

## HILL SKI CLUB BY-LAWS

### Section 1 - Duties of Officers

1. **President:** The President shall:
  - a. Preside at all meetings of the Club and of the Executive Council.
  - b. Represent the Club in an official capacity.
  - c. Maintain and be responsible for all Club property.
  - d. Sign checks drawn on the Club treasury as a co-signer with the Secretary, Treasurer or Vice President.
  - e. Ensure a liability risk evaluation is performed by the Executive Council, as necessary, and that appropriate insurance is maintained in accordance with Article X of the Constitution.
  - f. Select all appointees as described in Section II of the By - Laws.
2. **Vice President:** The Vice President shall:
  - a. Exercise the power and perform all duties of the President in the event of the President's absence.
  - b. Chair all membership drives.
  - c. Co-sign checks with the President, Secretary or Treasurer, as needed.
  - d. Develop programs scheduling Guest Speakers at Monthly Meetings.
  - e. Perform such duties as assigned by the President.
3. **Secretary:** The Secretary shall:
  - a. Keep minutes of all meetings of the Executive Council and General Membership Meetings.
  - b. Maintain a roll of the Club membership.
  - c. Co-sign checks with the President, Secretary or Treasurer, as needed.
  - d. Use, maintain and renew bulk mailing permit
  - e. Maintain all club property and files in the club filing cabinet.
  - f. Perform such duties as assigned by the President.

- 4. Treasurer:** The Treasurer shall:
  - a. Receive all funds of the Club.
  - b. Deposit all funds in a federally insured financial institution in the name of the Club.
  - c. Maintain a full and accurate account of all receipts and disbursements.
  - d. Present a financial statement to the Executive Council upon request and submit annually to the Resource Management Flight Chief (75SPGT/SVFR).
  - e. Prepare and provide records to the Audit Committee for their annual report.
  - f. Co-sign checks with the President, Vice-President or Secretary.
  - g. Perform such duties as assigned by the President.
- 5. Public Affairs Director:** The Public Affairs Director shall:
  - a. Publish the Club Newsletter and issue all notices and information about Club activities for dissemination to the general membership.
  - b. Organize efforts to include calling committees, flyers, web site information and email to disseminate information about important Club activities to the general membership. Also work with the President to thank area businesses for their efforts on behalf of the Club.
  - c. Provide base personnel information and work with other area Ski Clubs on combined activities.
  - d. Perform such duties as assigned by the President.
- 6. Historian:** The Historian shall:
  - a. Take or have others take photos and videos of important club activities that reflect the members and events of the year.
  - b. Prepare and submit an annual Historian budget for Executive Council approval.
  - c. Maintain and update the history of the Club in the form of a photo album or other suitable media. Prepare a short annual narrative to summarize the past year's activities, key players and other significant Club data.
  - d. Perform such duties as assigned by the President.

- 7. Board of Governors:** The Board of Governors shall:
- a. Guide and support the membership in planning, programming and developing activities for the Club.
  - b. Originate, receive and make recommendations to the Executive Council.
  - c. Devise ways and means to promote interest, stimulate member participation, produce revenue, and create long range projects.
  - d. Serve as the research, evaluation, and interpreting body of the Club.
  - e. Assist Vice President to find guest speakers for monthly meetings and help organize the annual Membership Night.
  - f. Perform such duties as assigned by the President.
- 8.** An officer or board member may be removed from office for unsatisfactory accomplishment of duties by a majority vote of the Executive Council and/or a majority vote by the members present at the next general Club meeting.

## **Section II - Club Operations and Appointed Functions**

1. The Executive Council may establish special positions and committees, and the President may appoint persons to fill these positions and committees as deemed necessary to efficiently administer Club business. The Executive Council may establish such functions by a simple majority vote. The President will appoint Active Member to fulfill the established duties, subject to Executive Council approval by a simple majority.
2. The Executive Council may develop additional rules or procedures to implement the operational details of the Constitution and By - Laws. Additional rules may include objectives and procedures directing and functioning of special positions and/or committees. Such rules will be procedural in nature and do not require a vote by the general membership unless requested by a majority of members at any Club meetings.

## **Section III - Election and Voting**

Officers and Board of Governors candidates shall be selected from the Active Members. Elections will be held at the annual meeting of the Club called for the purpose of electing Club Officers and the Board of Governors. Nominations will open for all offices beginning two meetings prior to the officer elections for each Office. Nominations will only be accepted at Club General Meetings and nominations will close prior to elections. The meeting for elections will be the first meeting in March. The newly elected officers and Board of Governors will assume their duties on 1 May. The term of office will be for one year. Midterm vacancies will be filled by a majority vote of the Executive Council for the remainder of the term.

## **Section IV - Dues and Fees**

Annual dues for all Active members will be determined by a simple majority vote at a general meeting each year and will cover the period from 1 October to 30 September of the following year. Members joining during the year will pay dues prorated on a quarterly basis. Honorary members are not required to pay dues; Specific Event Members will pay an event participation fee as determined by the Activity Director and approved by simple majority vote of the Executive Council.

## **Section V - Activity Directors**

1. All Activity Directors shall present an activity proposal including a projected budget to the Executive Council for approval. Once approved, Directors will provide the Executive Council with status reports to identify any changes that may have a significant impact on the activity.
2. Make direct contacts with vendors/retailers to ensure accurate cost.
3. Calculate cost for current trip, including planner. Divide by the number of other participants and present to membership.
4. Maintain and update the activity file or create a new one which includes a final financial report and points of contact. Submit the file to the Treasurer for final financial closeout of activity, who will then pass it to the Secretary/Historian for storage/archiving.
5. All multi-day bus trips are restricted to members only. Directors will verify membership status and liability release signatures with the Secretary.
6. All activities must be identified as either adult or family oriented.

## **Section VI- Finances and Taxes**

1. The Club will be totally financed by membership dues, sponsorships, advertising and other fund raisers. All funds will be deposited in a federally insured financial institution in the name of the Club.
2. All deposits made to Club accounts will be made in an account that does not pay any interest, therefore relieving and insuring the Club as a non-profit/non-tax paying private organization.
3. Funds collected by the Club for specific trips are not the property of the Club, but are processed through the Club account to facilitate financial arrangements with the accounts receivable departments of commercial organizations receiving Club patronage.
4. The Treasurer will not reimburse members for expenses without a receipt. At least two Executive Council members who verify that the expense is valid and its approximate value shall verify reimbursement for cash purchases without a receipt. Request for reimbursement should be presented within thirty days of the transaction. **Fiscal Year:** The fiscal year shall run from May 1 to April 30 concurrent with the terms of the Executive Council.

5. **Audit Committee:** Each President - Elect shall appoint an Audit Committee to examine the financial records of the previous administration at the close of each fiscal year. The committee will consist of a minimum of three Active Members who are not current or recently elected members of the Executive Council. The Committee will examine the Club's financial records to ensure all funds were properly administered and accounted. A written report of the audit including any recommendations will be given to the President within 60 days of the end of the fiscal year. The President will brief the membership on the audit results at the meeting following receipt of the report.

6. All checks drawn on Club accounts must be signed by two of the following officers: President, Vice-President, Secretary or Treasurer.

### **Section VII - Insurance Coverage**

Insurance coverage will be carried by the Club. The insurance coverage limits shall be set by the Installation Commander with the advice of the Judge Advocate and the Resource Management Flight Chief. Proof of insurance coverage will be furnished by the Club to the Resource Management Flight Chief yearly.

### **Section VIII - Gratuities, Promotion and Familiarization Visits**

Members do not have proprietary rights in the club's assets and income will not accrue to individuals except through wages or salaries for employees of that private organization. Members of the Council, Activity Director or other club members who may officially or unofficially represent the Club may not accept any gratuity, promotional item or a familiarization visit/trip valued at over \$25.00 without prior approval by a simple majority of the Executive Council. Acceptance of such item without approval is grounds for removal from office and membership termination. Free or discounted trips to potential trip venues provided by resorts, their booking agent or others may be beneficial to the Club. Executive Council shall approve the participants and receive a written report on the results of the trip. Any donations or gifts may be accepted in the name of the Hill Ski Club and shall be used solely by the Hill Ski Club.

SIGNED

Gerald E. Austin,  
President, Hill Ski Club  
Approve/Disapprove