

# ALTAIR SKI AND SPORTS CLUB

## BY-LAWS

Amended 4-20-05

### ARTICLE 1

#### SECTION 1. PURPOSE

The purpose of this corporation (hereafter referred to as Club) is to promote skiing and other recreational activities designed to increase the enjoyment of sports by its active members. This organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

#### SECTION 2. BUSINESS YEAR

The fiscal year of this Club shall be June 1 to May 31.

#### SECTION 3. AFFILIATIONS

This Club is of itself and not subject to the by-laws, articles or any other documents or restrictions of any other Club.

#### SECTION 4. PARLIAMENTARY PROCEDURE

All questions of parliamentary procedure at any meeting of the membership, the Board of Directors or at any committee meeting shall be settled according to the last edition of "Robert's Rules of Order", except where otherwise provided for in the by-laws of this Club or unless other-wise ordered by a two-thirds (2/3) majority of those members present at any such meeting.

### ARTICLE II MEMBERSHIP

#### SECTION 1. QUALIFICATIONS

Any person of good reputation and character who has reached their twenty-first birthday and who falls into one of the classifications listed in Section 2 below may apply for membership.

#### SECTION 2. CLASSIFICATION

- A. ACTIVE MEMBER. A member shall be termed active when they have paid their dues in full. Active members have the right to vote. It is expected that all members actively participate in at least one Club function each year.
- B. DROPPED MEMBER. A member will be termed dropped from the active membership when their dues are past due or when they have been expelled from the Club.
- C. GUEST. A person shall be termed "guest" if they have not applied for membership and are attending an activity of this Club. A guest will be expected to follow the same rules and responsibilities as a member.
- D. ASSOCIATE. An associate member shall have all the rights of an active member except he or she will not receive a newsletter. An associate member must be living at the same address as an active member.

#### SECTION 3. RIGHTS AND OBLIGATIONS

All members shall:

- A. Be entitled to attend all functions;
- B. Be entitled to vote at all general and special meetings, but not Board Meetings and;
- C. Be required to adhere to the by-laws of the Club.

#### SECTION 4. APPLICATIONS

Any eligible person may apply for membership at any regular meeting by submitting a written membership application. Applicant's full dues will be paid at the time the application is submitted.

#### SECTION 5. RESIGNATION

Any member may resign from office or from the Club at any regular, special, or board of directors meeting verbally or at any time in writing.

#### SECTION 6. EXPULSION

Any member, who for any act or conduct, which by the decision of the Board of Directors is injurious to the best interest of this Club, may be expelled from office and/or from the Club upon a two-thirds (2/3) affirmative vote of the Board of Directors.

## **SECTION 7. MEETINGS**

- A. GENERAL MEMBERSHIP MEETINGS. Regular meetings shall be held on the second Wednesday of each month or as determined by the Board of Directors
- B. BOARD OF DIRECTORS MEETINGS. Board of Directors meetings will be held at least once each month, usually on the Tuesday following the General Membership Meeting.
- C. SPECIAL MEETINGS. Special meetings may be called by the president or two-thirds (2/3) of the Board of Directors.
- D. COMMITTEE MEETINGS. Committee meetings will be held as deemed necessary by their directors.
- E. CONDUCT. Persons disturbing the peace during any meeting in any manner . will be asked to leave and may be expelled from the club under section 6.
- F. QUORUM. All active members in attendance at any regular or special membership meeting shall constitute a quorum. Two-thirds (2/3) of the Board of Directors will be a quorum for a Board of Directors meeting. A quorum must be present to conduct any business of this Club.
- G. NOTICE. A 30 day written or verbal notice stating date, place, and hour shall be given before all membership and regular board meetings.

## **SECTION 8. ALCOHOL POLICY**

- A. The Club will not distribute, sell, serve or furnish alcoholic beverages at any time.
- B. Club functions at which individual club members are allowed to bring their own alcoholic beverages are permitted.
- C. Club members are expected to be fully responsible for their actions and conduct resulting from the consumption of alcohol. Failure to act responsibly may result in expulsion from the Club.

## **ARTICLE III**

### **SECTION 1. DUES**

- A. DUES. Membership dues shall be established by the Board of Directors.
- B. PAYMENTS. Dues are payable by the regular November membership meeting. Dues are considered past due after the end of November and a member will be considered dropped status at that time.

### **SECTION 2. PAYMENT OF EXPENSES**

All expenses of this Club shall be reviewed by the Board of Directors and a report of the payment of all such expenses shall be entered into the minutes of the regular meeting of the membership by the treasurer's report. All expenditures shall be substantiated by receipt regardless of amount; the withdrawal of any funds shall require the signature of two (2) authorized signers (elected officers) of this Club.

### **SECTION 3. BANKING**

All funds shall be deposited in an insured bank or savings plan under the name of this Club.

### **SECTION 4. ADVANCING CLUB FUNDS FOR EVENTS.**

Trips and other events are expected to be self supporting and to require no advancing of Club funds for deposits or initial expenses. The Board of Directors may make exceptions to this policy if the following conditions are met:

- a. The trip or event has been done in prior years *and*
- b. It was financially successful in prior years *and*
- c. The trip captain has the active assistance of the trip captain from a prior year *or*
- d. A deposit is fully refundable and a written contract reflecting this is secured before the funds are disbursed.

## **ARTICLE IV**

### **SECTION 1. OFFICERS**

The officers of this Club shall be President, Vice President, Secretary, Treasurer, two (2) Board Members at Large, and Immediate Past President unless the Immediate Past President gives notice of his/her inability to serve prior to the yearly election, in which case this position will be filled by a third elected Board Member at Large.

## **SECTION 2. QUALIFICATIONS**

A candidate for an elected office in this Club must have been an active member for at least ONE YEAR and agree to remain an active member during the term of office for which he/she is a candidate.

## **SECTION 3. NOMINATIONS AND ELECTIONS**

- A. NOMINATIONS. A nominating committee shall be approved by the Board of Directors prior to the February regular membership meeting.
- B. Nominations will be closed at the end of the March Board of Directors meeting.
- C. ELECTIONS. Elections for the officers of this Club shall be held at the April meeting. Mail-in ballots will be accepted if postmarked by April 30.

All officers shall be elected to serve for the term of one (1) year from June 1 to May 31. Each officer shall hold office until his/her successor is elected and qualified, unless the same becomes vacant by reason of the officer's death, resignation or removal. Upon the occurrence of any vacancy, the president will appoint a successor to serve for the remainder of the unexpired term. Said appointment will only be made with the approval of the Board of Directors.

## **SECTION 4. DUTIES**

A. PRESIDENT. The president shall be the chief executive officer of this Club. He or she shall be Chairman of the Board of Directors, shall preside over all of its meetings and all of the business meetings of this Club, and shall appoint the directors. The president shall assign duties to officers/board members as required by the Club. The President shall also perform the Altair Board's list of primary responsibilities assigned to the President's position.

B. VICE PRESIDENT. The vice president shall perform the duties of the president in his or her absence or in his or her inability to act. He or she shall be responsible for expediting and coordinating committee assignments and activities, shall act as liaison between the president and committees and shall make Club meeting arrangements. The Vice President shall also perform the Altair Board's list of primary responsibilities assigned to the Vice President's position.

C. SECRETARY. The secretary shall take the minutes and have such minutes typed and distributed at all meetings except committee meetings, and be in charge of all Club correspondence. Secretary also perform the Altair Board's list of primary responsibilities assigned to the Secretary position.

D. TREASURER. The treasurer shall have custody of all funds and all items of value as may come into this Club's possession, keep complete records of funds, report status of same at all Board of Directors meetings, be responsible for the management of all financial programs, Club and provide basic budget information for functions. Treasurer shall also perform the Altair Board's list of primary responsibilities assigned to the Treasurer's position.

E. IMMEDIATE PAST PRESIDENT. The immediate past president shall act as parliamentarian and chairman of the nominations committee. The Past President shall also perform the Altair Board's list of primary responsibilities assigned to the Past President's position. If the Immediate Past President's position is filled by a third Board Member at Large the duties of the Immediate Past President will be assigned to the Board Members at Large.

F. TWO BOARD MEMBERS AT LARGE. The Board Members at Large will perform duties assigned by the President and shall also perform the Altair Board's list of primary responsibilities assigned to the Board Member at Large position.

## **SECTION 5. LIABILITY INSURANCE.**

The Club shall maintain Commercial General Liability Insurance coverage and Directors and Officers Liability Insurance coverage.

## **ARTICLE V**

### **SECTION 1. MEMBERS OF THE BOARD OF DIRECTORS**

The members of the Board of Directors of this Club shall be President, Vice President, Secretary, Treasurer, Immediate Past President, two (2) elected Board Members at Large and other appointed directors as necessary.

- A. The following non-elected director positions may be considered by the president to assist in Club management:
1. Membership
  2. Historian
  3. Newsletter
  4. Events
  5. Ski
  6. Social
  7. Program
  8. Finance
  9. Sports
  10. NWSCC
  11. Community Service
  12. Equipment and Inventory
  13. Database
  14. Others as needed

## **SECTION 2. QUALIFICATIONS**

Any member may be appointed or elected to a directorship if they have been an active member for at least six (6) months immediately prior to their appointment or election.

## **SECTION 3. APPOINTMENT AND TERM OF OFFICE**

Appointed directors shall be nominated by the new president and ratified by the new elected officers before the regular scheduled June membership meeting.

## **SECTION 4. VACANCY**

If a director's position becomes vacant because of death, resignation or removal, the president will nominate a successor, which shall be ratified by the Board of Directors, to serve for the remainder of the unexpired term.

## **SECTION 5. REMOVAL**

- A. A director may be removed from office with cause by two-thirds (2/3) vote of the Board of Directors.
- B. An officer may be removed from office by two-thirds (2/3) vote of the active members present at a regular membership meeting or a special meeting called for that purpose.

## **SECTION 6. DUTIES OF DIRECTORS**

The directors of this Club will be responsible for the successful accomplishments of all the activities required of the committee to which they are assigned.

## **SECTION 7. VOTING**

All members of the elected Board of Directors will be entitled to vote on Club business conducted at the Board of Director meetings.

# **ARTICLE VI**

## **Section 1. AMENDMENTS TO BYLAWS**

Any proposed change to the Bylaws may be made by any Club member in good standing as follows:

- A. Present the proposed change to the Altair Ski and Sports Club Board in writing along with a written statement defining why the change is proposed.
- B. The Altair Ski and Sports Club Board will then vote on the proposed change. A simple majority vote will be required for passage.

## **SECTION 2. INTERPRETATION OF BYLAWS**

- A. In the event of misunderstanding or confusion arising from the interpretation of the Altair Ski and Sports Club Bylaws, the purpose, intent and/or spirit of these Bylaws shall not be circumvented.
- B. The Board of Directors is the final authority on interpretation of the Club Bylaws.

## **ARTICLE VII PRIMARY RESPONSIBILITIES**

### **PRESIDENT**

#### Primary Responsibilities

1. To oversee, advise and help facilitate the orderly operation of the Board of Directors.
2. To schedule and conduct all necessary Board Meetings and General Membership Meetings as necessary to assure timely completion of Club business and to assure communication between all Club Officers and Directors.
3. To assure that the Club's records and treasury are reviewed on a periodic basis.
4. To assure that trip coordinating, scheduling and Club budgeting is timely, accurate and in the best interests of the Club and its' financial integrity.
5. To assure that all Club correspondence with other Clubs, businesses, organizations, etc., are handled in a timely manner.
6. To assure that Club's Bylaws, Rules, Policies, Procedures and Primary Responsibilities are updated as necessary and are made readily available to The Altair Ski and Sports Club Board and General Membership.
7. To abide and support the Club's Bylaws, Rules, Policies, Procedures and Primary Job Responsibilities.
8. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
9. To attend all General Membership Meetings and Altair Board Meetings and as scheduled.
10. To submit to the Club's Newsletter Director, on a monthly basis, articles and flyers pertaining to the President's duties and activities.
11. To help and support all other board members with their primary job responsibilities when necessary.

### **PAST PRESIDENT**

#### Primary Responsibilities

1. To advise the Board of Directors on all matters pertaining to the orderly and timely operation of Club business.
2. To communicate with the President regularly on all pertinent matters concerning the Past President's duties and Altair Ski and Sports Club business.
3. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
4. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
5. To submit to the Club's Newsletter Director on a monthly basis, articles and flyers pertaining to Past President's duties and activities.
6. To act as chairperson of the Club's Nominating Committee during the nomination election period.
7. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
8. To help and support all other board members with their primary job responsibilities when necessary.

### **VICE PRESIDENT**

#### Primary Responsibilities

1. To assume the duties of President in the event of the President's absence.
2. To perform special duties as requested by the President.
3. To arrange for General Meeting and Board Meeting facilities.
4. To serve on the Club's Nominating Committee during the nomination and election period, in the event of the Past President's absence.
5. To communicate with the President regularly on all pertinent matters concerning the Vice President's duties and Altair Ski and Sports Club business.
6. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
7. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
8. To submit to the Club's Newsletter Director on a monthly basis, articles and flyers pertaining to the Vice President's duties and activities.
9. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
10. To help and support all other board members with their primary job responsibilities when necessary.

### **SECRETARY**

#### Primary Responsibilities

1. To take minutes at all Altair Ski and Sports Club board meetings and distribute to all board members to review.
2. To keep an active record of all Club contracts plus furnish additional copies of these contracts to the treasurer.

3. To Communicate with the President regularly on all pertinent matters concerning the Secretary duties and Altair Ski and Sports Club business.
4. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
5. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
6. To submit to the Club's Newsletter Director on a monthly basis, articles and flyers pertaining to the Secretaries duties and activities.
7. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
8. To help and support all other board members with their primary job responsibilities when necessary.

### **TREASURER**

#### Primary Responsibilities

1. To keep track of all incoming and outgoing Club funds.
2. To maintain a set of Club financial records.
3. To write and cash checks, make deposits, withdrawals, pay bills, make refunds, etc. when necessary.
4. To establish and update a list of all Altair Ski and Sports Club property.
5. To make monthly reports on the financial status of the Club's treasury.
6. To keep a separate account of all activities requiring Club funds and to provide a profit and loss statement for each activity.
7. To assure that delinquent payments are collected.
8. To communicate with the President regularly on all pertinent matters concerning the Treasurer's duties and Altair Ski and Sports Club business.
9. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
10. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
11. To submit to the Club's Newsletter Director on a monthly basis, articles and flyers pertaining to the Treasurer's duties and activities.
12. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
13. To help and support all other board members with their primary job responsibilities when necessary.

### **BOARD MEMBER AT LARGE**

#### Primary Responsibilities

1. To advise the Board of Directors on all matters pertaining to the orderly and timely operation of Club business.
2. To communicate with the President regularly on all pertinent matters concerning the duties assigned by the President and other Altair Ski and Sports Club business.
3. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
4. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
5. To perform special duties as requested by the President.
6. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
7. To help and support all other board members with their primary job responsibilities when necessary.

### **MEMBERSHIP DIRECTOR**

#### Primary Responsibilities

1. To be at all general meetings for sign up of new and renewed members of the Club.
2. To furnish all new and renewed members with Club membership cards.
3. To update and keep all applications of members.
4. To keep a current record of all new, past and present Club members.
5. To establish and maintain a membership roster and furnish a copy to all board members on at least a quarterly basis.
6. To establish and maintain a current mailing list and furnish a complete set of mailing labels, with birthday list to the Newsletter Director at each monthly board meeting.
7. To review all members applications for accuracy.
8. To communicate with the Newsletter Director for all current birthdays of the month.
9. To communicate with the President on a weekly basis all pertinent matters concerning the Memberships duties and Altair Ski and Sports Club business.
10. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
11. To attend all Board meetings as scheduled.
12. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
13. To help and support all other board members with their primary job responsibilities when necessary.

## **DATABASE DIRECTOR**

### Primary Responsibilities

1. To keep a current record of all new, past and present Club members.
2. To establish and maintain a membership roster and furnish a copy to all board members on at least a quarterly basis.
3. To establish and maintain a current mailing list and furnish a complete set of mailing labels, with birthday list to the Newsletter Director at each monthly board meeting.
4. To communicate with the Newsletter Director for all current birthdays of the month.
5. To communicate with the President on a weekly basis all pertinent matters concerning the Database Director duties and Altair Ski and Sports Club business.
6. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
7. To attend all Board meetings as scheduled.
8. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
9. To help and support all other board members with their primary job responsibilities when necessary.

## **SOCIAL DIRECTOR**

### Primary Responsibilities

1. To plan, establish and promote social activities on a monthly basis. These responsibilities shall apply to the following activities:
  - A. Parties
  - B. Happy Hours
  - C. Special Occasions
2. To communicate with the President regularly on all pertinent matters concerning the Social Director's duties and Altair Ski and Sports Club business.
3. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
4. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
5. To submit to the Club's Newsletter Director on a monthly basis, articles and flyers pertaining to the Activities Director's duties and activities.
6. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
7. To help and support all other board members with their primary job responsibilities when necessary.

## **SPORTS DIRECTOR**

### Primary Responsibilities

1. To plan, establish and promote sport activities on a monthly basis. These responsibilities shall apply to the following activities:
  - A. Camping
  - B. Hiking
  - C. All other sport activities
2. To communicate with the President regularly on all pertinent matters concerning the Sport Director's duties and Altair Ski and Sports Club business.
4. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
5. To attend all General Membership Meetings and Altair Board Meetings as scheduled.
6. To submit to the Club's Newsletter Director on a monthly basis, articles and flyers pertaining to the Sport Director's duties and activities.
7. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
8. To help and support all other board members with their primary job responsibilities when necessary.

## **NEWSLETTER DIRECTOR**

### Primary Responsibilities

1. To make sure that the Club newsletter of current month is assembled and mailed within the last week of the prior month.
2. To collect, edit and compose articles and calendars for the Club's monthly newsletter.
3. To check for correct dates, prices, times and places on all articles and calendars before final printing.
4. To keep track of all activities occurring during the calendar month and assure that board members in charge of these activities submit articles and flyers pertaining to these events.
5. To submit the Club's newsletter to a printer and insure its' return by the scheduled assembly date.
6. To check printer's work for quality and accuracy.
7. To communicate with the President regularly on all pertinent matters concerning the Newsletter Director's duties and Altair Ski and Sports Club business.

8. To communicate pertinent Club business with the Board of Directors on a regular and timely basis.
9. To attend all General Meetings and Altair Board Meetings as scheduled.
10. To abide and support the Club's bylaws, rules, policies, procedures and primary job responsibilities.
11. To help and support all other board members with their primary job responsibilities when necessary.