

By-Laws of the Harford Ski Club, Inc.
(rev. 11/8/2018)

ARTICLE I#

Membership:

Section 1

Membership in the Harford Ski Club, Inc. is required to participate in any club-sponsored trip or activities requiring an overnight stay.

Section 2

Members of the Harford Ski Club, Inc. are entitled to:

- 1) Club News and Announcements.
- 2) Membership Card.
- 3) Participate in any club-sponsored trip or activity requiring an overnight stay.

Section 3

Membership in council-affiliated ski clubs will be considered for approval by the Board of Directors as meeting the membership criteria required for participation in Harford Ski Club, Inc. sponsored trips or activities requiring an overnight stay.

ARTICLE II

Dues:

Annual dues shall be set by the Board of Directors and the fiscal year shall run from May 1st to April 30th.

ARTICLE III

Conduct:

Inappropriate conduct by any member shall be brought before the Board of Directors for adjudication.

ARTICLE IV

Liability:

Section 1

Any club member participating in any club function waives liability against the club, its members, and officers for any personal injury, loss, or damage to equipment.

Section 2

No person under the age of 18 shall participate in a club trip without an accompanying parent or legal guardian. The parents or legal guardian of the participating minor shall also waive liability toward the club, its members, and officers for any personal injury, loss, or damage to equipment.

Section 3

Each member must submit a completed membership application and waiver of liability for each fiscal year.

Section 4

The club shall maintain a bond in the amount of \$15,000 against commercial crime (in the event an officer(s) embezzles funds from the club) and general liability coverage in the amount of \$1,000,000 against lawsuits by vendors.

ARTICLE V

Duties of Officers:

Section 1

President

The President shall preside over all meetings. The President shall appoint all committee chairpersons and fill any vacancies on the Board of Directors, for the duration of the current fiscal year. The President shall have full jurisdiction over the business meetings of the club. The President shall have authority to sign checks as necessary.

Section 2

Vice-President

In the absence of the President, the Vice-President shall preside over meetings and assume all other responsibilities of the President. The Vice-President shall be responsible for finding and securing locations for regular meetings of the club.

Section 3

Secretary

The Secretary shall keep minutes of all meetings. The Secretary shall be responsible for creating and distributing the club news and announcements to the club membership.

Section 4

Treasurer

The Treasurer shall manage the financial account of the club and provide a monthly report to the Board of Directors. The Treasurer shall have the authority to sign contracts and checks and to disperse funds as prescribed by the Board of Directors. The Treasurer shall create for distribution to the Board of Directors a written annual summary report of all receipts and disbursements. A copy of this report shall be given to the Secretary for the records.

Section 5

Publicity Officer

The Publicity Officer shall be responsible for sending notices of meetings to the media, and for publicizing club functions.

Section 6

Trip Coordinator

On an annual basis, the Trip Coordinator shall poll the membership for ideas and preferences for future destinations. The Trip Coordinator shall provide at least one presentation at a club meeting to discuss future destinations. The Trip Coordinator shall solicit for potential Trip Leaders and Co-Trip Leaders annually. The Trip Coordinator shall educate and assist the Trip Leaders regarding the requirements for trip proposals to the Board. The Trip Coordinator shall review all trip proposals and contracts with travel agencies. The Trip Coordinator shall provide training for all interested potential Trip Leaders and Co-Leaders. The Trip Coordinator shall coordinate, endorse and obtain Board of Directors approval for all familiarization (FAM) trips.

Section 7

Webmaster

The Webmaster shall be responsible for maintaining and updating the Harford Ski Club, Inc. website on a continuing basis. The Webmaster shall keep the listings for all activities, trips, meetings and events current on the website, listing accurate dates, times and locations for the events. The Webmaster shall post trip reports, pictures and other pertinent information.

The Webmaster shall ensure that membership applications, waivers, and other forms that should be downloadable by the public are kept current and available.

The Webmaster shall manage website mailboxes for Secretary and Treasurer.

Section 8

Membership Officer

The Membership Officer shall maintain the membership forms and roster. The Membership Officer shall ensure that membership and trip forms are available at the club meetings.

ARTICLE VI

Board Compensation

The Webmaster and Treasurer shall receive a stipend for \$250.00 towards one club ski trip. If unforeseeable circumstances prevent the recipient from using the compensation in one year, it may be carried over for a maximum of two years. The stipend will then be limited to \$500.00 for one club ski trip.

ARTICLE VII

Nominating Committee

The chairperson of this committee shall be appointed by the President. The chairperson must appoint three members of the club to serve on the committee for one year. This committee shall be responsible for preparing a slate of officers for election at the March meeting. The nominating committee shall request recommendations for each officer from members of the club. The committee will contact each nominee as to their willingness to serve, and shall present the slate to the general membership. The Nominating Committee should be appointed prior to the March meeting.

ARTICLE VIII

Club Activities

Section 1

Ski Trips:

Any member can become a Trip Leader by proposing a trip to the Board of Directors at a Board meeting held for this purpose. The Board shall decide which trips will be sponsored by the club and shall appoint a Trip Leader. The appointed Trip Leader shall be responsible for organizing their respective trip and providing the Board with an itemized budget and cancellation policy. The trip budget should include items such as: transportation, lodging, driver accommodations (when applicable), lift tickets, minimum number of participants, club fees, deposit schedules and amounts, and refund policies. The Trip Leader shall be responsible for presenting information regarding their trip to the club members and for obtaining signed waiver of liability forms. The Trip Leader shall also provide a replacement Trip Leader if he/she cannot complete the Trip Leader duties. The President may appoint a replacement Trip Leader at his/her discretion.

Section 2

Organized Social Events:

Any member who wishes to lead an organized social event may do so by proposing the event to the Board of Directors at a Board meeting. The Board shall decide which social event will be sanctioned by the club. The event leader shall be responsible for providing an itemized budget to the Board.

Section 3

All money for club activities shall be managed by the Treasurer.

ARTICLE IX

Quorum:

A quorum must be present at all meetings before any voting may be declared in order. A quorum shall consist of at least 10% of the active members of the club.

ARTICLE X

Any amendments to these bylaws may be proposed at any regular or special meeting called by the President for the purpose of revising one or any part of said bylaws. Notice of the proposed amendment should be sent one month in advance to all members for their review. An affirmative vote of a majority of all members present at a meeting called for the purpose of amending bylaws shall be required to amend said bylaws. Any amendments which are passed by the required majority shall become effective immediately, unless otherwise stated, and shall be attached to these bylaws and become a part hereof.

Approved at Ski Club Meeting 11/8/2018