



Bylaws for the Bytown Ski Club

Revision October 3, 2012

Following are the rules that will govern the way the Bytown Ski Club will conduct its affairs.

Bylaw articles

1 Name

Bytown Ski Club, hereafter referred to as “the Club”

2 Purpose of the Club

Originally founded in 1986 as an internal club at the Central campus of Bell-Northern Research, the goal of this club is to provide recreational (nordic and alpine) skiing and snowboarding services for its members in the form of discounted passes, lessons, trips, and entertainment as well as information on vendor discounts.

3 Membership

1. Eligibility: The Club is open to everyone.
2. Fees: Paying an annual fee is required for membership. The annual fee is set by the Executive Board.
3. Duration: Membership is annual and is valid from when a member registers until the following season’s Registration Days.

4 Head Office

3500 Carling Avenue, Ottawa, Ontario, K2H 8E9
info@bytownskiclub.ca
<http://www.bytownskiclub.ca>

5 Annual General Meeting (AGM)

1. Purpose: To elect Executive Officers for the next fiscal year. To report to the Club Members regarding last year’s activities and financial well-being. To provide a forum for the Membership to provide feedback to the Executive. To provide an opportunity to change the Bylaws of the Club.
2. When: To be held each summer, on or before September 30
3. Notice: To be given to all members on or before August 31. Notice to be given via email and the Club’s Web pages.
4. Host: The AGM will be planned and chaired by the current Executive.
5. Agenda:
 - a. Present an overview of the previous years accomplishments
 - b. Present a financial report for the previous year

- c. Solicit from the floor, and present, any proposed amendments to the Bylaws & Constitution
 - d. Present a slate of candidates who are willing to stand as Executive Officers for the next fiscal year
 - e. Solicit from the floor for Members who are willing to volunteer to serve as a member of the Executive for the next fiscal year.
 - f. Conduct an election for determining the Executive Officers for the next year
6. Voting: Elections and changes to the Bylaws are to be passed by a majority vote (51%) of the Members in attendance. Voting is carried out by a show of hands, unless a request is made for a secret ballot.

6 The Club Executive Board

1. Powers: The affairs of the Club will be managed by the Club Executive Board, in all things. Note that the day-to-day operation of the Club is delegated to the Executive Advisory Committee.
2. Executive Board constitution:
 - a. Executive Officers. To be elected at the Annual General Meeting by the Membership in attendance.
3. Eligibility: Must be a Club Member. Must have been a club member for at least one year.
4. Term of office: 1 year. Term starts the first Monday following the Annual General Meeting.
5. Maximum successive terms for an Executive Board member in a position: 3. An Executive Board member that has served the maximum terms, may be extended each year for another 1 year by majority vote at the AGM.
6. The Executive Board shall consist of at least three (3) and no more than five (5) Executive Officers.
7. A Member of the Executive can hold more than one position.
8. More than one member of the Executive Board may share filling a single position.
9. Positions and duties:
 - a. Executive Officers:
 - i. Chairman:

The Chairman is responsible for chairing all meetings, and maintaining the meeting minutes.

 1. To preside as chairperson at Regular Club Meetings and at the Annual General Meeting.
 2. May be one of the signing officers for financial transactions (there must be at least three (3) signing officers on the Board).
 - ii. President:

The President performs organization and distribution functions. The president has veto power on policy decisions made by cabinet. The president must remain active until a new Executive is elected. The president must ensure that email to the Ski Club is answered. The President may delegate any of the responsibilities of the position, but the

President is ultimately responsible for any delegated activities. The President has final say in event of tie vote in policy matters, but also must ensure that the Ski Club runs smoothly. Finally, the President is the keeper of the Ski Club Charter & Bylaws and the Executive Primer.

1. To act as general management to ensure that the mandate of the Club is carried out.
2. May be one of the signing officers for financial transactions (there must be at least three (3) signing officers on the Board).

iii. Past or Vice president:

The Past President is typically not an elected position; the previous year's President automatically becomes Past President once the new executive takes over. The Past President is responsible of ensuring a smooth transition to the newly elected Executive. The Past President should also stand in for the President when the latter is unavailable. If the President is re-elected to the position or the past-president does not want the position, then a vice-president may be elected to stand in for the President when the latter is unavailable.

1. To assist the President in performing his/her duties
2. To exercise the role of the President if he/she is unable to perform his/her duties.
3. May be one of the signing officers for financial transactions (there must be at least three (3) signing officers on the Board)..

iv. Treasurer:

The Treasurer manages all financial aspects of the Ski Club. Among the responsibilities of the Treasurer is keeping track of the Club's current financial statement, keeping the Executive up to date on the financial situation, paying any bills, writing cheques for event coordinators to cover Club expenses and depositing monies and cheques for all events into the Club bank account. The Treasurer is also responsible for producing a financial report at the end of the season. The Treasurer should also deal with any problems which occur with the bank, including NSF cheques.

1. To pay invoices on behalf of, and under direction of the Club.
2. To deposit cheques into the Club's account.
3. To be one of the signing officers for financial transactions
4. To keep full and accurate accounts of receipts and disbursements using approved accounting methods.
5. To report on the Club's financial affairs.

v. Secretary:

The Secretary is responsible for booking meeting rooms as required for Club meetings and events, taking Club meeting minutes and issuing minutes, operating club e-mail & voicemail and creating advertising as required. Note that the latter may be delegated to Executive Associates.

1. To record Club Executive meeting minutes.
2. To maintain a record of approved minutes.

3. To draft and present amendments to the Bylaws & Constitution
 4. To ensure all notices of Regular Executive meetings are sent to Executive members.
 5. May be one of the signing officers for financial transactions (there must be at least three (3) signing officers on the Board).
10. Remuneration: Members of the Executive Board are volunteers and are not allowed cash remuneration except to pay expenses associated with club activities. However, while providing services to the Club Members, the Executive often also acts as a sales agent for commercial enterprises. In exchange for this activity, the Executive may receive some benefits. No member of the Executive may receive benefits that exceed \$300.00 in value in one season, unless it is voted as an exception by the Executive Board.
11. Meetings: Regular meetings of the Executive Board may be held at such intervals as shall be determined by the President and/or Chairman of the Executive Board. Such regular meetings may be held without notice of the time and place except announcement at the last previous regular meeting of the Executive Board. Special meetings of the Board of Directors may be called by the Chairman or President on at least seven (7) days notice prior to the meeting of the date, time, and place given either personally or by email. In addition, special meetings of the Executive Board shall be called by the Chairman or President on like notice on the written request of one-third (1/3) of the Executive Offices. All material meeting decisions shall be made available to the members.
12. Voting: Fifty-one percent (51%) or more of the Executive Board shall be necessary to constitute a quorum for the transaction of business and the act of fifty-one percent (51%) or more of the Officers present at any meeting at which there is a quorum shall be the act of the Executive Board
13. Vacancies: Vacancies during a term shall be filled for the unexpired portion of the term of the preceding Officer by a majority vote of the Officers present at any meeting of the Executive Board. In filling any vacated directorship, the Executive Board shall fill the vacancy with a member not currently represented on the Executive Board. If no replacement can be found to fill the vacancy, the vacancy shall be filled at the next annual meeting.

7 The Club Executive Advisory Committee

1. Powers: The day-to-day affairs of the Club will be managed by the Club Executive Advisory Committee, as directed by the Executive Board. Additional advisory committees may be created at the discretion of the Executive Board.
2. Executive Advisory Committee constitution:
 - a. All Executive Officers.
 - b. Associates. To be appointed by the Executive Board from volunteers as appropriate.
3. Eligibility: Must be a Club Member, or a previous year's member of the Club Executive.
4. Term of office: 1 year. Term starts the first Monday following the Annual General Meeting.
5. Maximum successive terms for an Associate member in a position: 3. An Associate member that has served the maximum terms, may be extended each year for another 1 year by majority vote of the Executive Board.
6. A Member of the Executive can hold more than one position.
7. More than one member of the Executive may share filling a single position.

8. Positions and duties:

a. Associates:

a. Mail Coordinator

The Mail Person is responsible for picking-up the mail, opening, date stamping and sorting it into files for each event on a daily basis throughout the ski season. The Mail Person is responsible for ensuring that the club's mail is effectively distributed to the event co-ordinators. Since the Mail Person's position requires daily attention throughout the season, the duties need to be delegated to another Executive member or an agreed upon alternate should the Mail Person be unavailable for any period of time.

b. Communication Coordinator

The Communication Person is responsible for email on a daily basis throughout the ski season. The Communication Person is responsible for ensuring that the club's corresponds is effectively distributed to the event co-coordinators. In addition all announcements are handled with the weekly FYI Ottawa group, club mailing list and web announcement updates. Since the Communication Person's position requires daily attention throughout the season, the duties need to be delegated to another Executive member or an agreed upon alternate should the Communication Person be unavailable for any period of time.

c. Ski Trips Coordinator

The Trips coordinator is responsible for the club trip schedule. The Trips coordinator is responsible for ensuring that the details of all trips are being taken care of including all pre trip preparation for day trips. The Trips Coordinator is responsible over all individual trip co-ordinators. Individual trip organization may be delegated to other Executive members.

d. Registration Coordinator

The Registration coordinator is responsible for organizing the annual registration events. The Registration Coordinator may have delegates, but is responsible for printing membership cards and forms for registration, as well as all location and equipment bookings.

e. Cross-Country Coordinator

The Cross-Country coordinator is responsible for initiating all cross-country skiing activities such as lessons, clinics and trips. The Cross-Country coordinator may form sub-committees to organize individual events. The Cross-Country coordinator is responsible for providing all event information to the Web Page Coordinator for posting.

f. Telemark Coordinator

The Telemark Coordinator is responsible for initiating all Telemark skiing activities such as lessons, clinics and trips. The Telemark Coordinator may form sub-committees to organize individual events. The Telemark coordinator is responsible for providing all event information to the Web Page Coordinator for posting.

g. Alpine Lessons Coordinator

The Alpine Lessons Coordinator must obtain and present information on the locations, dates, times and prices of the ski school programs available and providing that information to the Web Page Coordinator for posting.. Registration must be co-ordinated with the ski school programs chosen. The Alpine Lessons Coordinator, or delegate, must be present at the first night of all lesson sessions. A confirmation list must be maintained and provided to all participants. Responsibility for lessons at individual resorts may be

delegated to an individual lessons co-ordinator for that event.

h. Web Site Coordinator

The Web Site Coordinator is responsible for maintaining the operation of the Ski Club Web page. The Web Site Coordinator may also be a Web Helper, but is responsible for the overall management of the web site.

i. Information Night Coordinator

The Information Night Coordinator is responsible for organizing the annual Information Night at the beginning of the season.

j. Lift Tickets Coordinator

The Lift Tickets Coordinator is responsible for organizing the sale of discounted lift tickets for local area ski hills.

k. Movie Night Coordinator

The Movie Night Coordinator is responsible for organizing the annual Warren Miller Movie Night at the beginning of the season.

l. Discount Coordinator

The Discount Coordinator is responsible for obtaining the discount information at the beginning of the season, and providing that information to the Web Page Coordinator for posting.

m. Retiree Coordinator

The Retiree Coordinator is responsible for ensuring all retiree members have access to services of the club.

n. Hill Communication Coordinator

The Hill Communication Coordinator coordinates all activities with a particular ski hill and is the associates contact for that hill. Most of the interaction with the hill will be for the Lessons or Lift Tickets Coordinator.

o. Web Page Assistants

The Web Helpers work on various web activities as assigned by the web coordinator. There can be many Web Helpers. Web experience is suggested (e.g., any of html, perl, unix). This is a great opportunity to be creative and build on your web expertise!

b. Duties:

- a. To prepare and maintain status and budget worksheets for their respective activities
- b. To report on the status of their activity.
- c. To mentor an associate to ensure that said associate could perform should the Coordinator be unable to perform his/her duties.
- d. Each Associate should assist and learn the tasks associated with at least one of the Associate's activity

9. Remuneration: Members of the Executive are volunteers and are not allowed cash remuneration from the club except to pay expenses associated with club activities. However, while providing services to the Club Members, the Executive often also acts as an agent for commercial enterprises. In exchange for this activity, the Executive may receive some benefits. No member of the Executive may receive benefits that exceed \$300.00 in value in one season, unless it is voted as an exception by the Executive Board.

8 Regular Executive Advisory Committee Meetings

Meetings are how valid Club business is conducted.

1. Frequency: Weekly commencing the Monday immediately following the AGM and continuing until December as needed. After the Christmas break, meetings will be held as needed.
2. Notice: Executive members are entitled to notice of all meetings. Meetings will normally be held at 4:30 PM, at 3500 Carling Ave. Three days notice is to be given Executive members if there is a change of venue or time. Certain important actions may require that additional notice be given to all Executive members that the particular topic will be discussed.
3. Motions: The method used by Executive members to express themselves at meetings is in the form of moving motions. A motion is a proposal that the entire executive membership take action or a stand on an issue.

Process:

- a. Obtain the floor
 - b. Make your motion – state affirmatively
 - c. Debate motion
 - d. Executive Officer restates motion
 - e. Vote on motion
4. Quorum: At least two Executive Officers and three Executive Associates must be present to transact business.
 5. Vote: Decisions are made by voting. Motions require a majority vote of those in attendance to be carried. In the case of a tie vote, the deciding vote will be made by the President. Voting is carried out by a show of hands, unless a request is made for a secret ballot.
 6. Order of business.
 - a. Call to order
 - b. Roll call
 - c. Officers reports
 1. minutes approved
 2. financial report
 3. announcements
 - d. Coordinator Reports
 - e. Unfinished business
 - f. New business
 - g. Adjournment

9 Modification of these bylaws

These bylaws may only be modified following a majority (51%) vote by all members present at one of the following meetings:

1. The AGM
2. A special bylaws meeting that is announced to all members at least 3 weeks in advance, and for which all Executive Officers are present.