

## **BYLAWS OF THE CASTRO VALLEY SKI CLUB**

### **ARTICLE I: NAME**

**Section 1.1** The name of this organization shall be the Castro Valley Ski Club.

### **ARTICLE II: PURPOSE**

**Section 2.1:** The purposes of this organization are:

- a) Gather individuals who share a common interest in snow sports;
- b) To provide an economical means of participating in the sport.

### **ARTICLE III: MEMBERSHIP**

**Section 3.1:** Active members are those whose dues are current.

**Section 3.2:** Adult members are those ages 21 or older.

**Section 3.3:** Junior members are those under the age of 21 and must have a parent who is an active adult member of the club.

**Section 3.4:** Junior members may attend only those trips or club events specifically designated as family events, and must be accompanied and supervised by their parent(s).

**Section 3.5:** The Executive Board will establish the yearly dues annually, no later than July 31.

**Section 3.7:** The term of membership will be from October 1 until September 30. Existing members' dues must be paid by October 31 in order to be entitled to continuing benefits.

**Section 3.8:** Dues from new members must accompany their membership application.

**Section 3.9:** Membership dues are not refundable unless approved by the Executive Board.

### **ARTICLE IV EXECUTIVE BOARD**

**Section 4.1:** The Executive Board shall consist of the elected officers.

**Section 4.2:** The Executive Board shall be responsible for executing the regular business of the club and for establishing club policy.

**Section 4.3:** Only elected officers are empowered to vote. A minimum of four officers shall be required as a quorum for conducting business.

**Section 4.31:** The Executive Board can extend voting privileges to the appointed members of the board.

**Section 4.4:** The Executive Board shall conduct its affairs so that at the end of its term the treasury contains a sum at least equal to all unpaid bills and obligations plus \$3500.

## **ARTICLE V: OFFICERS AND COMMITTEES**

**Section 5.1:** The Executive Board shall consist of the following elected officers:

- a) President,
- b) Vice President,
- c) Vice President of Membership
- d) Vice President of Club Activities,
- e) Secretary,
- f) Treasurer,
- g) Immediate Past President.

**Section 5.2:** In case of the absence of the President, Section. 5.1 indicate the order of succession for presiding at meetings.

**Section 5.3** An officer who does not comply with assigned responsibilities may be relieved of office by majority vote of the Executive Board. The President with the approval of the Executive Board shall appoint the replacement.

**Section 5.4:** The chairs of committees shall be appointed by the President to whom they report, but must be approved by the Executive Board. The following committees shall be established:

- a) Travel Director,
- b) Newsletter
- c) Racing,
- d) Nominations,
- e) Phone,
- f) Trustee (2)

(1): To be considered for a trustee appointment, a member shall have served on the Executive Board for a combined period of 5 years or longer

- (h) Other committees may be established as needed. Chairs serve at the pleasure of the officer to whom they report and may be replaced at will with the approval of the Executive Board.

## **ARTICLE VI: ELECTION OF OFFICERS**

**Section 6.1** Voting shall be by secret ballot.

**Section 6.2** Only active adult members are allowed to vote, one vote per adult member

**Section 6.3** Proxies may only be authorized by written notice delivered to the Secretary before the election begins.

**Section 6.4** The election shall be held at the general meeting in April.

**Section 6.5** The term of office shall be for one year, beginning with the first general meeting in June.

**Section 6.6:** The Past President is the person who last held the office of President prior to the person currently holding the office. If however this would be a person who was removed from office by action of the Executive Board or by recall, the Past president is the last person who held the office of President who was not so removed.

## **ARTICLE VII: DUTY OF THE OFFICERS**

**Section 7.1** All officers are expected to attend all meetings of the Executive Board, all general meetings of the club, and any special meetings, unless they are absent on ski club business (such as skiing)

**Section 7.2** The President shall:

- a) Preside at all meetings of the Executive Board, general meetings of the club, and any special meetings;
- b) Appoint committee chairmen as specified in Article V;
- c) Appoint replacements for officers should vacancies occur;
- d) Sign all contracts with the Secretary after approval by the Executive Board;
- e) Arrange locations for meetings of the club and Executive Board;
- f) Attend meeting of the Bay Area Council of ski clubs;
- g) Serve as an ex officio member of all committees;
- h) Call special meetings when necessary;
- i) Promote snow sports.

**Section 7.3** The Vice President shall;

- a) Perform the duties of the President in the event of the President's absence from a meeting of the Executive Board, general meeting of the club, or any special meeting called by the President;
- b) Attend general meetings of the Bay Area Council of ski clubs and act as the clubs' BAC representative;
- c) Perform such duties as assigned by the President.

**Section 7.4:** The Vice President of Membership shall:

- a) Accept membership applications and fees;
- b) Collect signed releases from all members and deliver them to the Secretary;
- c) Maintain the list of members, their addresses and phone numbers, keeping it current and making it available to the officers and members of the club, according to policy established by the Executive Board;
- d) Be responsible for the phone committee;
- e) Respond to inquiries from possible new members;
- f) Promote the club through membership drives and advertising (e.g., booths, fliers, posters, etc).

**Section 7.5:** The Vice President of Club Activities shall;

- a) Arrange and coordinate official club social activities, such as Christmas Banquet and End of Season Banquet
- b) Encourage and coordinate- one day club social activities initiated by club members.
- c) Arrange and coordinate club weekend type snow trips: arranging for lodging/ski package costs and contact person for members to make reservations
- d) Periodic review of status of resort cabins advertised by club and offered for direct rental by club members.

**Section 7.6** The Secretary shall:

- a) Record the minutes of all meetings of the Executive Board;
- b) Record all items of significance at each general or special meeting of the club;
- c) Sign all contracts with the President after approval by the Executive Board;
- d) Prepare all correspondence on behalf of the club as required; and
- e) Maintain a permanent file of all signed releases for activities of the club. Excluding weekend trips and major trips, which the appropriate board member will maintain.

**Section 7.7** The Treasurer shall:

- a) Have charge and responsibility for all funds of the organization;
- b) Obtain either the Presidents' or vice Presidents' signature on all checks written by the club;
- c) Make a monthly financial report to the membership;
- d) Sign all checks with the President or Vice President;
- e) Collect financial reports from the Vice President of Club Activities and committee chairs, and all others organizing club events;
- f) File the club's annual tax return;
- g) Develop a preliminary budget for review by the Executive Board by September 1, and a revised budget for approval by December 1.

**Section 7.8** The immediate Past President shall;

- a) Attend meetings of the Executive Board and offer advice as he/she sees fit.

**Section 7.9** All committee chairs shall:

- a) Attend Executive Board meetings and general club meetings as required by the President;
- b) Deliver to the treasurer within two weeks after the completion of each event within their responsibility, a financial report detailing the number of people participating, the sources of income, and the specific expenses incurred.

**Section 7.10** The Travel Director Chair shall:

- a) Report to the President;
- b) Get quotes and trip descriptions for consideration by the club; and
- c) Arrange lodging, transportation, and appropriate activities for at least one major snow ski trip per year;
- d) Collect fees and assign bedding for the Major Trip (s);
- e) Get signed releases from all participants and deliver them to the Secretary; and
- f) Turn in a financial report to the Treasurer for each major Trip.

**Section 7.12** The Newsletter Committee Chair shall:

- a) Report to the President; and
- b) Publish and mail a monthly newsletter to all members of the club.

**Section 7.13** The Racing Committee Chair shall:

- a) Report to the President;
- b) Collect applications, fees and releases for all club members participating in club-sponsored racing;
- c) Attend all club-sponsored races and race related meetings.

**Section 7.14** The Nomination committee Chair shall:

- a) Report to the President;
- b) Appoint a committee of at least 4 other active adult members, who shall be approved by the Executive Board.
- c) In conjunction with the committee, nominate at least one active adult member per office, by no later than the first general meeting in March. No member of the Nominations Committee may be nominated for office by the committee. Members of the Nominations Committee may, however, be nominated for office by the general membership.

**Section 7.15** The Phone Committee Chair Shall:

- a) Report to the Vice President of Membership; and be responsible for phoning the membership concerning club-related events or issues, as directed by the Executive Board.

**ARTICLE VIII: MEETINGS**

**Section 8.1** During the months of October through April, there shall be general meetings, to be held on the third Wednesday of each month.

**Section 8.2:** During the months of May through September, there shall be at least one general meeting, held each month, on a date chosen at the discretion of the board.

**Section 8.3:** The President or the Executive Board as necessary may call special meetings of the general membership or Executive Board.

**Section 8.4** Regular meetings of the Executive Board shall be held at least monthly. Meetings of the Executive Board are open to all active members, except those meeting or portions of meeting designated as executive sessions by a vote of the Executive Board.

**ARTICLE IX: TRIPS**

**Section 9.1:** Trip fees will vary according to the accommodations and other expenses associated with each trip.

**Section 9.2** Payment of the required deposit must be received by the club for reservations to be accepted.

**Section 9.3** Deposits are non-refundable, except where specified in writing, or a person is found who will replace the canceling party and assume responsibility for the deposit, or if the trip is cancelled. Any exceptions must have explicit approval by the Executive Board.

**Section 9.4:** Guaranteed reservations are secured only by full payment for the trip.

**Section 9.5** Active members have priority for reservations. Non-members may make reservations no more than two weeks prior to the trip if the trip is not full.

**Section 9.6** In all trips offered by the club, the club acts only as the agent for the trip member and, therefore, is not responsible, in whole or part, to the trip member for any loss, damage, injury or financial loss whatever to persons or property, however caused, during or in connection with the trip.

## **ARTICLE X: DISCIPLINE**

**Section 10.1** A written statement, signed by five active adult members, and may be presented to the Executive Board to charge a member or members with conduct that could be damaging to the club.

**Section 10.2** The accused shall be notified in writing of the charges and shall have the privilege of being present at a specified meeting of the Executive Board, at which the charges will be considered.

**Section 10.3** The member or members who are found, by a two-thirds majority vote of the Executive Board, to have acted in a manner which could be damaging to the club may be placed on probation, suspended, or expelled from the club,

## **ARTICLE XI: AMENDMENT AND RECALL**

**Section 11.1** These by laws may be amended or offices may be recalled by a two-thirds vote of all active adult members present at a general or special meeting of the general membership designated for that purpose.

**Section 11.2** Copies of the proposed amendments or recall petition, along with the designated date, time and place for voting, shall be mailed or given to all adult members in writing at least two weeks prior to the designated meeting.

**Section 11.3** The designated meeting shall be announced at the two general meetings prior to voting.

**Section 11.4** Petitions for amendments or recall must be signed by at least ten active adult members.

## **ARTICLE XII: DISSOLUTION**

**Section 12.1** Should this organization be dissolved, all liquid assets and any proceeds from the liquidation of material assets shall be spent on a dissolution party for the benefit of the general membership.