



GE Ski Club Bylaws

ARTICLE I

Section 1: Name

The name of this corporation will be the "G.E. Ski Club, Inc." The G.E. Ski Club has no legal affiliation with the General Electric Company.

Section 2: Definitions

The word "Club" as used in the Bylaws shall mean the above named corporation.

The word "Board" as used in the Bylaws shall mean the elected members (governing body) of the Club. The term "entire Board" shall mean filled positions at that time. Sitting Board shall mean attendees of the Board at a Board meeting.

The word "Chairperson" as used in the Bylaws shall mean the elected members of the Club or event appointed Chairperson.

The word "Coordinator" as used in the Bylaws shall mean the elected member assigned to provide support and assistance to the function of the Club These positions are voting roles. However, attendance at meetings is encouraged but optional

The word "Member" shall mean any person who has filled out a membership form and paid the applicable dues, or is a Board Member.

ARTICLE II

Purpose

The purpose of the G.E. Ski Club, Inc. is to develop opportunities for our members to engage in downhill skiing/snowboarding, cross-country skiing, other winter and summer outdoor sports and various social activities.

ARTICLE III

Fiscal Year

The fiscal year shall run from the first day of May of the present year to the last day of April of the following year.

ARTICLE IV

Liabilities

Section 1: Disclaimer of Liability

As any sporting activity is inherently hazardous, the Club, Board, or Members acting on behalf of the Board, shall not be responsible or liable for the actions of any Member or individual causing damage to property and/or personal injury during any Club function. The Club shall not be liable for damage or loss of personal equipment or property of any Member or individual or guest.

ARTICLE V

Membership

Section 1: Eligibility

Membership in the GE Ski Club, Inc. shall be open to anyone 21 years of age or older, but otherwise membership shall be available without regard to, race, sex, national origin, religious affiliation or financial status.

Section 2: Admission

Procedure, Renewal Membership and Determination of Dues

Membership may be obtained by:

- 1) Completely filling out the Club's "Application for Membership" form and
- 2) Payment of present year annual dues.

Renewal membership shall be made the same way, by date set forth by the Board.

Each Member shall have the responsibility to update any personal information for the Club's business. Annual membership dues shall be determined by the Board.

Section 3: Conditions of Membership

Each Member must abide by all Bylaws, Rules, Regulations, Policies, and Guidelines set forth by the Board and/or Event Chairperson/s or Coordinators.

Section 4: Duration of Membership Term

The membership term shall run from October (or payment of dues) of the present fiscal year to October of the following fiscal year.

Summer membership may be allowed at the Board's discretion.

Section 5: Termination of Membership

Membership in the Club shall terminate under any of the following circumstances:

- 1) Expiration of the membership term if dues are not received by the grace period (December 31st.)
- 2) Upon dissolution of the Club.
- 3) Any violation of Article V Section 3

A motion to terminate a membership can be brought before the Board by a Board or General member.

There must be a ¾ approval of the entire Board in a special vote on membership termination due to such actions to terminate a membership.

ARTICLE VI

Governing Body

Section 1: Members of the Board

The Board is the voting, governing body of the Club, All elected members must be in good standing throughout their entire board term. The Board has the authority to adjust the board as needed to meet the needs of the club.

Job Descriptions & Responsibilities

President

Shall be Executive head of the Club, and when present, shall preside at all General and Board Meetings. Shall work with all Board Members/Coordinators and generally oversee and be advised of all Club activities and functions. Shall be an ex officio Member of all committees. The President shall present Bylaw amendments, general member motions and other information received. The President shall promote the Club in the local and ski community.

Vice President

Shall assume the duties of the President in the event of President's absence, removal or resignation. Assist in planning and running General Meetings and notifying all Board Members of Board meetings and said business. Oversee the inventory list and help coordinate spring/summer/fall events with Board and Coordinators. Complete special tasks requested by the President. Help coordinate guest speakers for General meetings.

Treasurer

Responsible for managing all funds of the Club, keeping full and accurate account of all receipts and expenditures for each and all events. Collect required financial forms from those handling Club monies. Advise the Board on financial matters pertaining to past events. Responsible for all deposits and reconciliation of the Club's accounts and file taxes by the federal deadline. Keep an accurate inventory list on file provided by the Vice President. The Treasurer shall present a treasurer report at each board meeting

Secretary

Responsible for recording, maintaining and reporting all Board meeting minutes to the Board. Take care of other Club correspondence.

Alpine Chairperson

Responsible for the promotion of alpine skiing within New York State and surrounding areas. Investigate and assist in selecting ski destinations; work with Trip Chairperson (s) and X-Country Coordinator in planning trips and events. Set up a ski lesson program at a local ski area, if needed. May act as a Trip Leader in the absence of a Trip Chairperson. Promote Club with local ski shops. May act as a liaison between the Club and other ski organizations.

Trip Chairperson(s)

Responsible for planning, organizing, coordinating, and advising all details relating to day and multi-day ski trips. Collect completed trip sign-up forms and payments from each participant and to submit applicable forms to the Treasurer at the completion of the trip. Balance trip finances at completion of the trip and turn in report to the Board and Treasurer. Work with Alpine Chairperson and X-Country Coordinators.

Social Chairperson

Responsible for planning and organizing the Club's major social events and gatherings. Help in selecting social/happy hour locations. Turn in event financial report and forms to the Board and Treasurer. Shall work with the Board on special social projects.

Membership Chairperson

Responsible for processing membership applications, collecting dues, forwarding money and financial forms to the Treasurer, maintain membership information of Club Members. Should have a Membership Roster available to the Board and General Membership by the end of January.

Newsletter Chairperson

Responsible for collecting, organizing, editing and distributing the newsletter and other material received from the Board, General Membership and Event Coordinators.

Publicity Chairperson

Publicize the Club to the general populace and Club events to the Members by appropriate means, such as newspaper, radio, TV, flyers, social media or public events.

Cross-Country Coordinator

Responsible for the promotion of X-Country Skiing. Organize and plan X-Country ski events. Work closely with Trip and Alpine Chairpersons on trips and events.

Webmaster Coordinator

Shall be responsible for the creation and maintenance of Web site and membership distribution list for the Club.

Sales Coordinator

With advisement to and guidance from the Board, shall design, research, procure, and store Club logo items for sale or gifts for Members or guests.

General Meeting Greeters/Coordinators

Shall staff the entrance door at General meetings to make sure only proper age persons enter, check that only Members, guests, prospective members, or speakers enter. Shall collect entrance fee, 50/50 raffle money or special donations required for entry. Shall record the entry finances and submit with proper financial form to the Treasurer.

Additional Coordinators position descriptions can be defined by the Board as needed.

Immediate Past President

If the President of the immediate prior year is not elected to another Board position and upon completion of a full elected term, the Immediate Past President may serve as advisor to the Board for one year. This position is not a voting Board member.

ARTICLE VII

Nominations and Voting

Section 1: Election Committee

The Vice President shall appoint, with Board approval, at least 3 non-Board members from the general membership to serve on an Election Committee. The Election Committee shall handle nominations and count all ballots received including any ballots with write-ins at the last General Meeting. Results of the final tally shall be given to the Vice President, announced at the last General Meeting and published in the following newsletter.

Section 2: The Nomination Process

The nomination process should begin by the end of January. Request for nominations shall be posted to the general membership via the Club's newsletter and at General meetings. Nomination forms may be submitted by mail, e-mail or at a General meeting.

Upon receipt of nominees from the General Membership any of the prospective nominees wishing to accept or delete their names, or any members wishing to add their names to the list may do so:

- 1) At the General Meeting before the election meeting
- 2) By notifying the Election Committee in writing, by telephone or by e-mail
- 3) At the time the Election Committee requests the nominee's decision to run by telephone or e-mail

Once a list of nominees has been finalized, each member of the Club shall receive a formal ballot by either USPS mail, email or other electronic means 2 weeks prior to the final General Meeting of the year.

Section 3: The Election Process

Ballots, one per member, should be filled out and:

- 1) Mailed in and received by the Election Committee prior to the last General Meeting
- 2) Brought in person to the last General Meeting
- 3) Electronically cast by the set deadline

In case of a discrepancy, the Election Committee shall determine whether to count the ballot or not.

All ballots (for each election) shall be kept by the Vice President in a Club file for a minimum of 6 months.

In case of a tie, the Election Committee will approach the candidates and ask if either one of them would like to decline the position. If neither candidate declines, a coin toss administered by the Election Committee will determine the winner. The candidate who gets to call heads or tails will be determined by the candidate's name selected out of a hat or other suitable container by a member of the Election Committee. If the Vice President on the Election Committee is involved in the tie, then that person will not be involved in selecting the name of who calls heads or tails for the coin toss.

Section 4: Elected Board/Coordinator Term

The general membership shall elect the nominated Club members which shall comprise the Board and Coordinators each for a one-year term, starting from the first day of May of the new fiscal year to the last day of April of the following year. Elected members should serve until the end of their elected term.

Section 5: Resignation of a Board Member

A written resignation, presented to the President of the Club, shall become effective upon presentation to said President, and acceptance by the Board, unless the resigning Board member and the Board shall specify a later time. In the event of the President resigning, he/she shall present said resignation letter to the Secretary who shall present it to the Board.

Section 6: Removal of a Board Member

A Board member may be removed by a motion from a Board member after:

- 1) Failure to attend two consecutive Board Meetings without giving proper notice, unless there are extenuating circumstances
- 2) Failure to attend two consecutive General Meetings without giving proper notice, unless there are extenuating circumstances
- 3) Illegal activities, conduct unbecoming or conduct conflicting with the Bylaws or the Policies of the Club

The Board member may then be removed by a $\frac{3}{4}$ vote of the entire Board.

A General Member may also approach a Board Member with reasonable documentation and request a motion to remove a board member.

Section 7: Vacancies on the Board/Coordinator

Any vacancies that occur should be filled by the President by asking a prospective replacement recommended by the Board to fill the vacant position for the remainder of the unexpired term with all the rights of an elected Board member.

Section 8: Meetings of the Board

The Board shall meet monthly or as determined by the Board. Notice of the date, time and location of any Board Meeting shall be given to each Board member in advance of the meeting. In the case of a special meeting, said notice must specify the items to be considered. It is recommended that the Board Meetings follow Roberts Rules of Order as a general guideline.

A quorum for a meeting shall be a minimum of seven Board members.

Any General Member wishing to attend a Board meeting for a specific reason shall notify the President, in advance, for permission. The President shall notify the Board, in advance, of any such attendee and reason, as per the attendee Policy.

ARTICLE VIII

MEETINGS

Section 1: General Membership Meetings

General Membership Meetings of the Club shall be held at a time and place to be decided upon by the Board.

Section 2: Annual Meeting of Members

The Annual Meeting of members shall be held prior to the start of the fiscal year (usually at the end of April), and shall be held at a time and place to be approved by the Board.

The annual meeting shall consist of:

- 1) Induction of the new elected Board members and
- 2) Conduction of any other annual Club business as needed.
- 3) The place of the above mentioned meeting may be held in or outside of New York State.

ARTICLE IX

Bylaw Amendments

Proposed new amendments or amendment changes must be submitted in writing to the President to be presented to the Board for discussion. After proposed change(s) have been discussed thoroughly at a minimum of two Board meetings, passage by a $\frac{2}{3}$ vote of the entire Board is needed.

The final proposal must be published in one or more newsletters and announced at least one General Meeting, prior to the general meeting that the proposal is voted on.

A vote by the General Membership, either at a general meeting, by electronic ballot, or by mail, as determined by the Board cannot be taken before 30 days after the first official announcement to the General Membership either by Newsletter or general meeting. A simple majority vote by the Members shall be sufficient for approval.

ARTICLE X

Miscellaneous

Section 1: Guidelines

The Board shall establish guidelines to be followed by event leaders and the General Membership. These guidelines shall reflect the Club's Bylaws and Policies concerning payments, refunds, financial reports, departure times, behavior and other like regulations.

Section 2: Power to Bind the Club

Unless specifically empowered by the Board to do so, no individual member of the Board or Board members acting in concert shall have the power to bind the Club outside of their official elected duties to do so. Similarly, no general member of the Club, or general members acting in concert may bind the Club to any obligation without the express written approval of the Board. If such approval is given, it shall be noted in the Board meeting minutes.

Section 3: Policies

All Members of the Club shall follow and adhere to all Club Policies passed by the Board. These Policies shall be written and attached to the Bylaws.

Official Policy motions may be brought to the Board by General Members or Board Members for consideration.

Policy passage shall be by a 2/3 vote of the entire Board.

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