

**SKIYENTE SKI CLUB ©**

**BY-LAWS**

**AND**

**STANDING RULES**

*(REVISED MARCH 7, 2015)*

**SKIYENTE SKI CLUB BY-LAWS**

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# SKIYENTE SKI CLUB BY-LAWS

## ARTICLE I

### JURISDICTION

- Section 1 SKIYENTE SKI CLUB, hereinafter referred to as the Club, is an Oregon not for profit private organization. This organization thereby pledges itself to observe and be governed by the rules and enactments of the Club when compatible with the laws of the State of Oregon.
- Section 2 SKIYENTE SKI CLUB shall have the power to enroll individual members; adopt its own Articles of Incorporation and By-Laws; discipline its own members connected with said Club and hold sanctioned/non-sanctioned tournaments in accordance with the rules of the Club,
- Section 3 THE OFFICIAL INSIGNIA shall consist of a white ski pole with two flags attached (the top white and the bottom light-blue). The word “SKIYENTE” shall be inscribed above on a royal blue background in the shape of a shield.
- Section 4 SKIYENTE SKI CLUB’s fiscal year shall end on June 30 of each year.

## ARTICLE II

### JUDICIAL

#### ROBERT’S RULES OF ORDER

- Section 1 The Revised Robert’s Rules of Order shall be parliamentary authority in conducting all Club Business.
- Section 2 A Quorum is 1/4 of paid active members.

#### AMENDMENTS

- Section 1 Amendments to the Articles of Incorporation must be made in accordance with the Oregon Law.
- Section 2 Amendments to these By-laws shall be made by their proposal at a General meeting. Notice of amendments to the By-Laws shall be published in the Maiden Forum. Followed by two-thirds vote of the paid Active members present at the next General meeting.
- Section 3 Amendments to Standing Rules may be made at a general meeting and voted on at that time.

## VOTING

Section 1 A quorum must be present.

## ARTICLE III

### OFFICERS

Section 1 The Officers of the club elected for a one-year term not to exceed two consecutive years shall be President, Vice-President/Parliamentarian, Secretary, Treasurer, Membership Chairperson, Editor and Historian, hereby referred to as the Board. Officers' responsibilities shall be discussed during opening nominating meeting.

Section 2 A Member to qualify for the office of President shall have served for any two years in an elective office. A Member, elected to office prior to the January General meeting, shall be considered as having served one full year.

Section 3 The above named Officers shall be elected at the May General meeting ballots resulting in a majority vote of the members present. Nominations for Officers will remain open until voting for said officers takes place.

Section 4 Installation of Officers shall be no later than June 30th. The responsibility of conducting Club business shall transfer July 1.

Section 5 The vacancy created by the resignation of an officer shall be filled by special election held at the next General meeting.

Section 6 Special offices may be created at the discretion of, and filled by appointive action of, the President. Such offices and appointees are limited to the tenure of the incumbent President.

## ARTICLE IV

### DUTIES OF OFFICERS

Section 1 PRESIDENT

1. Acts as Chairperson at all General meetings, Board meetings and meetings of the Executive Committee.
2. Instigates and directs the execution of the Club program and policy, and authorized incurrence of obligations in accordance with the expressed will of the Membership.
3. Appoints all committees and instructs them as to the results expected.
4. Is responsible for the performance of all Officers, Standing Committee and Special Committees.

## Section 2 VICE PRESIDENT

1. Acts in the absence of the President or any other executive officer.
2. Performs additional delegated duties at the President's discretion.
3. Is responsible for interpretation of Revised Robert's Rules of Order.
4. Assists the President in maintaining order at any Club function.
5. Chairs a By-Laws and Standing Rules Review Committee as needed.
6. Keeps a copy of the By-Laws and Standing Rules current as changes are made throughout the year, and keeps the editor informed of changes.
7. Is responsible for coordinating function chairpersons.
  - a) Distributes copies of the past two years' function summaries to function chairperson
  - b) Distributes blank function summaries for current year function report along with a current properties inventory.
8. Maintains function summary files for three (3) years; retiring prior years to properties.
9. Maintains current log of proposed By-Law changes.

## Section 3 SECRETARY

1. Records minutes of each meeting, including those of the Executive Committee.
2. Maintains file of all correspondence and records.
3. Conducts Club correspondence. Picks up mail from post office and distributes regularly.
4. Is responsible for social obligations such as cards, etc.
5. Sends a copy of minutes no later than the Friday following each meeting to the Board.
6. Provides minutes to the Membership prior to the next general meeting.
7. Archives the minutes from all Board meetings and General meetings from the year and gives to the Historian.

## Section 4 TREASURER

1. Receives and disburses all Club funds. No disbursements will be made for any activity unless authorized by the chairperson of the activity.
2. Prepares and presents a financial report at each meeting.
3. Prepares and presents an annual financial report.
4. Is responsible for the accuracy and balance of all financial transactions and records.
5. Review function summaries for disbursements, and distributes approved copies to the President and Vice President.
6. Maintains file of letters regarding donations.

## Section 5 MEMBERSHIP CHAIRPERSON

1. Takes roll.
2. Collects for dues and Skiyente pins, and disburses money to the Treasurer.
3. Maintains a file on the membership, Active, Honorary and Affiliate; and advises the Board of delinquencies in dues.
4. Contacts and advises members not fulfilling Active status requirements.
5. Gives a “Welcome Packet” (which includes By-Laws, Standing Rules, glossary, current roster and Maiden Forum, and if budget allows, a small gift) to new members welcoming them into the club.
6. Presents a Skiyente pin to new active members during the meeting at which they become a member.
7. Submits to the Editor an updated roster each November and June with any additions and/or changes in member’s name, address, email address and telephone number.
8. Advises President before each General meeting of required quorum.

Section 6     EDITOR

1. Prepares and publishes the “MAIDEN FORUM” by the fourth Monday of the month, unless otherwise necessary.
2. Publishes changes to By-Laws.
3. Publishes winter roster in November and summer roster in June.
4. Submit monthly expense report to the treasurer.

Section 7     HISTORIAN

1. Maintains accurate historical records; including pictures, clippings, rosters, list of officers, MaidenForums, disk and hard copy of meeting minutes, etc. of all club activities.
2. Submit a monthly expense report to the treasurer.
3. Creates a scrapbook of club activities throughout the year for presentation at installation.

Section 8     PUBLICITY CHAIRPERSON (Appointive Office)

1. Takes charge of Club publicity.

Section 9     PROPERTIES CHAIRPERSON (Appointive Office)

1. Takes charge of all Club properties
2. Keeps updated inventory of properties; distributing copies to Vice President and Treasurer.

Section 10    N.W.S.C.C. (Appointive Office)

1. Attends all NWSCC meetings. Notifies the President if unable to attend meeting.

2. Keeps Club informed and up-to-date on all N.W.S.C.C. activities.
3. Handles all N.W.S.C.C. transactions for the Club.

Section 11 WEB MISTRESS (Appointive Office)

1. Prepares and maintains the Club's web site.
2. Publishes appropriate information in regards to club functions, notifications, events, monthly MaidenForum, etc. Publishing of personal information is subject to approval of that individual.
3. Submits monthly expense report to treasurer for necessary fees related to the function of a "professional" web site [www.skiyente.com](http://www.skiyente.com)
4. Maintains service contract with web service provider.

Section 12 LISTSERVE MONITOR (Appointive Position)

1. Manages the Club's e-mail address; answering and/or forwarding necessary communications to Membership/Board.
2. Follows e-mail usage guidelines as established by the Board (available upon request).

Section 13 RACE DIRECTOR (Appointive Position)

1. Preparation and collection of PACRAT Race fees and release signatures.
2. Advises racers of PACRAT race information and changes.
3. Advises the Club on race results in a timely manner.
4. Appoints Team Captains.
5. Maintains race attendance for Treasurer and Chairperson for PACRAT reimbursement.

**ARTICLE V**

**COMMITTEES**

STANDING COMMITTEES

Section 1 1. EXECUTIVE COMMITTEE consists of elected and appointed officers. Meeting of this committee shall be open to any member or guest.

Section 2 1. The BUDGET COMMITTEE will meet a minimum of twice a year. The first meeting will be held prior to the first General Meeting in September and chaired by the current Treasurer. Her committee will be the President, Vice-President, immediate past Treasurer (if Active) and a member at large.  
a) The purpose of this meeting will be to propose a balanced budget for the upcoming year, which will include the annual membership dues amount, to be voted on at the September meeting.  
2. The second meeting to be held in the spring and chaired by the current



Treasurer.

a) Her committee will include, but not be limited to, the President, Vice- President and nominees for Treasurer.

b) The purpose of this meeting will be to review the current year's financial position, and revise the proposed budget.

3. Copies of the Budget reports will be presented to the Club.

Section 3 1. The NOMINATING COMMITTEE will be appointed by the President at the first General Meeting in January and will consist of four (4) Active members, which include the President, the Membership Chairperson and two members at large (one of whom shall be the past President, if active).

2. This committee shall present a slate of nominees at the opening nomination meeting, which shall be the first General meeting in March.

Section 4 1. The BY-LAWS COMMITTEE shall be appointed by the Vice-President. This committee shall consist of: President, Vice-President and two Members-at-large.

2. Any proposed changes to the By-Laws may be submitted to Vice- President at any time during the club year.

Section 5 1. The WAYS AND MEANS COMMITTEE The Chairperson shall be appointed by the President. The Chair will in turn appoint a committee for the purpose of acquiring donations to support club activities and functions.

### SPECIAL COMMITTEES

Section 1 SPECIAL COMMITTEES may be created and appointed by the President at her discretion. The Chairperson of each committee shall present an oral report to the Club and submit a function summary, if applicable.

## ARTICLE VI

### MEETINGS

Section 1 GENERAL MEETINGS shall be held starting with the second Tuesday in September and continue the First Tuesday of each month until May.

Section 2 EXECUTIVE COMMITTEE MEETINGS shall be called at the discretion of the President, and shall be open to any member or guest.

Section 3 The President, upon request of the Executive Committee, may call special meetings. [A quorum will be not required].

## ARTICLE VII

## MEMBERSHIP

- Section 1     Membership in the Club shall be of three classes: Active, Honorary and Affiliate. Membership and guests shall be restricted to those 21 years and older.
- Section 2     A guest may become an active member immediately upon payment of their dues.
- Section 3     Honorary Membership may be awarded upon 100% vote of the Active members present. All past Presidents may become Honorary members of the club, upon request, and may retain status indefinitely, if desired. Honorary members shall pay dues only upon their choice. They are not able to vote or hold office. Requests for status change from Honorary to Active may be accomplished by written notice submitted to the Club, and shall be effective at the next General Meeting, at which time annual dues will become payable.
- Section 4     Affiliate Membership may be granted to any individual wishing to be affiliated with Skiyente and living outside of the Portland/Vancouver Metropolitan Area. An Affiliate member will be assessed \$15.00 per year dues, and will receive monthly newsletter. An Affiliate member cannot vote or hold office.
- Section 5     Former Active Members may rejoin the Club as full active members upon payment of their dues.
- Section 6     A membership application, including signed waiver of liability, must be completed and signed by each member annually.

## ARTICLE VIII

### **DUES**

- Section 1     The ANNUAL DUES for Active members shall be payable at the first General Meeting of the Club year. Dues shall be considered delinquent following the second General meeting of the new Club year. Any member who has neither paid her dues nor made satisfactory arrangements with the Board by December 1st shall have voting privileges revoked Hardships will be handled at the discretion of the Board. Members who become affiliated on or after the March meeting shall pay half the amount of dues.

## ARTICLE IX

### **KING WINTER**

- Section 1     Any person in the Mt. Hood area, who has contributed outstandingly toward skiing, shall be eligible for King Winter. The vote shall be by secret ballot and shall be elected by a majority of the eligible voting members present.

- Section 2 Nominations and elections of King Winter shall be held at a General Meeting preceding the event. No guests shall be present during the nominations and elections.
- Section 3 It is the responsibility of the Chairperson to ensure the placement of the two (2) New King Winter picture for display within one (1) month of the event.

## **ARTICLE X**

### **FUNCTIONS**

- Section 1 Each Chairperson shall follow the guidelines located in the function summary.
- Section 2 After each Skiyente Ski Club Function, the chairperson of said function shall submit a completed "Function Summary" within one (1) month after the event to the Treasurer for approval and reimbursement.
- Section 3 Every chairperson should encourage new members to participate as co- chairs, if possible.
- Section 4 Any contracts presented to Chairpersons to sign on behalf of Club must be presented to the Board for approval and signed for Skiyente by the President.
- Section 5 No I.O.U's will be accepted.
- Section 6 Function Chairs must obtain approval from the Board of any potential over-expenditures of their function budget.

## **ARTICLE XI**

### **CHAIRPERSONS**

- Section 1 Chairpersons shall be required to attend two (2) Board meetings and the General Meeting prior to the function.

## **SKIYENTE SKI CLUB**

### **STANDING RULES**

#### JUDICIAL

1. Proxy votes are not acceptable.

#### ADMINISTRATION

1. The Vice-President will serve as “Activity Director”.

#### TREASURY

1. A minimum of \$250.00 should be carried in the treasury during the summer months, exclusive of any summer function
2. Copies of all financial transactions (i.e.: checks, credit card transactions, cash, etc.) shall be maintained by the appropriate officer or function chair.

#### HISTORIAN

1. Assembles a collection of historical records for the club year, presented to the President at the beginning of the new club year.

#### ELECTIONS

1. Officer’s responsibilities shall be discussed at time of opening nominating meeting.

#### FAR WEST SKI ASSOCIATION CONVENTION

1. Nominees must stand and state their reasons for wanting to attend the convention.
2. The President-elect should have registration fees reimbursed; all other club delegates shall be eligible for reimbursement from the remaining funds to be divided equally.
3. All Skiyente delegates must attend the caucuses and the FWSAC business meeting unless previously excused.
4. Skiyente attendees that are reimbursed by outside organizations shall be excluded from any reimbursement from the club.

#### KING WINTER

1. A new crown and scepter will be constructed each year to remain in the king winter’s possession.
2. Each King Winter will receive a “King Winter Pin” and a “King Winter Mug” and an official photo.
3. Names of the King Winter Nominees are never published and are entirely confidential.

4. The Past King Winters are always asked for their recommendations for King Winter Nominees.
5. The first duty of King Winter shall be to present the Maryann Cup trophies.
6. A biography of the newly elected King Winter is to be added to the King Winter History Book, which is retained at the Mt. Hood Cultural Center and Museum.
7. There shall be a committee formed to host a pre-King Winter Function festivity for past Kings and their guests.

## RACES

1. MARYANNE CUP – A trophy will be given to the winners of Class AA, A, B, C. Classes are defined as follows:

CLASS AA: HANDICAP OF 0.0 – 29.9

CLASS A: HANDICAP OF 30.0 – 45.9

CLASS B: HANDICAP OF 46.0 – 60.9

CLASS C: HANDICAP OF 61 – AND GREATER

Handicap will be determined by using a NASTAR format using the best time of two (2) runs.

1. The LOVING CUP, being a perpetual trophy, is awarded to a member who has the slowest time of the day. Winner's name is engraved first time won, thereafter a star.
2. The SKIYENTE CUP, being a perpetual trophy, will be held by the woman with the fastest combined time for that race for a period of one year
3. The MEMORIAL CUP, being a perpetual trophy, shall be dedicated annually to a deceased friend(s) of Skiyente and be awarded to the competitor with the fastest combined times for that race.
4. A RACE CHAIRPERSON shall be responsible for a deposit on all race equipment.

## MISCELLANEOUS

1. Each year new Officers' names will be submitted by the Secretary to the Portland Chamber of Commerce, Pacific Northwest Ski Association, Northwest Ski Club Council and Far West Ski Association.