

Nordic Fox Ski Club

Bylaws

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Article I. Name

The name of this organization shall be the Nordic Fox Ski Club, a not-for-profit organization. This club was first formed in 1980-81.

Article II. Purpose

The purpose of the Nordic Fox Ski Club is to promote cross-country skiing and encourage skill improvement and ski safety at all levels, while having fun in a friendly atmosphere with other outdoor enthusiasts.

Article III. Membership and Dues

Membership in the Nordic Fox Ski Club is voluntary and members assume responsibility for any risks associated with club-sanctioned activities.

Membership is available to individuals and families. An adult must accompany family members under the age of 18 for club-sanctioned activities.

Membership will begin on September 1 and end on August 31.

Membership is required in order to attend a club-sanctioned overnight trip.

The Board will review dues annually based on the budget process and implement required fee changes.

Article IV. Waivers

A part of membership application, each member must sign a waiver assuming full responsibility for any accident, damage, injury, or loss incurred by the member at any club-sanctioned activity. The parent/guardian must sign a waiver for children under 18 years of age.

Members and guest may be required to sign additional waivers when participating in club-sanctioned trips or activities.

Article V. Officers and Duties

Section 5.01 Officers

The officers of the Nordic Fox Ski Club will be President, Vice-President, Secretary, and Treasurer. The general membership shall elect the officers who shall be at least twenty-one (21) years of age. It is preferred that the President have prior board experience.

Section 5.02 Terms of Office

Term of office will be one year. No one shall serve more than two consecutive terms in any office.

Section 5.03 Officer Duties

1. President
 - a. Provide leadership, overall direction, and administration of the club.
 - b. Interpret and apply the Bylaws.
 - c. Preside at all club meetings and Board meetings.
 - d. Be ex-officio member of all committees.
 - e. Secure location for Board meetings.
 - f. Serve as primary contact to regional ski associations such as CMSC.
2. Vice-President
 - a. Provide programs for meetings.
 - b. Secure a meeting place for general club meetings.
 - c. Assist the President.
 - d. Preside at meetings in the absence of the President.
3. Secretary
 - a. Take minutes at Board meetings.
 - b. Take summary minutes including attendance count at the general club meeting. Notify Newsletter editor of attendance count.
 - c. Conduct the necessary correspondence of the club.
 - d. Maintain the official copy of the Bylaws.
4. Treasurer
 - a. Keep and maintain all club financial records.
 - b. Maintain club checking account. Deposit funds, write checks, and pay authorized bills. Reconcile summary of income and expenses on a monthly basis.
 - c. Present financial summary to the members at club meetings.
 - d. Present financial report at each Board meeting.
 - e. Prepare annual financial report of net income and expenses and present to the Board at the end of the membership year.
 - f. Act in accordance with Financial Policies and Procedures.
 - g. Create annual budget based on requests from board members for coming year. Budget to also include a projection of income based on membership projections.
 - h. Present budget to the board at the March board meeting for approval.

Section 5.04 Board

The Board shall consist of the four elected officers, and standing committee chairpersons.

Any officer or chairperson unable to fulfill his/her duty may be removed from office by a majority vote of the Board. A replacement to complete remaining term of office will be appointed by the Board.

The first board meeting of the membership year will consist of outgoing and newly appointed board members.

Article VI. Meetings and Quorum

Section 6.01 Meetings

The President or designate shall preside over all club and board meetings, and have full authority over procedure to be used. In cases of point of order, Roberts Rules of Order shall determine procedure.

Newly elected officers will be installed at the end of the year event in April.

Section 6.02 Quorum

A quorum for club meetings shall consist of ten members. A quorum for Board meetings shall consist of five members with at least two elected officers.

Article VII. Elections and Voting

Nominations for elected officers shall be presented at the February meeting and be voted upon at the March meeting. Additional nominations, with nominee's approval, may be received from the general membership until time of election. An election requires a quorum and results will be determined by a majority of members present. Members must be current with their dues to be eligible to vote.

Article VIII. Committees

Section 8.01 Standing Committees

Standing Committees will be Membership/Welcoming, Trip, Social, Newsletter, Nominations, Publicity, Special Events, and Education.

Terms to be one year duration and will begin with the membership year.

The current committee chairperson is encouraged to identify his/her replacement to the board for approval.

Standing committees with expenditures over \$50 are responsible for submitting a budget to the treasurer by February 15.

Section 8.02 Standing Committee Duties

Listed below are the duties of the committees. It is the expectation that Committee Chairpersons will identify a committee to ensure that the following duties are performed.

1. Membership/Welcoming Committee
 - a. Maintain the Membership Database
 - b. Coordinate the calling phone tree
 - c. Maintain a sign in sheet for guests. Arrange to email or mail each guest a complimentary copy of the newsletter
 - d. Collect membership fees.
 - e. Be responsible for the dissemination of pertinent club information to prospective members.
 - f. Seek to meet and introduce each new and/or prospective new club member present at the monthly meeting.
 - g. Maintain and update the membership form as required.
 - h. Ensure that membership nametags are current and available at each meeting.
2. Ski Trip Committee
 - a. Responsible for the planning and successful execution of all ski trips sanctioned by the club.

- b. Hold a meeting early in the year to plan trips for the coming season.
 - c. Shall recruit trip leaders and maintain a listing of club trips.
 - d. Shall publicize trip information at club meetings and in newsletter.
 - e. Responsible for communicating the trip cancellation policy.
 - f. Ensure that trip leaders submit a trip/function report within one month of trip completion. Report to be provided to the Ski Trip Chairperson and to the treasurer.
 - g. Maintain folder with function reports and forward to next committee chairperson.
3. Activities and Events Committee
- a. Responsible for the planning and successful execution of all non-ski activities and events June through May.
 - b. Hold a meeting early in the year to plan activities and events for the coming year.
 - c. Responsible for the December Holiday and April End-of the Year Events.
 - d. Ensure that activity/event leaders submit a function report within one month of the event/activity. Report to be provided to the Activities and Events Chairperson and a copy to the treasurer.
 - e. Maintain folder with function reports and forward to next committee chairperson.
4. Newsletter Committee
- a. Shall be responsible for publication and distribution of the monthly club newsletter via US Mail or email.
 - b. Shall ensure that current ski trips, activities and events are publicized in the newsletter.
 - c. Shall review all submitted articles for suitability prior to publication. Any questions should be referred to the President.
5. Nomination Committee
- a. Shall be responsible for developing and presenting a slate of candidates for the elected officers to be presented at the February meeting.
 - b. Should consist of current and prior board members.
 - c. Shall be in charge of conducting the elections per Article VII.
6. Publicity Committee
- a. Is considered the primary source for obtaining new members.
 - b. Responsible for the promotion of the club and club events in non-club publications.
 - c. Responsible for identifying media to be used. Media may include brochures, newspaper articles, web page, etc.
7. Education Committee
- a. Promote opportunities for club members to improve their skiing abilities. These may include informational handouts, conditioning events, dry-land training, on-the snow training, and information on ski safety.
 - b. Maintain the club video library and recommend purchase of additional videos as appropriate.

Section 8.03 Special Committees

Special Committees may be established as needed by the President or the Board.

One special committee with board voting privileges may be set up and appointed by the President to carry out special functions not covered elsewhere in the Bylaws for a term of one year.

Additional special short-term committees without voting privileges may be established such as coordination of club participation in CMSC ski show.

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Article IX. Authority and Amendments

Section 9.01 Authority

The authority for all matters not covered by the club's bylaws shall be Robert's Rules of Order, Revised.

Section 9.02 Amendments

By-laws changes shall be:

1. Presented in writing to the club membership at a general meeting
2. Published in the club newsletter prior to the vote,
3. Voted upon at the following general meeting.

Approval requires a two-thirds vote of members present.

Section 9.03 Logo

Dave Larson holds the copyright for the Nordic Fox logo.

Section 9.04 Policies

Policies are adopted as needed by the Board and reviewed annually. The list of current policies is maintained by the Secretary and is available for membership review.