



SKIYENTE SKI CLUB ©

BY-LAWS

AND

STANDING RULES

(REVISED October, 2019)

SUNSHINE SOCIETY 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 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 the parliamentary authority in conducting all Club Business.

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 to the club at a club meeting and distributed to all active members.
- Section 3 Amendments to Standing Rules may be made at a C and voted on at that time

VOTING

Section 1 Voting will include both electronic votes by email and in person by members present at the club meeting when the vote is called.

Section 2 Electronic Votes from current paid membership will be collected by the Vice President prior to the call of the vote. Membership Director will confirm member’s paid active status.

ARTICLE III

OFFICERS

- Section 1 The Officers of the club elected for a one-year term shall be President, Vice-President/Parliamentarian, Secretary, Treasurer, Membership Chairperson, Editor, and Historian, hereby referred to as the Executive Officers of The Board. Officers’ responsibilities shall be discussed during the opening nominating meeting.
- Section 2 A Member to qualify for the office of President shall have served for two years in an elective office. A Member, elected to office prior to the January Club 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 a special election held at the next Club 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 Club 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.
5. Approves Check Requests if Vice President is requester.

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 the 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 the current year function report along with a current property inventory.
8. Maintains function summaries for 3 years and retiring prior years to properties.
9. Maintains a current log of proposed By-Law changes.
10. Approves requests for reimbursement by authorizing completed Check Request Form up to \$500. President and Vice President must both sign check request over \$500.

Section 3

SECRETARY

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

Section 4

TREASURER

1. Receives and disperses all Club funds. No disbursements will be made without a Check Request Form being submitted to the Treasurer. Check Request Form must be authorized by the chairperson of the activity and approved by the Club's Vice President or the President if the Vice President is requester. A disbursement

- VICE PRESIDENT OF THE PRESIDENT, IF THE VICE PRESIDENT IS REQUESTED. A disbursement of over \$500 requires the signature of both Treasurer and President check requests.
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
 5. Review function summaries for disbursements & 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 their Active Status (unpaid dues).
5. Gives a "Welcome Packet" (which includes By-Laws, Standing Rules, glossary, current roster, and Maiden Forum, and if the 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.

Section 6 EDITOR

1. Prepares and publishes the "MAIDEN FORUM" by the fourth Monday of the month, unless otherwise necessary.
2. Publishes changes to The By-Laws.
3. Publishes winter roster in November and summer roster in June.
4. Submit monthly expense reports 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 an updated inventory of properties; distributing copies to Vice President and Treasurer.

Section 10 Northwest Ski Club Council. (NWSCC) Representative (Appointive Office)

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

2. Keeps Club informed and up-to-date on all NWSCC activities.
3. Handles all NWSCC 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 personal information is subject to the approval of that individual.
 3. Submits monthly expense report to the treasurer for necessary fees related to the function of a "professional" web site www.skiyente.com
 4. Maintains service contracts with a web service provider.
- Section 12 LISTSERV MONITOR (Appointive Position)
1. Manages the Club's e-mail address; answering and/or forwarding necessary communications to Membership/Board.
 2. Follows email usage guidelines as established by the Board.
- 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

STANDING COMMITTEES

- Section 1 The BUDGET COMMITTEE will meet a minimum of twice a year.
1. The first meeting will be held prior to the first Club Meeting in September and chaired by the current Treasurer.
 - a. Her committee will be the President, Vice-President, immediate past Treasurer (if Active) and a member at large.
 - b. 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 2 The NOMINATING COMMITTEE will be appointed by the President at the first club meeting in January and will consist of four(4) active members, which include The president, The Membership Director and 2 members at large (one of which will be poast president if active). This committee shall present a slate of nominees at the opening nomination meeting, which shall be the first club meeting in March.
- Section 3 The BY-LAWS COMMITTEE shall be appointed by the Vice-President. This

committee shall consist of: President, Vice-President and two Members-at-large. Any proposed changes to the By-Laws may be submitted to Vice-President at any time during the club year.

Section 4 The WAYS AND MEANS COMMITTEE 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 Club Meetings shall be held monthly starting in September and continue through May.

Section 2 Function Chairs and/or committee members to attend Club meetings two months prior and a month after to report on specific club function information. If unable to attend the meeting, function chairs, or co-chairs should communicate updates & summaries to the board via email prior and post functions.

Section 3 Club Meetings with all board members to occur monthly and open to all members with business to report or discuss.

Section 4 Executive Officer Meetings shall be called at the discretion of The President.

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 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 Club 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 a 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 a 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 Club Meeting of the Club year. Dues shall be considered delinquent following the second club 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

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 Club 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 the said function shall submit a completed "Function Summary" within one (1) month after the event to the Treasurer for approval and reimbursement. An approved Check Request Form must be submitted to the Treasurer to receive reimbursement. No cash reimbursements are allowed.
- 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 The 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) club meetings prior to the function or if unable to attend send a report to update board and club on details.

SKIYENTE SKI CLUB STANDING RULES

JUDICIAL

1. Proxy votes are not acceptable.
2. Electronic votes collected by Vice President prior to the meeting of the vote will be accepted as stated in By-laws under The Voting Section.

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 the time of opening the 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 FWSA 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 Maryanne 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 is 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, is 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, is 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.

CHAIRPERSONS

CHARITIES

1. The Club has selected two permanent charities to support annually. They are:
 - a) Erin Nicole Scholarship – through Far West Ski Foundation.
 - b) Mt. Hood Cultural Center and Museum
 - c) These may be changed through the procedure for changing the Standing Rules.
2. An additional ‘floating’ charity or charities will be selected by the Club at the January Club Meeting. This is not restricted to only one charity but care must be taken not to dilute the effectiveness of the contributions. An early selection of charities will allow for function promotions to identify charities that are benefited.
3. Charity recommendations are to be submitted in writing, of about 100 words, to the President and Editor on or before the 20th of the months of November and December. These recommendations will be published in the December and January Maidenforums, respectively, for all members to see. A third charity (or more) will be selected by the membership from all submitted and published recommendations at the March Meeting.
4. The Budget Committee will make recommendations to the Club at the May meeting regarding contribution amounts to each chosen charity. At that meeting, by vote, Club will accept the amount to be donated to each charity.
5. Funds should be dispersed before closing books on June 30 of each year.

MISCELLANEOUS

1. Each year new Officers’ names will be submitted by the Northwest Ski Club Council and Far West Ski Association.