

SANDUSKY SKI CLUB BY-LAWS

(REVISED February 18, 2019)

1.0 VOTING PROCEDURES

- 1.1 These procedures apply to all votes including election of officers unless otherwise specified in the Constitution or the By-Laws. Robert's Rules of Order applies for all other voting procedures not specified.
- 1.2 Only members in good standing are eligible to vote.
- 1.3 Officer elections shall be conducted by secret written ballot. All other voting activities shall be conducted by show of hands unless otherwise requested from the floor.
- 1.4 Absentee Ballot Procedures. Absentee ballots shall be made available for election of officers and amendments to the Constitution only.
 - 1.4.1 Election of Officers. Absentee ballots shall be made available to any qualified member and should indicate a first and second choice by clearly marking them with a number one (1) and a number two (2). All absentee ballots will be counted if they are received by the Nominating Committee before the election meeting is called or order. In the event of a run-off, absentee ballots shall be counted as follows. If only one choice is listed then the ballot will be counted as long as that candidate is on the current run-off ballot. The second choice will be counted if the first choice is not on the current run-off ballot.
 - 1.4.2 Amendments to the Constitution. Absentee ballots shall be made available to any qualified member. All absentee ballots will be counted if they are received by the Secretary prior to the final reading of the proposed amendment(s).

2.0 CLUB FINANCIAL ACTIVITIES

- 2.1 Authorization to Sign Contracts. No member has the right to authorize contracts on behalf of the Club without approval of the Board of Directors. Any member who does so assumes financial responsibility. Committee Chairs may authorize contracts in accordance with Paragraph 3.4.
- 2.2 Authorization to Expend Funds. No member has the authorization to expend funds on behalf of the Club except as directed by the Board of Directors or as specified in Section 3.4. Any member who spends funds without authorization shall assume financial responsibility.
- 2.3 Member who make bona fide reservations for a club activity and do not cancel prior to the event deadline shall assume financial responsibility for their reservations. Unless otherwise specified by the Board of Directors, other club policy, or the event leader(s), the deadline is seven days prior to the scheduled event.
- 2.4 Committee chairperson and those members authorized to expend funds shall keep a written log of all transactions. This is subject to audit by the Treasurer at any time. A full disclosure of all transactions shall be presented to the Treasurer at the direction of the Treasurer. All remaining funds shall be returned to the Treasurer by the last meeting in April.

2.5 Reserve Fund

2.5.1. The purpose of the reserve fund is to support the promotion of skiing, boarding and club activities.

2.5.2. 10% or \$3000 whichever is the larger sum, may be allocated to promote the ski club as shown below but not limited to that which is shown, as long as the minimum balance does not go below \$15,000:

40-60% may go to skiing activities such as: subsidize trips, lessons, racing, etc.

The balance may go to non-skiing activities such as: subsidize banquet, parade expense, club picnic, etc. as allocated by the board.

If the money that was allocated is not used, it will go back to the reserve fund.

2.5.2a Calculation of the above amount will be based on the balance of the Reserve Fund financial statement as of March 31st of said year.

2.5.3. Both a 3/4 affirmative vote of the Board of Directors and a 2/3 affirmative vote of the general voting membership provided a quorum is present shall be required to modify the spending of the Reserve Fund funds outlined in 2.5.2.

2.5.4. The Board shall keep the reserve fund in the best available interest-bearing fund or investment fund and review this on an annual basis.

2.6 Trip Advance Fund. A trip advance fund shall be established to pay obligations on trips in lieu of trip fund receipts from the membership. The account for this fund shall be an interest bearing type of account. This fund shall only be used to pay trip obligations. Trip advances paid out from this fund shall be returned from trip funds received from the membership. The money collected from the membership for trips may be stored in this account until needed for final trip payments. When the fund is in need of replenishment, the method shall be determined by the Board of Directors. The fund shall be maintained at a minimum of \$8,000.00 and a maximum of \$15,000.00 exclusive of trip funds temporarily stored.

2.7 Fiscal year. The Sandusky Ski Club's fiscal year shall commence on the first day of May and shall end on the last day of April.

2.8 Review of records. The financial records shall be reviewed annually by a committee of three (3) members in good standing that are appointed by the Board the last meeting in April. The committee shall review the financial records within sixty (60) days after the close of the treasurer's term of office and submit a report to the Board within ten (10) days. The Sandusky Ski Club Board will review the report at the next called Board meeting and a full report will be presented to the membership at the next business meeting.

2.9 Trip Leader / Trip Coordinator Discount. As stated in Article V, Section 7 of the SSC Constitution, any time and effort by any officer or member shall be understood to be voluntary and non-remunerative. However, to encourage members to take on the responsibility of trip leader and trip coordinator, discounts are applied as shown below if the trip meets the minimum requirements as set by the Board. Since frequently there may be co-leaders, allowance is made for this in the discounts:

Days trip – one lift ticket equivalent for leader (two if more than one leader) plus equivalent of one bus trip cost (split if more than one leader).

Weekend & week trips – one lift ticket package equivalent for leader (two if more than one leader) plus equivalent lodging cost for an individual in a double room (split if more than one leader).

Trip coordinator – one lift ticket package equivalent will be provided for any trip attended by the coordinator if not also acting as leader in which case leader discounts apply.

Discounts will be applied after successful completion of the trip and paid to the leaders in a timely basis. The discounts cannot exceed the cost of the trip. All comps provided by the resorts or travel companies go to club.

3.0 COMMITTEES

- 3.1 Duties. The duties of each committee shall be as so specified in the policy for that committee. All policies are subject to review by the Board of Directors on an annual basis. The Board of Directors has the authority to modify policy by a 3/4 majority vote.
- 3.2 Standing Committees. The President shall establish the following standing committees for each year. The President shall have the right to not engage a committee for the year.
- 3.2.1 Committee list:
- Cleveland Metropolitan Ski Council Representative
 - Lesson Program – Race and Regular
 - Membership
 - Merchandising
 - Newsletter
 - Ohio Valley Ski Council Representative
 - Photography
 - Programs
 - Publicity
 - Quartermaster
 - Racing
 - Reserve Fund
 - Scrapbook
 - Snow Trails Season Passes
 - Social
 - Special Events – Christmas Party and Awards Banquet
 - Trips
- 3.2.2 Committee Chair. The President shall appoint a chairperson(s) subject to the approval of the Board of Directors. The chair will remain in effect until the Installation and Awards Banquet.
- 3.2.3 Committee Members. The chairperson(s) shall establish committee members as required to fulfill the duties of the committee. Committee members are discharged of their obligations at the Awards Banquet.
- 3.3 Special Committees. The President shall establish special committees as required throughout the year to conduct club business. The President shall specify the length of the term at the time of creation.
- 3.3.1 Committee Chair. The President shall appoint a chairperson(s) subject to approval of the Board of Directors. The chair will remain in effect as long as the committee is active.
- 3.3.2 Committee Members. The chairperson(s) shall establish committee members as required to fulfill the duties of the committee. Committee members are discharged of their obligations when the committee is disbanded.
- 3.4 Authorization to Authorize Contracts and Expend Funds. Committee chairperson designated by the Board of Directors are authorized to sign contracts and expend funds not to exceed \$100.00 per year in the performance of their duties. Amounts in excess of \$100.00 must be approved by the Board of Directors. No committee is authorized to purchase, alter or destroy capital equipment without the approval of the Board of Directors.

4.0 CLUB PROPERTY

- 4.1 The Quartermaster shall keep an up-to-date list of all club property. In addition, the Quartermaster shall compile a list of capital equipment and annually update this list.
- 4.2 No member has the right to buy, alter, or destroy club property without the approval of the Board of Directors. Any member who does so without approval may be held financially liable.
- 4.3 Members are entitled to the use of club property for other than club functions. Members who use club property shall assume full responsibility and liability, financial and otherwise, for the property. Equipment may only be used with the approval of the Quartermaster.

5.0 AMENDMENTS

- 5.1 Amendments to the By-Laws shall be accomplished by a majority affirmative vote of the members voting provided a quorum exists.
- 5.2 The general voting membership shall be notified by Club newsletter and electronic means, such as e-mail of any proposed By-Laws amendments at least thirty (30) days prior to voting on any proposed amendment.