

# CONNECTICUT SKI COUNCIL, INC. BYLAWS

## AS ADOPTED BY THE Board of Directors 10/13/15

### **ARTICLE I – OFFICERS**

Officers of the Council shall consist of a President, Immediate Past President, Vice President, Media Secretary, Recording Secretary, Treasurer, Race Committee Chairperson, Bulk Ticket Committee Chairperson, Awareness Day Committee Chairperson and Council Ambassador (a total of ten Officers). All Officers shall maintain written records/ reports and shall submit a copy of these to the President at the annual meeting. It is the duty for all Officers to pass on to their successors their records/reports. The term of the elected Officers shall be a two year term beginning at the May Business Meeting.

### **ARTICLE II – OFFICERS' DUTIES**

**Section 1 - President** (elected): The President shall preside over the business of the Council at all business meetings of the Council. The President shall be the custodian of documents and property belonging to the Council. The President shall hand over all of the above to his/her successor in office. The President shall appoint Officers as designated in these Bylaws. The President shall have the authority to approve individual expenditures of up to five hundred dollars (\$500.00) from the treasury for Council purposes. The President acts under at the direction of the Board necessary to enforce the requirements of the Member Clubs of the Council. This position shall be bonded at the expense of the Council.

**Section 2 - Immediate Past President**: (legacy): Serves as an advisor to the current president.

**Section 3 - Vice President** (elected): The Vice President shall, in the absence of the President, discharge all of the duties of the President. The Vice President shall serve as Co chair of the Snowball Committee. The Vice President shall head the membership benefits program and give reports as necessary. This position shall be bonded at the expense of the Council. In the absence of both the President and Vice President, the Board shall appoint a Chairperson pro-tem for that meeting.

**Section 4 - Recording Secretary** (appointed by the President): The Recording Secretary shall give written notice of all business meetings to the Member Clubs. Notice of all important actions taken at each business meeting by the Board shall be distributed to each Member Club (meeting minutes). The Recording Secretary shall maintain complete records of the current rosters and membership numbers of the Member Clubs as submitted by the Member Clubs. The Recording Secretary shall conduct correspondence on behalf of the Council, keep the records prescribed by law and attend to such other duties as may be incidental to the office of the Recording Secretary.

**Section 5 - Media Secretary** (appointed by the President): The Media Secretary shall publish a Council newsletter. The Council newsletter shall be distributed to all Member Clubs for communication purposes. It shall be the duty of the Media Secretary to receive information from Officers of the Council for Board approval and dissemination to Council Member Clubs through the Council newsletter and other Council information sources.

**Section 6 - Treasurer** (elected): The Treasurer shall be responsible for all funds of the Council. The Treasurer shall receive all income due the Council and shall make expenditures as authorized by the Board from the Council treasury. The Treasurer shall be authorized to disburse up to five hundred dollars (\$500.00) with his/her single signature on a disbursement voucher for Council expenses. All Board approved Council expenditures over \$500.00 shall contain the signatures of two of the three elected Officers. The Treasurer shall secure and file proper vouchers for all expenditures and shall keep full and accurate accounts. The Treasurer shall submit a written financial report at the first scheduled meeting of the following fiscal year as defined in Article XIII of these Bylaws. All financial reports shall be made available to the Council Board Members. The Treasurer shall issue notice of Club Membership dues no later than August 1<sup>st</sup> of each year, such dues to be payable by the September Council Business Meeting. This position shall be bonded at the expense of the Council

**Section 7 - Ambassador** (announced at the annual Snowball): The Council Ambassador shall be the Council public relations representative and as such shall promote the Council objectives. It is his/her duty to encourage Member Clubs to actively participate in Council events. The position of Council Ambassador shall incorporate, but will not be limited to the following duties:

- (a) **Snowball:** Co chair the Snowball (See article V, Section 3 of these Bylaws)
- (b) **Public Relations (PR)** for Council events and General activities of the Council.
- (c) **Coordination of scorekeeping** for the On Snow weekend

The Ambassador's term shall be one year from Snowball to Snowball

**Section 8 – Race Committee Chairperson** (appointed by the President) – The Race Committee Chairperson shall coordinate the racing events described in Article V, Section 2.

**Section 9 – Bulk Ticket Committee Chairperson** (appointed by the President) – The Bulk Ticket Committee Chairperson shall coordinate bulk ticket sales as described in Article V, Section 4. This position shall be bonded at the expense of the Council.

**Section 10 – Awareness Day Committee Chairperson** (appointed by the President) – The Awareness Day Committee Chairperson shall coordinate the Awareness Day program as described in Article V, Section 5.

### **ARTICLE III – BOARD OF DIRECTORS AND THEIR DUTIES**

The Board of Directors (the Board) shall consist of the ten (10) named Officers and the Presidents or Executive Officers of the Member Clubs as defined in Article III Section 1 of the Council Constitution. The Board shall act on behalf of the Council between annual meetings in harmony with the spirit of the Constitution and the Bylaws. The Board will approve an annual Council operating budget. The Board shall have the power to revise the budget as required to appropriate funds for necessary expenditures. The Board shall direct the President to take corrective action to address Member Clubs that do not meet their Council membership requirements as described in Article VII of these Bylaws up to and including expulsion from the Council.

### **ARTICLE IV (MEETINGS OF THE BOARD)**

The Board shall meet as defined in Article III of the Council Constitution.

### **ARTICLE V (COMMITTEES)**

The Chairpersons of the following Committees shall be appointed by the President from among the Membership of the Member Clubs. Each Chairperson shall submit a proposed budget to the Board no later than the September business meeting, and shall issue a final report and financial statement of their Committee activities at the annual meeting.

**Section 1 Nominating Committee:** The President shall appoint a Nominating Committee at the January business meeting. The Nominating Committee shall consist of three to five Council Members, with no two Members being from the same club. This Committee shall submit a list of nominees to the Board at the February meeting.

**Section 2 Race Committee:** The Race Committee shall consist of a Chairperson appointed by the President. The Race Committee Chairperson shall be an individual with recognized officiating or competitive experience and who is thoroughly familiar with the rules of competition. The Race Committee Chairperson shall appoint such persons to the Race Committee as they deem necessary to supervise and officiate at Council race functions. The Race Committee Chairperson shall have the authority to:

- (a) Advise and assist Council Club racing teams and individual Members on all matters relating to Council racing events.

- (b) Hear any disputes raised by individual Council Club Members or Club race teams at any Council sponsored competition concerning race format or results, and adjudicate such disputes.
- (c) Set the racing schedule by the October meeting for the following winter season.
- (d) Make all decisions for racing as to sponsorships, format, running order, and wherever possible following USSA competition format.

The Racing Committee Chairperson shall be the custodian of Bibs, timing equipment, cups, medals and trophies.

**Section 3 Snowball Committee:** The Snowball Committee shall consist of the Ambassador and Vice President, who will serve as Co chairs of the event. All Member Clubs are required to contribute to the running of the Snowball through participation in one or more Snowball subcommittees a minimum of once every three years. It shall be the duty of the Snowball Committee to establish policies dealing with the planning, conducting, and accounting for the Snowball. It shall be the duty of the Snowball Co chairs to track the participation of the Member Clubs and inform the Board if a Member Club has not fulfilled their participation requirements. Monies due and funds generated at the Snow Ball shall be accounted for within two weeks of the event date. The Snowball Co chairs shall submit a final financial and operational report to the Board at the January Business Meeting, at which time all remaining funds collected as a result of the Snowball will be turned in to the Treasurer.

**Section 4 Bulk Ticket Committee:** The Bulk Ticket Committee shall coordinate the purchase and distribution of bulk tickets from ski resorts that offer a discount and present conditions for the early season ski voucher sales. The Bulk Ticket Committee shall require each Member Club to present their total bulk ticket purchase in the form of a bank or certified check payable to: 'The Connecticut Ski Council'. The Bulk Ticket Committee shall be charged with notifying the Member Clubs that bulk tickets are for the exclusive use of Council Members. It shall be the duty of the Bulk Ticket Committee to establish policies dealing with bulk ticket program.

**Section 5 Council Awareness Day Committee:** The Council Awareness Day Committee shall communicate with various ski resorts to schedule discounted ski days for Council Members. The Council Awareness Day Committee shall communicate these scheduled awareness days in the Council newsletter and on the Council web site.

**Section 6 Council Kids Day Committee:** The Council Kids Day Committee Chairperson shall be appointed by the President. It shall be the responsibility of the Council Kids Day Committee to plan and coordinate a day in which the Council can offer ski instruction to younger Members of the Council. The Council Kids Day Committee

shall establish the date, time and details of the Council Kids Day with the approval of the Board.

**Section 7 Audit Committee** – The President shall appoint an Audit Committee as defined in Article V of the Council Constitution.

## **ARTICLE VI SPECIAL COMMITTEES**

The President shall appoint special committees as may be deemed necessary. It shall be the duties of these special committees to handle matters submitted to them and make necessary recommendations in writing at the annual meeting or a specially designated meeting to the Board. Meetings of special committees may be called at any time by the President or Chairperson of such Committees. The President shall, ex officio, be a member of all Committees.

## **ARTICLE VII – ABUSE OF PRIVILEGE**

**Section 1** The President shall inform the Board of any Member Club that that has not fulfilled the requirements of Council Club Membership. Upon the approval of the Council Board, the affected Member Club shall be informed of deficiency of participation by registered mail. Such notice shall outline the specific deficiency(s), and outline the needed action(s) of the Member Club to correct the deficiency(s) noted. If the Member Club does not submit a written plan to correct the noted deficiency(s) within sixty (60) days of such notice, then the affected Member Club shall be placed on probationary status, confirmed by the Board by registered mail to the affected Member Club President or Executive Officer(s). Such probationary status shall be for one full fiscal year after the date of issuance of the notice of probationary status. During this probationary period, the affected Member Club's membership shall have access to Council identification stickers when the affected Member Club's dues have been paid to current status, but the affected Member Club's membership shall not have bulk ticket purchase privileges. Upon the completion of one full year of probation, the affected Member Club shall be informed by the Council President by registered mail of their continued status of Club Council Membership..

**Section 2** The Board has the right to refuse entitlement of a Council benefit for any Member Club Member who abuses such entitlement or is abusive to any ski area employee or any Council Officer. Such abuse may include any Council event, function or program. This refusal may be enacted by a designated representative of the Council and/or a representative of the Member Club to which the abusive Member belongs.

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The Board has the authority to revoke bulk ticket or Council privileges of the abusive Member Member(s). The Board shall notify the Member Club of the circumstances, and the specific Club Member(s) involved by letter to the affected Member Club President within thirty (30) days of the infraction. The Board will leave it to the individual Member Club to resolve the first infraction within the procedures of that Member Club. If the Member(s) or Member Club is found to continue to abuse the system, the Member Club could lose the privileges of the Council, including bulk ticket or Council discount ticket day privileges per Section 1 of this article.

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**ARTICLE VIII – MEMBER COUNT** - The definition of a Member of a Member Club shall consist of an individual who is 18 years of age (as of January 1 of the ski year) or older. Therefore, what might be a family membership by the Member Club's definition (two parents and child over the age of 18) are 3 members by Council Member count standard. Council delegates shall be based on this standard of Council Membership count.

### **ARTICLE IX – DUES AND RACING FEES OF MEMBER CLUBS**

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**Section 1 Member Club dues** shall be fifty dollars (\$50.00) per Delegate, such amount to be altered only at the annual meeting by vote as established in Article III, Section 3 of the Council Constitution. Member Club dues are due and payable at the September Business Meeting. A Member Club shall have no voting rights and cannot participate in any Council functions including but not limited to the Bulk Ticket and Awareness Day programs until such dues are paid, and current, valid contact information for the Member Club's Officers and Board Members are provided.

**Section 2 Racing dues** for the Monday Night Racing series will be based on the previous season racer starts. Each Member Club's percentage of total racer starts from the previous season will be calculated by the number of participating Member Clubs from the previous year times fifty dollars (\$50.00). Minimum payment for a Member Club is twenty dollars (\$20.00). Member Club dues and Racing Fees can be altered by the Board as deemed appropriate.

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### **ARTICLE X – COUNCIL SKI COMPETITIONS**

The Council racing competition schedule shall consist of the following:

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**Section 1 Monday Night Series** This event shall consist of eight (8) weeks of ski within a ten (10) week period, including two (2) scheduled alternate dates as determined by the Council Race Committee.

**Section 2 The On Snow Weekend** Interclub competition shall be scheduled for the first full weekend (including Friday) entirely within March. The previous year On Snow Member Club Team Race winner shall be the organizing Member Club for On Snow weekend

The second place Member Club shall run the event if the same Member Club has run it the previous two (2) years. If the Member Club assigned to run the event does not fulfill its obligation, the Board shall then have the power to re-award or re-assign the On Snow duties. All responsibilities for organizing the On Snow competition shall be the duties of the organizing Member Club. The Council Racing Chairperson, who will serve in an advisory capacity for format and rules.

**Section 3 The State Championships** (individual championships) which include Slalom, Giant Slalom, Super G, Snowboard and Cross Country. If there is no alternate race date scheduled in advance, and as a result the race cannot be held at the scheduled time, then that race shall be cancelled.

The events as defined above shall be held each year at such place and time as determined by the Council Race Committee and approved by the Board no later than the October Council Business Meeting.

Individual Council Member Club races shall be held at the Club's discretion., the Council shall not sanction or participate in such events, but the Council Club involved may act in a purely advisory capacity, and only if requested by a Member Club.

**ARTICLE XI - ORDER OF BUSINESS** - The order of business at all Council meetings shall be as follow:

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1. Call to Order
  2. Roll Call
  3. Recording Secretary's report and acceptance of credentials
  4. Treasurer's report
  5. Media Secretary's report
  6. Committee reports
  7. Annual report of Officers and Committees (May business meeting only)
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8. Election of Officers (Annual meeting only)
  9. Old Business
  10. New Business
  11. Adjournment
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The President may, at the discretion of the Board, modify the order of business as listed above.

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#### **ARTICLE XII - AMENDMENTS TO THE BYLAWS**

A quorum is required to take a vote on any Bylaw change as defined in Article III, Section 4 (d) of the Council Constitution. Proposed amendments to the Council Bylaws shall be presented to the Board in writing at least thirty (30) days prior to any meeting to which such amendments are to be discussed.

**ARTICLE XIII - FISCAL YEAR** The fiscal year of the Council shall extend from May 1<sup>st</sup> to April 30<sup>th</sup>.