

# ***BY-LAWS***

## ***ARTICLE I – MEMBERSHIP***

*Section I.* Applicants for membership must be at least 21 years of age. Applications may be made as a single person, or a couple (married or single with one mailing address).

Requirements for a new membership:

- A. Completion of application.
- B. Attendance at four club functions, with at least one being a social event.
- C. Payment of dues.
- D. Board approval.

*Section II.* Active membership - Persons in good standing, based upon meeting financial as well as all other obligations established by the Club and the Board of Directors.

- A. Requirement of active Membership
  - 1. Attendance at two general membership meetings and two ski club functions, or four (4) general membership meetings, within the last 9 months.
  - 2. Payment of dues.

*Section III.* Inactive membership – Past active members who have met financial obligations but have not met attendance obligations.

*Section IV.* Lifetime Membership – A lifetime membership may be awarded at the close of the current year to a member with at least 15 years of active service to the club. No more than two lifetime memberships are to be awarded per year. The general membership may submit suggested members to the membership chairperson for consideration and approval by the outgoing Board of Directors in May.

*Section V.* Only active members may be elected to office, chair a committee, or vote in the election of officers and other matters pertaining to Club affairs.

*Section VI.* Dues and Initiation Fees

A. Active members shall be required to pay annual dues. All changes in dues and initiation fees for membership shall be set by an affirmative vote of more than 50% of the active members voting at the last regular meeting in April.

- B. Dues for new members shall include an initiation fee as described below.
- C. Payment of dues:
  - 1. Dues of current, active members must be paid to the Treasurer by October 15. A two week grace period is provided. Payment of a late fee of \$15 is owed effective November 1.
  - 2. Full payment of dues by new members after June 1 shall entitle them to membership through September 30<sup>th</sup> of the following year.
  - 3. New members initiation fee shall be in accordance with section VII,-A,.

- D. Members that have been awarded a lifetime membership per Section IV shall not be required to pay annual dues. To maintain active membership, lifetime members need only meet the requirements of Section II,-A,-1.

*Section VII.* Members may be subject to discipline for cause by the Board of Directors. Any disciplinary action taken against a member must be approved by a majority vote of the Board of Directors.

*Section VIII.* Club Fiscal Year – The Club fiscal year shall be defined as July 1 to June 30.

## ***ARTICLE II – ELECTION OF OFFICERS***

*Section I.* The last regular meeting of March shall be designated for the general election of officers for the ensuing term.

*Section II.* An Election Committee shall be appointed by the President in January of each election year. The Committee shall consist of not less than three active members. The duties of the Election Committee shall be as follows:

- A. To accept nominations of qualified candidates from general membership.
- B. To provide a slate of qualified candidates for all positions on the Board of Directors in sufficient time to allow for proper consideration by the members.
- C. To conduct the general election of officers in a fair, impartial and proper manner.
- D. To provide for ballot by absentee.
- E. To conduct run-off elections as required

*Section III.* Candidates for election to office shall have been active members from no later than June 1 of the previous year.

*Section IV.* Candidates are elected to office by receiving more than 50% of the ballots cast. If no member receives 50% of the ballots cast for an office, the committee will hold a run-off election between the two (2) candidates with the most votes.

*Section V.* Special elections may be held to fill a vacancy of an elected officer of the Board of Directors, at the discretion of the President.

*Section VI.* Term – The term of office for each regularly elected officer shall be one year. The term of office shall be from June 1 through May 31. The term for officers elected to fill a vacancy will run from their election date through May 31.

## ***ARTICLE III – OFFICERS AND THE BOARD OF DIRECTORS***

*Section I* All Officers of the Club, committee members and trip leaders shall serve without salary or compensation of any kind.

*Section II.* The regular term of office of the Board of Directors shall be from June 1 to May 31. During the month of May, the outgoing officers shall transfer all equipment and records to the new officers at a joint Board meeting. Outgoing officers shall also acquaint the new officers with their respective duties at that time.

*Section III.* The Board of Directors shall meet at least once a month. Attendance of at least five (5) Officers shall be required to constitute a quorum. Four affirmative votes are required to carry a decision.

*Section IV.* Special meetings of the Board of Directors may be called at any time by the President.

*Section V.* Any officer of the Board of Directors may be removed from office upon concurrence of four (4) members of the Board of Directors.

*Section VI.* Decisions reached by the Board of Directors may be reversed by a vote of more than 50% of the active club members. Any active member may petition that a decision be put to a vote by the membership. The petition must include the signatures of at least 10% of the active membership.

*Section VII.* The Board of Directors will appoint an audit committee, independent of the Board, for the purpose of the audit of the books of account and the Annual Report. The results of such an audit shall accompany the Annual Report.

*Section VIII.* The duties of the officers include, but are not limited to the following:

A. President

1. The President is the Chief Executive Officer of the Club and shall preside over the following meetings:
  - a. Meetings of the Board of Directors
  - b. Meetings of the General Membership
  - c. Other special purpose meetings
2. All other officers report to the President
3. The President is responsible for all foreign matters.
4. A proposed budget for the upcoming year shall be presented to the general membership at the first meeting in October.

B. Vice President

1. The Vice President shall, in the absence of the President, perform all of the duties of the President.
2. Proper accounting for the Club property is the responsibility of the Vice President
3. The Vice President is responsible for the activities of the Social Committee.

C. Secretary

1. The Secretary shall record and maintain legible minutes, signed and dated, of all meetings of the general membership and Board of Directors.
2. All records, except as otherwise noted in these By-Laws, are maintained by the Secretary.
3. The secretary is responsible for all correspondence of the Club officers and committees, and for notification of activities to the general membership.
4. The Secretary is responsible for the activities of the Publication, Program, and Publicity Committees.
5. All minutes of the past board year shall be submitted to the new President when the incoming board convenes.
6. The Secretary is responsible for maintaining and filing all incorporation papers. This includes but is not limited to, the changing of the registered agent.
7. The Secretary shall become the registered agent.

D. Treasurer

1. The Treasurer is responsible for all funds of the Club and shall maintain the appropriate records.

2. The Treasurer must present a monthly financial report to the Board of Directors and to the general membership and a detailed Annual report to the general membership during the month of July. The Annual Report shall cover the fiscal year, which is July 1 through June 30.
3. A proposed budget for each committee will be submitted to the Board of Directors subject to their approval.
4. All tax and accounting matters are the responsibility of the Treasurer.
5. The Treasurer is responsible for the collection of all dues and will issue a dues payable statement to each member by August 15<sup>th</sup>.
6. The treasurer is responsible for the activities of the Ways and Means Committee

E. Treasurer

1. The Ski Director is responsible for all activities of the Club which are directly related to skiing.

F. Membership Director

1. The Membership Director shall administer all Club By-Laws and Policies regarding membership.
2. The Membership Director is responsible for all activities of the Membership Committee.
3. The Membership Director is responsible for developing programs to maintain/increase membership as appropriate.
4. The Membership Director shall work to increase member involvement in the Club.

## ***ARTICLE IV – COMMITTEES***

*Section I* Each committee must coordinate its activities with other committees, as appropriate, and is responsible for implementing the directions and programs provided by the responsible officer. Each committee must submit to its supervising officer a projected program and estimated budget within 30 days of assumption to office. All committees must submit an annual report to its supervising officer by May 31.

*Section II.* The Social Committee is a function of the office of the Vice President. Functions of the committee include, but are not limited to: planning and implementing the social program.

*Section III.* The Membership Committee is a function of the office of the Membership Director. Functions of the committee include, but are not limited to: issuance of membership cards, collection of dues from new members, maintenance of the roster of Active and Inactive members, coordinate membership renewal and all other activities related to the maintenance of the membership.

*Section IV.* The Program Committee is a function of the office of the Secretary. Functions of the committee include but are not limited to: implementation of the program events for regular meetings.

*Section V.* The Publicity Committee is a function of the office of the Secretary. Functions of the committee include, but are not limited to: development of all promotion and publicity for the Club.

*Section VI.* The Publication Committee is a function of the office of the Secretary. Functions of the committee include, but are not limited to: the publication and circulation of the Club periodical.

*Section VII.* The Ways and Means Committee is a function of the office of the Treasurer. Functions of the committee include, but are not limited to: all activities associated with raising funds for the Club which are not related to activities of other committees or dues collection.

*Section VIII.* The Ski Trip Committee is a function of the office of the Ski Director. Functions of the committee include, but are not limited to: searching for suitable lodging for the trips, planning, implementing and supervision of them, all other duties related to them.

*Section IX.* The chairperson of the above mentioned committees may select and name their own committee members.

*Section X.* Additional, special or temporary committees may be created by the Board of Directors and assigned to the appropriate officer as required.

*Section XI.* The recommendations of the various committees shall be subject to the approval of the responsible officer.

## ***ARTICLE V – MEETINGS***

*Section I* There shall be at least two regular meetings each month during the period of September through May. The time and place will be selected by the membership.

*Section II.* The first regular Club meeting of October will be designated for the presentation of proposed programming for the ensuing season.

*Section III.* Special meetings of the Club may be called at any time by the President.

*Section IV.* Meetings shall be held during June, July and August. The frequency of such meetings shall be determined by the Board of Directors.

*Section V.* The Board of Directors may cancel a meeting for cause.

## ***ARTICLE VI – COMPENSATION FOR TRIP LEADERS***

*Section I* Trip Leaders may be appointed by the Board of Directors to run any overnight, weekend, or other multi-day trips that include twenty (20) or more people.

*Section II* To qualify as a Trip Leader or Assistant Trip Leader the person must be a member in good standing.

*Section III* Trip Leaders must agree to perform all the duties of a trip leader as defined in The Trip Leader Comp Policies.

*Section IV* Only 1 person may be appointed trip leader for each trip and 1 person cannot receive more than one comp per club calendar year or the same trip comp within two (2) consecutive club calendar years.

## ***ARTICLE VII – DISSOLUTION***

In accordance with New Jersey Statutes for Non-Profit Organizations all assets of the Club can only be donated to qualified charitable organizations.