

Bylaws for North Island Snowdrifters

Article I. ORGANIZATION

Section 1.01 Affiliated Organizations

The members of the North Island Snowdrifters are also 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 memberships: a single membership; a family membership; and a one time membership. A single membership applies to one eligible adult. An adult is defined as anyone who is 21 years of age or older. Family membership is for those who live in the same household or share the same address. A minor is any person who is 20 years and younger.

Section 2.02 Membership Term

The executive board shall establish the membership year and the dates shall be published in the minutes of the meeting 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 annual dues. Membership or its privileges may be revoked or modified as set forth in these Bylaws.

Section 2.04 Revoking Membership

Membership and/or privileges of membership may be modified or revoked as follows:

A) Causes

1. The commission of a larceny, fraud, deceit, or the theft or embezzlement of any property owned by or otherwise 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 Federal and State laws, the North Island Snowdrifters will enforce a "Zero Tolerance Policy" on illegal drug use at any club sponsored event or trip.
4. Failure to observe this policy will automatically remove this person from participation in the club for the remainder of the year and your membership revoked. We will not jeopardize our club or put ourselves in a position to be affected by violators of this policy.

B) Procedure

1. Any members in good standing may present, in writing to the President of the club, a written request for action against an accused member upon occurrence of one or more of these causes.
2. The President shall bring the matter before the Board of Directors. This notification shall include the complaining member's written request for action. In the event that either the complaining or accused member is dissatisfied with the course of action, chosen by the Board of Directors, then further consideration is to be taken.
3. 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 decision will be final.

C) Formal Decision

1. The accused member shall be given a minimum of ten (10) days notice, in writing, of the complaint and of the date, time, and location of the Board of Directors meeting at which the complaint shall be resolved.
2. The complaining members shall present the facts of the matter.
3. The accused member may then present rebuttal.
4. The individual Directors may question the complaining member, the accused member, and/or the witnesses.
5. The complaint shall be deemed dismissed unless the majority vote to censure, suspend, or curtail the rights and/or privileges of membership and/or participation in any of the events or activities of the club in any manner.

Section 2.05 Honorary and Lifetime Members

The Board of Directors, by majority vote, shall name Honorary and Lifetime Members of the club. Honorary Members shall be non-voting members who may receive our newsletter, purchase advertising and attend meetings and activities but who must join to participate in club trips. Lifetime Members are members in good standing for life unless membership or its privileges are revoked or modified as set forth in these Bylaws.

Section 2.06 Access to the Bylaws

Payment of membership dues shall entitle the member to access of the Bylaws and standing rules of the club.

Article III. NOMINATIONS

The Board of Directors shall by majority vote, establish a nominating committee at least 90 days prior to its Annual Business 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 may also make nominations for elected offices before or during the Annual Business 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 Annual Business 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 Annual Business Meeting. Terms shall begin on the adjournment of the meeting at which they are elected to office 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 Annual Business Meeting.
- B) A member may be elected President for a maximum of three (3) terms in succession.
- C) If at the Annual Business 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 elect someone by their majority vote. The new President elect will be voted in by the members at the next general 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 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

Indoor general membership meetings shall be held monthly from October through May of the following year. Outdoor monthly general membership meetings shall be held from June through September. The Board of Directors may change, postpone, authorize a club event in lieu of, or cancel a general membership meeting provided at least 30 days notice is provided to the membership.

Section 5.03 The Annual Business Meeting

The Annual Business Meeting shall be held at one of the general membership meetings within 60 days and prior to the last general membership meeting for the year. The annual club year begins June 1st. Elections shall take place in April at the Annual Business Meeting. The Board of Directors, by majority vote, shall determine the date, time, and place of the Annual Business Meeting subject to the above constraints. For all voting actions, twenty-five percent (25%) of the membership is required to be present, and an affirmative vote from the majority of the members present shall be required to carry an issue. If twenty-five percent (25%) is not present the issue may be tabled until the next general meeting or be referred to the Executive Board for a decision.

Section 5.04 Rules of Order

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

Section 5.05 Parliamentarian

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 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 director positions.

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 general membership and Board of Directors.
- B) Form committee to select judges for the club Man and Woman of the Year.
- C) Be responsible for storage and all club inventoried and maintain supplies and equipment.
- D) Act as Safety advocate, coordinate safety programs, submit articles to editor.

Section 6.03 Secretary

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

- A) Be a voting member of the general membership and 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 clubs historical archives, pictures, newsletters and other interests of the club.
- E) Coordinate FWSA Convention delegates, mail registration and order check from Treasurer.

Section 6.04 Treasurer

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

- A) Be a voting member of the general membership and Board of Directors.
- B) Maintain a complete set of books of account in accordance with generally accepted accounting principals and practices.
- C) Request disbursement approved by the Board 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. Have available a current financial statement for club members upon request.
- F) Coordinate yearly audit with two other members of the Board of Directors.
- G) File all necessary tax forms for the IRS.
- H) 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 one year following his/her term as President.
- B) Participate in all Executive board meetings in an advisory capacity, voting as necessary to break a tie vote.

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. Directors shall, as necessary, appoint assistants and/or create and chair committees to help perform their duties and carry out their responsibilities.

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.
- E) Publish trip leader responsibilities and trip cancellation policies annually.
- F) Conduct an annual training meeting for trip leaders at the beginning of each membership year.
- 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 fall/winter 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 Newsletter Director.
- E) Submit applications and submissions for FWSA competitions.
- F) Conduct non-racing club sales (pins, cozies, hats, shirts, calendar and directory).
- G) Prepare and release timely information to club members using club mail 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 Program Director

The Program 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, clean up and other duties with Vice President for outdoor general meetings.
- C) Arrange for in/out door 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:

1. Attend club and board meetings.
2. Create roster of volunteers to help at events for:
 - A) Clean up
 - B) Greeters at all general meetings
 - C) Providing information/guidance to new and regular members for the right Director or Leader.
3. Assist Directors and Leaders as needed.
4. Encourage member participation in events.
5. Take club brochures to Sport Shops.
6. Try to create relationship with Sport Shop Management and renew our brochures in their advertising boxes.
7. Renew free advertising in the Union and Reader.
8. have one vote on the Board of Directors.

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 and coordinate with the club directory/calendar.
- D) Submit news article and birthday report to newsletter editor each month.
- E) Coordinate with Communications Director for any updates.

Section 7.08 Race Director

The Race Director shall perform duties as outlined in the Bylaws and 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 the 50/50 raffle and other fund-raising events to support the Race Team.
- D) Provide race results to Communications Director for release to the members.
- E) Track and pay race starts, coordinate race awards.
- F) Submit articles for newsletter every month.

Section 7.09 Newsletter Editor

The Newsletter Editor shall perform duties as outlined in the Bylaws and shall:

1. Assemble monthly newsletter in a timely manner to distribute to the club's membership by the first of each month.
2. Make suggestions in topics of interest and remind them of deadlines (15th of each month).
 - A) President – front page article.
 - B) Vice President – Health & Safety.
 - C) Membership – update on members, birthday lists, number of copies for mailing.
 - D) Activities – articles on upcoming events.
 - E) Travel – club trips with updates.
 - F) SD Council Rep – information update from SD Council & FWSA.
 - G) Race Director – all races during season.
 - H) Trip Leaders - flyers
3. Gather photographs at club meetings, events, etc. Assign other directors in his absence to collect all information for newsletter or history albums.
4. Read other publications and websites for news pertinent to the general membership.
5. To strive to make each and every newsletter attractive, accurate, readable, and informative.
6. Contact the President for final reading of the newsletter before it is sent to the printer.
7. To employ a cost effective and dependable printer; get the completed newsletter to said printer in the proper format (usually pdf); arrange for pick-up from printer and delivery of newsletter to whoever is designated to do the mailings.
8. Submit our application to the FWSA competition each year.
9. Attend all monthly meetings.

Section 7.10 Webmaster

The Webmaster shall perform duties as outlines in the Bylaws and 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 to relevant pages for members to download.
- F) Maintenance of page rankings with search engines.
- G) Maintenance of our web hosting & domain account with A-Plus.

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 May 30th of each year. The accounting year shall be from May 1st to April 30th.

Section 8.02 Financial Institution

The club will maintain one or more additional 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 IV. LIABILITIES

1. Use current waiver provided by Michael Ehrenfeld Company Insurance Agent & Broker, CA # 0537922
2. "Failure to Warn" will determine the use of the liability waiver.
3. Each ski trip must have individual liability release forms including trip name, date and emergency contact.
4. 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 mail 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)