



SnowBusters Ski Club
P.O. Box 90551
Pasadena, California 91109

(Ratified with changes & amendments on Nov 8, 2011)

Constitution and Bylaws

ARTICLE I - Primary Purpose and Objective

This organization shall hereby be known as the Snow Busters Ski Club or SBSC of Pasadena, California.

SECTION 1

- A. Establish an organization of individuals to participate in skiing and snowboarding as well as year-round recreational sports and activities.
- B. Organize recreational as well as competitive ski teams among adult skiers.
- C. Organize a youth ski group, and instill the fundamentals of safe skiing in the members of the group.
- D. Educate and develop youth racing teams from the youth ski group.
- E. Identify and develop potential Olympic-caliber skiers from the youth program.

ARTICLE II - Membership

SECTION 1

Membership shall be open to adults. Status of membership shall be granted to a person who has paid to attend at least one paid Club sponsored event, excluding dances and Diva for A Day, within the current club fiscal year of July 1 – June 30.

SECTION 2

Members shall belong to the Club by their own choice. Members shall be responsible for their conduct and safety. Neither the Club, nor its officers will be responsible for injury, sickness, or other loss sustained during participation in any Club activity or function.

SECTION 3

Members are encouraged to participate in the Club's activities and functions. Members may volunteer to serve on committees and help execute Club projects.

SECTION 4

The Executive Board shall be composed of the Club president, vice president, secretary, treasurer, trip director, youth director, and four members at large, elected from the general membership. Furthermore, six other directors may be appointed to positions for a one year term from July first to June thirtieth. The Executive Board shall also include the immediate past president of the Club **and its appointed advisors**. The past president shall serve in an advisory capacity to the Club

SECTION 5

The Board shall keep an accurate record of club membership including the youth group.

ARTICLE III - YOUTH SKI GROUP

SECTION 1

Membership in the Club's youth group shall be open to children ages four through twenty (4-20) yrs. Membership will be extended to those youth that have participated in at least one (1) Club sponsored trip during the fiscal year.

- A. Members may participate in activities with written consent of their parent or legal guardian.
- B. All liability and responsibility of the Club and/or its officers, in the event of injury to minor or underage persons, must be waived in writing by the parent or guardian prior to participation in a Club activity.

SECTION 2

Parents and/or guardians are encouraged to support the youth group through participation and service in group projects and activities.

ARTICLE IV - MEETINGS

SECTION 1

General membership meetings shall be held monthly as scheduled by the Executive Board. Regular general membership meetings shall be held quarterly, or as stipulated by the Executive Board. Members are encouraged to attend and participate in meetings. A fixed minimum percentage or number of members must be present before the members can conduct valid official business.

SECTION 2

Special or call meetings may be called by the President or the Executive board to transact the business of the organization. These meetings may be conducted in any manner in which the Board deems appropriate. It is the duty of the President and Executive board to mandate meetings in April and May to exclusively be accountable for the election procedure.

SECTION 3

Executive Board meetings shall be held monthly as scheduled by the Executive Board. Members are encouraged to attend and participate in board meetings.

ARTICLE V - ELECTIONS

SECTION 1

Executive Board officers shall be elected by the membership for a two (2) year term. Elections shall be held annually as of the regularly scheduled Meeting in May of the general membership meeting. The positions of President, Vice president, Treasurer and three (3) directors at large, (number 2 and 6 shall be held on even years). The positions of Secretary, Trip director, Youth director, and three directors a large (numbers 1 and 5 shall be held on odd years).

SECTION 2

To be eligible for an office, Club members shall be in good standing as of May to run for office as described in Article II, Section 1 Membership. A candidate's nomination and acceptance must be submitted to the Club Secretary.

SECTION 3

Elections shall be announced 90 days before the elections will be held. Nominations will be accepted from February 1st until April 15th of the election year. The Club secretary shall be responsible for announcing the nomination deadline and election date to the general membership.

SECTION 4
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SECTION 5

Candidates may submit an election statement for distribution to the general membership within the context of the newsletter and limited to 100 words per newsletter.

SECTION 6

The Club secretary shall be responsible for disclosing the voting procedures to the general membership. The Club secretary shall arrange and finalize all details for the election, and shall announce the results at the general meeting.

SECTION 7

Elected board members shall take office following the elections on July 1st or at the board retreat, which ever occurs first.

SECTION 8

If the office of Club president is vacated, the Club vice president shall assume the president's office.

SECTION 9

If any other office is vacated, the Executive Board shall elect a new officer from the membership. This officer shall also be a member in good standing within the Club.

SECTION 10

The club president must be a past member of the executive board within the past two years and a member of the board for at least one year.

SECTION 11

Trip Director must have experience in the field of organizing group trips.

SECTION 12

Treasurer must have some knowledge or experience of accounting, banking and/or bookkeeping.

SECTION 13

Three signatures are needed on the bank signature card for the club - president, vice president, and treasurer. Two signatures are required for all checks written over two hundred dollars (\$200).

ARTICLE VI - EXECUTIVE BOARD DUTIES

SECTION 1

1. The President:
 - A. Shall have the authority and responsibility to administer Club affairs as necessary within the local, regional, and national levels.
 - B. Shall preside at general membership meetings and Executive Board meetings in the absence of other officers.
 - C. Shall perform all duties pertinent to the office.
 - D. Shall place the deciding vote in cases of a tie-vote on the Executive board.
 - E. Shall have the power to appoint and remove all committee chair-persons, define their duties.

SECTION 2

2. The Vice President:
 - A. Shall assist the Club president in administering the Club's affairs.
 - B. Shall perform the duties of the Club president, as necessary or as designated, in the president's absence.
 - C. Shall administer duties in the event of a vacated Executive Board member position until the position is filled by election or appointment.

SECTION 3

3. The Secretary:
 - A. Shall keep Club records of proceedings, and shall also keep records of correspondence.
 - B. Shall keep Club records of the minutes of the Executive Board Meetings.
 - C. Shall announce election date(s) and nomination deadline(s) for Executive Board nominations.
 - D. Shall ensure that all pertinent information is passed along to Club members through most practical means of communication.
 - E. Shall maintain calendar of all Club Activities.
 - F. Shall notify Executive Board Members of Executive Board meetings.

SECTION 4

4. The Treasurer:
 - A. Shall receive all Club monies, make bank deposits, prepare disbursement from the Club bank account.
 - B. Shall prepare monthly, quarterly, and annual financial reports.
 - C. Shall collect reports for all Club projects and activities. Any reimbursements shall be made when expense receipts or pay out documents are submitted.
 - D. Shall make available bank statement at Executive board meetings.

SECTION 5

5. The Trip Director
 - A. Shall oversee coordination of Club trips.
 - B. Shall be responsible for the arrangement of trip itinerary dates, scheduling departures and arrivals.
 - C. Shall be responsible for securing Club accommodations, transportation, and other necessary arrangements.
 - D. Shall oversee the enrollment of all trip participants, the collection of all payments for trips, obtaining signed trip slips prior to the ski trip or activity.
 - E. Shall deliver trip monies to Club treasurer and work with treasurer to secure all Club reservation and bookings.
 - F. Shall prepare a exit financial report at conclusion of trip within 30 Days, and submit to treasurer.
 - G. Shall ensure a membership ledger is received as part of the post trip report.

SECTION 6

6. The Youth Director:
 - A. Shall plan youth ski group program. Shall coordinate program, incorporate youth into, and or with the Western Region (NBS) youth program.
 - B. If a youth group activity is organized by someone other than the youth director, then the youth director shall serve as a liaison or coordinator.
 - C. Shall obtain medical release, permission slip or trip slip, signed by the parent or legal guardian, prior to the ski trip or activity.
 - D. Shall plan ski activities that are appropriate for the ski level(s) of youth group members.
 - E. Shall plan youth ski trips, and make necessary arrangements, as outlined in Article VI Section 5, Trip Director's duties.
 - F. Shall introduce youth group members to the rules and practices of safe skiing.

- G. Shall identify those members that show promise and desire with respect to competitive racing and performance shall coordinate with Western Region youth director to involve those members in NBS.
- H. Shall prepare financial reports, and submit records and reports to the treasurer.

SECTION 7

- 1. The Directors At Large:
 - A. Shall participate in planning and execution of Club activities. They shall work with Board Officers and members on various projects.

SECTION 8

- 1. The Director of Membership
 - A. Shall serve as the coordinator of the Membership Committee, manage and grow the membership base and direct membership renewal program.
 - B. Shall serve as the organization's chairperson at regular meetings in the absence of the other officers.
 - C. Shall serves keep membership records
 - D. Shall serve in one of the following areas:
 - (1) Marketing
 - (2) Communications
 - (3) Parliamentarian
 - (4) Chair Elections
 - (5) Webmaster
 - (6) Info Technology
 - E. Must be a member to be an Officer

ARTICLE VII - ACCOUNTABILITY AND ETHICS-EXECUTIVE BOARD

SECTION 1

All Board members shall endeavor to meet the primary purpose and objectives of this Club at all times.

SECTION 2

All Board members shall conduct themselves, when fulfilling club obligations and/or representing the Club, in a manner that accurately and favorably reflects upon the Club.

SECTION 3

No Board member shall derive or receive any personal and/or financial benefit from any part of the net earnings of the Club in any way. The Club shall not be used as a profit-making vehicle for individuals. Any such action will be a violation of the non-profit stature under which the Club was organized, and shall cause the offending person(s) to be dealt with appropriately, in consideration of their position within the Club.

SECTION 4

No Board member shall engage in any personal venture that competes with Club participation. Any such action will be repudiated by the Club, and shall cause the offending person(s) to be dealt with appropriately, in consideration of the position within the Club.

SECTION 5

All Board members shall prepare accurate and complete activity reports when Club funds are collected and/or disbursed by them. Such reports will be prepared and submitted within a timely manner.

SECTION 6

Board members holding a fifty-one percent (51%) majority of the votes which are entitled to be cast at the meeting shall constitute a quorum at such meeting. At any meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting; withdrawal of board members from any meeting shall not cause failure of the duly constituted quorum at the meeting.

SECTION 7

All measures voted on by the Board shall be passed or declined by a majority of the votes cast. Those decisions will be final, and shall be recorded in the minutes of the meeting.

SECTION 8

Board members shall attend at least two-thirds of the scheduled meetings during the fiscal year. Failure to do so may require action by the Executive body.

SECTION 9

Board members who do not fulfill their Club duties and obligations, or whose conduct reflects and/or impacts negatively on the Club may be removed from office by two-thirds vote of the Executive Board.

SECTION 10

The Executive Board shall approve all projects, trips, and events prior to funding or committing any expenditures over \$200.

SECTION 11

The club President, Vice President, or Treasurer, shall have the authority to sign contracts on approved projects, trips, and events over \$200.

ARTICLE VIII - COMMITTEES AND APPOINTED OFFICERS

SECTION 1

The Executive Board shall create committees as needed to fulfill Club needs. These committees shall be composed of volunteer and/or appointed members. A Committee chair can be appointed from among the committee members.

SECTION 2

The Executive Board shall create appointed offices as necessary, and shall appoint officers to fill these offices.

SECTION 3

The Executive Board may dissolve any committee or appointed office as necessary.

ARTICLE IX -AMENDMENTS

SECTION 1

Except where stated otherwise, performing the following steps in succession shall amend these bylaws:

The proposed amendment(s) shall be given to the Executive Board in written form. The proposed amendment(s) shall be read and distributed by the Secretary or his/her designee at the Executive Board meeting immediately following concurrent Board meeting or as stipulated by the President, for review and vote.

Amendments to the constitution and by-laws may be passed by a two-thirds (2/3) vote of the Executive Board.

SECTION 2

Amendments to the Club's policies and procedures may be passed by a majority vote of the Executive Board.

SECTION 3

Fiscal year term will be July 1 - June 30.

SECTION 4

All appointed board members have voting rights.

ARTICLE X - Notice of Nondiscriminatory Policy

SECTION 1

The Snow Busters Ski Club admits members of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to members of the ski club. It does not discriminate on the basis of race, religion, color, national and ethnic origin in administration of its activities, programs, and membership.

SECTION 2

An individual who has been convicted of criminal activity against the organization may not be eligible for membership with the organization. Membership may also be denied and /or revoked for just cause by the Executive Board.

ARTICLE XI - Dedication and Distribution of Assets

Upon the dissolution of the Snow Busters Ski Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed or shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of Snow Busters Ski Club is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

THE SNOW BUSTERS SKI CLUB AND ITS EXECUTIVE BOARD AGREE TO AND ARE EQUALLY BOUND BY THE TERMS AS WRITTEN IN THIS AGREEMENT AS AMENDED ON August 13, 2011.

2010 – 2011 Executive Board of Directors

Office	Board Member	Term Ending
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President	Barney Reid	6/30/2012
Vice President	Wendell Benny	6/30/2013
Treasurer	Kathy Geathers	6/30/2012
Secretary	Deborah Slaney	6/30/2013
Secretary-Back Up	Trude Todd	6/30/2013
Trip Director	Position to be filled	
Youth Director	Position to be filled	
Article II Sec.: 4		
Director #1	Todd Hood	6/30/2013
Director #2	Jan Wright	6/30/2012
Director #3	Velma McClinton	6/30/2013
Director #4	Nat Powers	6/30/2012
Director #5	Rick O'Riley	6/30/2013
Director #6	Raynay Arnold	6/30/2012
Board Advisor	Deborah Campbell	
Board Advisor	Paula Hood	
Board Advisor	Mazell Brown	
Board Advisor	Patricia Dugan	
Parliamentarian	Rick O'Riley	6/30/2013
Immediate Past Pres.	Thomas Kelly	
Past President	Jerry McGhee	