be acting President. The Executive Board may, at their discretion, qualify an experienced candidate. The Board of Directors will select someone by their majority vote. The new President elect will be voted in by the members at the next monthly club meeting.

Section 4.03 Ballot Tellers

The President shall appoint at least three (3) and no more than five (5) ballot tellers to distribute, collect, and count ballots, and announce the results of the election. The tellers shall certify in writing to the current Secretary the election results by name and office in the order of votes received, starting with the most votes. Members of the nominating committee and members who are candidates in the election shall not qualify for ballot tellers.

Article V. MEETINGS

Section 5.01 Board of Directors Meetings

- A) Board of Directors meetings shall be held monthly or as duly called.
- B) A majority of the currently serving Board of Directors must be present to constitute a quorum.
- C) Directors are required to exercise their powers in the interest of the club, not in their own interest or of another entity or person.

Section 5.02 General membership Meetings

- A) Indoor general membership meetings shall be held monthly from October through June of the following year.
- B) Outdoor monthly general membership meetings shall be held from July through September.
- C) The Board of Directors may change, postpone and authorize a club event in lieu of, or cancel a general membership meeting provided at least 7 days' notice to the membership.

Section 5.03 Rules of Order

The rules contained in Robert's Rules of Order shall govern meetings unless otherwise stated in the Constitution or Bylaws.

Section 5.04 Parliamentary

The Vice President shall be the Parliamentarian at meetings of the general membership and Board of Directors.

Article VI. EXECUTIVE BOARD

Section 6.01 President

The President shall perform duties as outlined in the Constitution and shall:

- A) Be a voting member of the Board of Directors and Executive Board of Directors and preside at meetings of the general membership and Board of Directors.
- B) Review the previous year's budget/financial report.
- C) Present budget for the year no later than August 1st of their elected year.
- D) Create and appoint directors/chairs for special committees.
- E) Ensure adequate liability insurance is in place.
- F) Appoint the director positions as required at the June Board of Directors meeting with the vote of the Executive Board of Directors.

Section 6.02 Vice President

The Vice President shall perform duties as outlined in the Constitution and shall:

- A) Be a voting member of the Board of Directors and the Executive Board of Directors.
- B) Form a committee to select judges for the club's Man and Woman of the Year.
- C) Be responsible for the inventory and maintaining the supplies and equipment.
- D) Act as Safety advocate, coordinate safety programs, and submit articles to the newsletter editor.
- E) Coordinate volunteers, set up refreshments, cleanup and other duties with Activities Director for outdoor general meetings.
- F) Fill in for the President as needed when the President cannot fulfill his or her duties.

Section 6.03 Secretary

The Secretary shall perform duties as outlined in the Constitution and shall:

- A) Be a voting member of the Board of Directors and the Executive Board of Directors.
- B) Take accurate and detailed records of votes and minutes at board meetings.
- C) Have custody of all books, records, forms, and papers of the club, except such as authorized by the Board of Directors.
- D) Maintain the club's historical archives, pictures, newsletters and other interests of the club.

- E) Coordinate selection of the WAS Convention delegates and the mail delegate registration.

Section 6.04 Treasurer

The Treasurer shall perform duties as outlined in the Constitution and shall:

- A) Be a voting member of the Board of Directors and Executive Board of Directors.
- B) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
- C) Request disbursement approved by the Board of Directors and shall maintain proper receipts thereof.
- D) Be current on renewal dates of: Insurance, Seller of Travel, and Travel Consumer Restitution Fund, Fictitious Name and Non-profit tax status.
- E) Prepare monthly and annual financial statement for the Board of Directors.
- F) Have available a current financial statement for club members upon request.
- G) Coordinate yearly audit with two other members of the Board of Directors.
- H) File all necessary tax forms for the IRS.
- I) Establish bank signature cards for three (3) total Executive Board members to sign.

Section 6.05 Past President

The Past President shall:

- A) Be an advisory position and assist the President as requested in the administration of club duties for the years following his/her term as President.
- B) Participate in all board of director meetings in an advisory capacity, voting as necessary to break a tie vote of the executive Board of Directors.
- C) Voting Member of the Board of Directors.

Article VII. BOARD OF DIRECTORS

The Board of Directors shall consist of the Executive Board members, the Past President as stated in these Bylaws, and other members appointed to positions designated by the Executive Board to administer the club's business as Directors. All Directors shall have a vote on the Board of Directors. Directors shall, as necessary, appoint assistants and/or create and chair committees to help perform their duties and carry out their responsibilities. Appointed assistants and committee members will not have a vote on the Board of Directors.

Section 7.01 Travel Director

Travel Director shall:

- A) Gather travel and lodging information for club sponsored ski trips.

- B) Organize and present all proposed trips as an Annual Trip Plan to the Board for approval.
- C) Recommend responsible trip leaders who are capable of performing all requirements of a proposed trip.
- D) Ensure all club trip policies are regularly reviewed by the Board and are published regularly in the newsletter and the website.
- E) Publish trip leader responsibilities and trip cancellation policies annually.
- F) Conduct an annual training meeting for trip leaders before the first indoor club meeting in October.
- G) Make recommendations to the Board of Directors for action involving travel matters, trip cancellations, deviations and/or refunds.
- H) Present the Treasurer and President with payment schedule of fees for the planned trips.

Section 7.02 Communications & Marketing Director

The Communications & Marketing Director shall:

- A) Provide marketing materials (club brochure, flyers, calendar and directory).
- B) Solicit ads for press release.
- C) Coordinate charity drive and donations with Vice President.
- D) Provide support and guidance to the Newsletter Director.
- E) Submit applications and submissions for FWSA competitions.
- F) Conduct non-racing club sales.
- G) Prepare and release timely information to club members using club email distribution, the newsletter, website and other appropriate media.

Section 7.03 Activities Director

The Activities Director shall:

- A) Develop, plan and execute non-ski related recreational opportunities for club members, including financial accounting for each event, and encourage member participation through newsletter articles, flyers, and talks at meetings.
- B) Welcome new members and answer their questions at membership meetings.

Section 7.04 Programs and Meetings Director

The Program and Meetings Director shall:

- A) Arranges for games, contests, and/or educational, informative and/or entertaining presentations relating to skiing or safety at general membership meetings or special events. Presentations may include slide shows, videos, photos, displays, written articles and publications.
- B) Coordinate volunteers, set up refreshments, cleanup and other duties with Vice President for outdoor general meetings.

- C) Arrange for in/outdoor meeting facilities, lights, tables, audio, visual support.
- D) Reconfirm meeting site and arrangements with Management one week before each meeting.
- E) Assign two volunteers to greet members at club meetings, offer guidance for more information.

Section 7.05 San Diego Council Representative

The San Diego Council Representative shall:

- A) Speak and vote on behalf of North Island Snowdrifters at all San Diego Council Ski Club meetings.
- B) Convey information from Council to the Board of Directors and submit articles for the newsletter.
- C) Lend support for further growth and awareness for the ski clubs of San Diego.

Section 7.06 Resource Director

The Resource Director shall:

- A) Encourage member participation in events.
- B) Take club brochures to Sport Shops.
- C) Create relationship with Sport Shop Management and renew our brochures in their advertising boxes.

Section 7.07 Membership Director

The Membership Director shall:

- A) Collect the annual dues and applications.
- B) Maintain a membership database
- C) Prepare a membership roster.
- D) Submit news article and birthday report to newsletter editor each month.
- E) Coordinate with Communications Director for any updates.
- F) Update the membership form for the upcoming year no later than May 1st.

Section 7.08 Race Director

The Race Director shall:

- A) Represent club on the San Diego Alpine League.
- B) Promote active participation of club members in ski-racing, coordinate club activities at race events.
- C) Conduct fund-raising events to fund the Race Team.

- D) Provide race results to the Communications Director for release to the members.
- E) Track and pay race fees.
- F) Submit articles for newsletter every month.

Section 7.09 Newsletter Editor

The Newsletter Editor shall:

- A) Assemble monthly newsletter in a timely manner to distribute to the club's membership by the first of each month.
- B) Make suggestions in topics of interest and remind them of deadlines (15th of each month).
 1. President - front page article.
 2. Vice President- Health & Safety.
 3. Membership – updates on members birthday list.
 4. Activities – articles on upcoming events.
 5. Travel – club trips
 6. Race Director – Information about the seasons racing.
 7. Trip Leaders – Flyers
 8. San Diego Council Rep – Information for SDCSC and FWSA
-) Vice President- Health & Safety.
- C) Gather photographs at club meetings, events, etc. Assign other directors in their absence to collect all information for newsletter or history albums.
- D) Read other publications and websites for news pertinent to the general membership.
- E) Submit a digital copy of the Newsletter to the Web Page Director and/or the Communication Director to send out to the membership and post on the webpage.
- F) Submit our application to the FWSA competition each year.

Section 7.10 Webmaster

The Webmaster shall:

- A) Design and layout of our website.
- B) Create new pages as needed.
- C) Edit news and activities pages with current information and pictures.
- D) Edit Board of Director's pages and all others for clarity.
- E) Post forms for members to download.
- F) Maintenance of page rankings with search engines.
- G) Maintenance of our web hosting & domain account with a website host company.

Article VIII. FIDUCIARY CONTROLS

Section 8.01 Books of Account

The Board of Directors shall appoint a committee to audit the books of account as of June 1st of each year. The accounting year shall be from June 1st to May 31st.

Section 8.02 Financial Institution

The club will maintain one or more accounts in a financial institution (one being a Trust) of its choosing provided at least three executive board members are named as joint owners on the account and the account is used solely for club funds.

Section 8.03 Disbursements

All members, Board of Directors and Trip Leaders may request disbursements from the Treasurer with the appropriate club form.

Article IX. LIABILITIES

- A) Use current waiver provided by the current insurance company used by the Board of Directors.
- B) "Failure to Warn" will determine the use of the liability waiver.
- C) Each ski trip must have individual liability release forms including trip name, date and emergency contact.
- D) All social events must have group liability release forms including event name & date.

Article X. AMENDMENT

These Bylaws may be amended at any regular meeting by an affirmative vote of a majority from the members present. This is providing that the amendment has been presented for consideration at the previous regular meeting and/or all members have been notified, by email or otherwise, of the proposed Bylaw amendment change prior to its being voted upon.

Original: 11/01

2nd change 04 (changes started by Cheryl Riess but never approved)

3rd change 5/09 (changes by Kathy Hamlin, and approved at general membership meeting on 8/14/09)

4th change 08/2020 (changes by Dave Arnold, approved at general membership meeting on 09/23/2020).

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