

CONSTITUTION
of the
NEW YORK CAPITAL DISTRICT SKI COUNCIL, INC.

ARTICLE I:

NAME

The name of the Council is the New York State Capital District Ski Council, Inc.

ARTICLE II:

PURPOSE

Section 1:

The purpose of this Council is to promote interest and participation in recreational and competitive amateur skiing

Section 2:

The Council shall be governed by the rules and regulations of the National Ski Association wherein they apply

ARTICLE III:

MEMBERSHIP

Section 1:

This Council is composed of its member clubs and their membership. Each member in good standing of a member club is a member of the Council.

Section 2:

Membership is open to any club whose ideals and purposes are in harmony with those of the Council, which has membership of not less than 15 members, and which, pledges itself to observe and be governed by the Constitution, By-Laws, and rules of this Council.

Section 3:

Associate membership shall be open to the skiing-related businesses and area schools that subscribe to the ideals and rules of the Council.

ARTICLE IV:

WITHDRAWAL. SUSPENSION. EXPULSION

Section 1:

Member clubs shall remain in good standing with all the related privileges until they withdraw, or are suspended or expelled.

Section 2:

A club may be permitted to withdraw from the Council after a written request, signed by a duly authorized executive officer of the club, has been sent to the Secretary of the Council.

Section 3:

A club may be suspended or expelled from the Council for nonpayment of dues, becoming inactive, or failing to conduct itself in conformity with the ideals of the Council. Suspension or expulsion cannot be affected until the President of the member club has been notified in writing of the charge against the club and has had 10 days in which to acknowledge the receipt of the notice.

ARTICLE V:

DUES AND FEES

Section 1

Dues shall be based on last year's membership and shall cover the period of July 1 to June 30, the fiscal year of the Council. A club whose dues are not paid by December 15 shall not be entitled to vote at Council meetings until arrearage is fulfilled. Attendance and voting at Council meetings are permitted for clubs in arrears during the grace period of July 1 through December 15. Clubs in arrears at the Annual Business Meeting will be automatically suspended, providing notice of suspension has been sent to the club President and Treasurer at least 15 days prior to the annual meeting.

Section 2:

Associate member dues shall be \$10 per unit membership.

ARTICLE VI: **GOVERNMENT**

Section 1: The government of the Council is vested in a body composed of its recognized representatives and officers.

Section 2: The elected Officers of the Council are:
President
Vice President of Administration
Vice President of Organized Skiing
Vice President of Activities
Secretary Treasurer

Section 3: A Board of Directors consisting of the Council President, Vice Presidents, Treasurer, Secretary, immediate Past President, and five other elected members, none of whom are Officers of the Council, shall act for the Council between meetings.

Section 4: Associate members may not hold any elected office.

ARTICLE VII: **REPRESENTATION**

Section 1: Member clubs in good standing are entitled to representation in the government of the Council in proportion to their membership, up to a total of three representatives. They are entitled to one representative for each group of 75 active members or portion thereof. Their membership list of the preceding year, or if a new club, their membership presented at the time of application, will be the basis for this representation.

Section 2: Representatives of member clubs in good standing will be recognized by the Council upon presentation to the Council Secretary of written certification of their status signed by a duly recognized executive officer of their club. They will remain recognized for one year unless their club loses its status as a member in good standing or they are replaced by the member club.

Section 3: Each recognized Representative, Council Officer, and Board Member is entitled to one vote in the proceedings of the Council, providing he or she is present with the votes are taken.

Section 4: Associate members shall have one recognized representative. No representative of an associate member shall hold elective office in the Council.

ARTICLE VIII: **QUORUM**

At all meetings of the council, a quorum shall be required. A quorum shall consist of one third of the combined total number of the recognized representatives of the member clubs AND THE BOARD OF DIRECTORS.

ARTICLE IX: **AMENDMENTS**

Amendments to this Constitution maybe made by an affirmative vote of three-fourths of the eligible voters present at any meeting of the Council at which a quorum is present and provided notice thereof is send to each recognized representative, Council Officer, and member of the Board of Directors at least 15 days before the meeting at which time such amendments shall be presented for consideration for adoption. Such notice shall contain the proposed amendments in full.

ADOPTED: 11/1/61
REVISED: 1/19/78, 9/12/79, 5/10/89, 4/14/93, 5/12/04

BY-LAWS to the CONSTITUTION
of the
NEW YORK CAPITAL DISTRICT SKI COUNCIL. INC.

ARTICLE I: MEMBERSHIP

Section 1: Applicant for Council membership shall be made in writing to the Secretary of the Council and shall be signed by a duly authorized executive officer of the applying club. The application shall be accompanied by a copy of the Constitution and/or By-Laws of the applying club, a listing by name of its officers, and a roster of its members.

Section 2: Application for membership shall be reviewed by a membership committee upon receipt by the Secretary, and, at the next regular meeting after receipt by the Secretary, shall be referred to the Council for a vote.

Section 3: Admission shall be by an affirmative vote of two-thirds of the recognized representatives present.

Section 4: Applications for Associate Membership shall be reviewed and approved by the Board of Directors before being referred to the Council for a vote.

ARTICLE II: WITHDRAWAL, SUSPENSION. EXPULSION

Section 1: Requests for withdrawal will be acted upon by the Board of Directors.

Section 2: No club shall be permitted to voluntarily withdraw while under charges, which have resulted in, or may result in, suspension or expulsion

Section 3: A member club may be suspended under Article IV of the Constitution by a majority vote of the Board of Directors. Such suspension cannot exceed 90 days. All recognized representatives must be notified of any suspension and the reason thereof.

Section 4: A member club may be expelled under Article IV of the Constitution by an affirmative vote of two-thirds of the recognized representatives present at any meeting of the Council provided notice thereof is sent to each recognized representative, Council Officer, and member of the Board of Directors at least 15 days before the meeting at which such action shall be presented for vote.

ARTICLE III: DUES AND FEES

Section 1: Membership dues become due and payable by the first regular meeting. Billing of these dues will be rendered prior to this time.

Section 2: Membership dues and initiation fees of new member clubs become due and payable within 30 days after their acceptance as members of the Council. Billing of these dues and fees will be rendered at the time they are notified of their acceptance.

Section 3: Annual dues shall be \$10.00 per club and \$0.15 per member

Section 4: An initiation fee of \$10.00 will be levied upon each new member club.

Section 5: Each member club will present a current roster of its members to the Secretary of the Council by the end of the fiscal year; roster shall be dated not earlier than the previous December. These rosters will be used as the basis for billing for the upcoming fiscal year.

Section 1:

The President:

- Shall generally supervise the business of the Council and shall preside at all meetings of the Council.
- Shall act as Chair of the Board of Directors and as an ex-officio member of all committees.
- May establish special committees and appoint their chairs.
- Shall not vote except in the case of a tie when the President shall cast the deciding vote.
- Shall prepare a comprehensive annual report to each member, club officer, and Council delegate, to be mailed at the same time as the notice for dues. Said report shall include a financial statement for the previous year plus an outline of the Council's purpose and services as pertains to member clubs and individuals.

Section 2:

The Vice President of Administration:

- Shall exercise the prerogatives of the President in the Presidents' absence.
- Shall be a member of the Board of Directors.
- Shall be responsible for all administrative functions of the Council including, but not limited to, the following activities:
 - Membership, publicity, audit, public relation, annual meeting, coordinated activities with other clubs, and maintaining an inventory of Council possessions and their locations.
- Shall ensure that the Treasurer's books are audited by an outside professional at least once every three years.
- Shall appoint chairs for all committees in the Vice President of Administration's functional area, including such special committees as may be needed.
- Shall act as ex-officio member of all committees in the Vice President of Administration's functional area.

Section 3:

The Vice President of Organized Skiing:

- Shall exercise the prerogative of the President in the absence of the President and Vice President of Administration.
- Shall be a member of the Board of Directors.
- Shall be responsible for all organized skiing functions of the Council, including, but not limited to, the following activities: races, instruction, proficiency examinations, and recreational skiing.
- Shall appoint chairs for all committees in the Vice President of Organized Skiing's functional area, including such special committees as may be needed.
- Shall act as an ex-officio member of all committees in the Vice President of Organized Skiing's functional area.

Section 4:

The Vice President of Activities:

- Shall exercise the prerogatives of the President in the absence of the President and all other Vice Presidents.
- Shall be a member of the Board of Directors.
- Shall be responsible for all functions of the Council not elsewhere assigned, including, but not limited to, parties and trips.
- Shall appoint chairs for all committees in the Vice President of Activities' functional area, including such special committees as may be needed.
- Shall act as an ex-officio member of all committees in the Vice President of Activities' functional area.

Section 5:

The Secretary:

- Shall be responsible for all secretarial functions of the Council, including but not limited to:
 - Official notices of the Council
 - Preservation of historical records

ARTICLE IV: DUTIES OF THE OFFICERS

- Section 5:** The Secretary (continued)
- Council Correspondence
 - Keeping of the minutes
 - Shall be member of the Board of Directors.
 - May appoint chairs or assistants to aid in the conduct of the office.
 - Shall act as an ex-officio member of all committees the Secretary may create.

- Section 6:** The Treasurer
- Shall be a member of the Board of Directors.
 - Shall collect any funds due the Council.
 - Shall have custody of the funds of the Council.
 - Shall make proper disbursements from the same.
 - Shall make an accounting of the receipts, expenditures, and financial condition of the Council at each regular meeting and at such other times as may be required by the President or the Board of Directors.
 - Shall be responsible for the preparation of the annual budget and reports relating to it.
 - Shall make an annual report at the first regular Council meeting following the end of the fiscal year.

ARTICLE V: DISBURSEMENTS

- Section 1:** Disbursements of Council funds shall be made by checks signed by the Treasurer, or in the Treasurer's absence, by the President.
- Section 2:** Any disbursement in excess of \$100 shall first be approved by the Council at a regular meeting.
- Section 3:** Any disbursement of \$100 or less must first be approved by two Council Officers or Members of the Board of Directors.

ARTICLE VI: MEETINGS

- Section 1:** The Council shall hold regular meetings at least once a month during the months from September to April, inclusive, and special meetings at such other times before, during, or after that period that shall be deemed necessary by the Officers or the Board of Directors.
- Section 2:** The Council shall hold an Annual Business Meeting in April, the purpose of which is to elect the Officers and Board of Directors and receive final reports.
- Section 3:** In the absence of any other rules to the contrary, all Council meetings will be conducted in accordance with *Robert's Rules of Order* (current edition)
- Section 4:** A meeting for which there will not be a quorum may be cancelled by the President.

ARTICLE VII: COMMITTEES

- Section 1:** The Officers of the Council shall be responsible for appointing the chairs of the various committees from the members of the member clubs. All such appointments shall be submitted for the approval of the Council at the next regular meeting following their appointment. Except for the Nominating Committee, the chairs of the various committees are responsible for appointing their committee members from the members of member clubs.
- Section 2:**

ARTICLE VIII: ELECTIONS

- Section 1:** Nominations
- a. A Nominating Committee and its chair, composed of one recognized representative of each member club of the Council, shall be appointed by the President and presented at the Council, at the latest, at the regular February meeting. It shall submit to the council the names of the nominees for Officers and directors at the regular March meeting.

ARTICLE VIII: ELECTIONS (continued)

- b. After the Nominating Committee has presented the slate, nominations from the floor shall be in order, provided such nominees are present.
- c. All nominations shall be with the consent of the nominee.
- d. Members of the Nomination Committee shall not be excluded from nominations as Officers and Directors.
- e. A nominee for any office or directorship shall be a member in good standing of a member club of the Council.

Section 2: Elections

- a. Election of Officers and Directors of this Council shall be from among the nominees presented at the previous meeting.
- b. The election of Officers and Directors shall be held at the Annual Business Meeting of the Council.
- c. A majority of votes of the eligible voters present shall elect.
- d. Officers and Board Members shall take office at the beginning of the fiscal year. They will be installed prior to that time.
- e. All officers should be elected by ballot for a term of one year and at the expiration on said one year may be reelected to the same office for additional one year term. No officer may hold the same office for more than four consecutive years.
- f. Members of the Board of Directors shall be elected by ballot for a term of one year and at the end of said expiration date may be elected to serve up to four consecutive terms.
- g- Vacant Officer or Board of Directors positions shall be filled by the Board of Directors.

ARTICLE IX: ABSENCES

Section 1: An Officer or Board of Directors position shall be considered vacant after three consecutive absences. The position will be filled by the Board of Directors as soon as possible after the position is declared vacant and the affected Officer or director has been notified by the Council Secretary. Officers and Board Members shall inform the Council President of any absence before the meeting.

Section 2: A Recognized Representative position shall be considered vacant after three consecutive absences by that Representative and after the affected Club President has been notified in writing by the Council Secretary of the absences. The Club President should appoint a new Representative and notify the Council in writing regarding the new appointment.

ARTICLE X: AMENDMENTS

Amendments to these By-Laws may be made by an affirmative vote of two-thirds of the eligible voters present at any meeting of the Council, provided notice thereof is sent to each recognized representative, Council Officer, and member of the Board of Directors at least 15 days before the meeting at which time such amendments shall be presented for adoption. Such notice shall contain the proposed amendments in full.

ADOPTED: 11/1/61

REVISED: 11/24/64, 9/28/67, 10/8/69, 1/19/78, 12/11/85, 5/10/89, 4/14/93, 3/10/04, 1/10/07.