

SKI HAWKS SKI AND SOCIAL CLUB
BY- LAWS
POLICIES & GUIDELINES
(Last revision June 6, 2013)

ARTICLE I

Name: This non-profit organization shall be known as:
SKI HAWKS SPORTS AND SOCIAL CLUB.

ARTICLE II

Purpose: The purpose of the organization shall be to promote skiing, ski safety, and fellowship among its members.

ARTICLE III

Membership: The membership shall be open to everyone, 21 years of age or older.

The following two types of membership shall be open to everyone 21 years of age or older.

1. **Associate Membership** - Any member of a ski club belonging to the Minnesota Ski Council is an associate member of the Ski Hawks Sports & Social Club. Associate members may attend any Ski Hawks event, but are not required to pay dues, do not have voting rights, are not included on the newsletter mailing list, and are not included in the published roster of those having a standard membership.
2. **Standard Membership** - A member who has a standard membership pays membership dues, has voting rights, is included on the newsletter mailing list, and is included in the published roster of standard members.

ARTICLE IV

Officers and other Board Members:

The following elected officers will comprise the Executive Committee and each position carries one vote.

1. **President** -- The President shall be the chief executive officer of the Club and shall preside over Executive Committee meetings. The President shall be an executive official member of all committees, shall be the officer to whom all chairpersons shall report, and shall perform such duties as are required of the office. They will coordinate the kick off party in the fall. Prior to being president one shall sit on the board of directors for a minimum of 1 year prior to taking the position.
2. **Membership Vice president** -- The Membership Vice President shall be responsible for maintain a roster of the membership, the coordination of membership recruitment efforts and publicity for the Club.
3. **Social Activities** -- The Social Activities Vice President shall be responsible for coordinating the social events for club non-skiing activities.
4. **Publications** -- The duties of the Publications Vice President shall be to:
 - a) coordinate the newsletter,
 - b) coordinate necessary mailings to members and other individuals and organizations,
5. **Treasurer** -- The Treasurer shall be responsible for an accounting of all club financial transactions. The President and the Treasurer shall have power of disbursement of club funds.
6. **Advisor**--The Advisor is the immediate past president. In case of reelection of the president, or in the case where the past president declines to serve as Advisor, the president shall appoint an Advisor. The Advisor, if appointed, preferably should be a former officer. This is a non-voting position. The Advisor's duties are to:
 - a) advise the board on past practices,
 - b) recommend methods of financing Club activities,
 - c) provide assistance from his/her experience with past Club event/activities/trips as appropriate.
7. **Minnesota Ski Council Delegate**--The elected delegate shall be responsible for:
 - a) attending Minnesota Ski Council delegate meetings,
 - b) reporting on MSC proceedings to the BOD at meetings
 - c) providing articles for the Minnesota Skier (M.S.C. newspaper),
 - d) coordinating club involvement in MSC activities.

- 8. Web Content Manager** – This person is elected. Duties include:
- a) Maintain the club’s website including periodic updates, add/remove trip flyers as appropriate, maintain web domain name with annual renewal
 - b) Coordinate electronic delivery of monthly newsletter with Publications.
- 9. Trip Coordinator** - This person is elected. The Trip Coordinator reports to the Executive Committee and is expected to attend all Executive Committee meetings as appropriate. This person must be an experienced trip leader and skier. Duties include:
- a. Recruit qualified trip leaders for all trips, especially western/international trips.
 - b. Monitor trip leaders progress with trip i.e. promotion, timely deposit of money to Treasurer, compliance with trip cancellation deadlines, etc.
 - c. Assist in bidding process to facilitate presentation and selection of trips.

ARTICLE V

Committees:

1. The Executive Committee shall be composed of elected officers, and shall review all other committee activities planned for the club. Vacancies shall be filled by the President with the approval of a simple majority of the Executive Committee.
2. Committees may be formed by any officer to assist in performing duties of their office.

ARTICLE VI

Elections:

1. Calling Elections--Elections shall be held each year during the month of March. The time and place for the elections shall be determined by the Executive Committee.
2. Nominations--Nominations for elective office shall be held in February. Nominations shall be made, preferably with the consent of the nominee,
 - a) by the Executive Committee,
 - b) by a Nominating Committee,
 - c) by members from the floor during the nomination and election meetings.

For nominations from the floor, a nominator and second shall be required.

3. Voting--The candidate receiving the most votes for a given office shall be elected to that office. Ties shall be broken by coin toss.
4. Installation--Newly elected officers shall take office on April 1st and shall coordinate with the past officers to assure an orderly transfer of duties and responsibilities between April 1st and April 30th. Past officers are responsible for scheduling activities through May 15th.
5. Term--Office shall be from April 1st to April 30th of the following year unless:
 - a. terminated by resignation or,
 - b. rejection by a 2/3 vote by secret ballot of the Executive Committee or,
 - c. a board member is not present at three consecutive Executive Committee meetings or,\
 - d. a board member is not present at four Executive Committee meetings.Any of the preceding conditions can be overruled by majority vote of the Executive Committee.
6. Replacement of Officers--If an office is vacated during the term for any reason the vacancy shall be filled as follows
 - a. If the President's position is vacated, the Membership Vice President shall assume the office of the President .
 - b. Any vacated office, with the exception of the President, shall be filled by appointment of the President with approval of a simple majority of the board members.

ARTICLE VII

Meetings:

1. Member meetings shall be held as needed to conduct the business of the Club.
2. Members shall be notified of membership meetings at least one week in advance of meetings.
3. Each standard member in good standing shall be entitled to one vote.
4. All meetings shall be conducted in accordance with Roberts Rules of Order (revised) where deemed appropriate by the presiding officer and not in conflict with these by-laws.

ARTICLE VIII

Dues:

1. Dues shall be payable for standard members from November 1st and be effective through October 31.
2. Dues shall be set by the Executive Committee.
3. Additional postage fees for members receiving a paper copy of the news letter will be set by the Executive Committee.

ARTICLE IX

Midwest Sports Council(MSC), fka Minnesota Ski Council Membership:

1. Membership--The Club shall maintain membership for its members and pay dues out of the treasury to the Midwest Sports Council.
2. Representation-- The elected delegate (or President, if an elected delegate is unable to attend an MSC delegate meeting) shall represent the Club on the Midwest Sports Council Board of Delegates.
3. Responsibility--Elected delegates shall present a summary of MSC Meetings to the BOD at the next meeting.

ARTICLE X

Amendments:

1. Amendments shall be submitted in writing to the Executive Committee prior to a vote at a membership meeting.
2. The by-laws may be amended at any regularly scheduled meeting by a 2/3 vote of members present and voting.

ARTICLE XI

Policies:

- 1, The Club shall maintain a list of policies governing trip refunds, and other events involving payment of money by Club members and non-members.
2. The policies shall be constructed as a supplement to the by- laws and therefore shall be in accordance with all provisions of the by-laws.
3. Guests will be allowed to sign up for trips as determined by the Executive Committee.
4. Any money due the Club by a member (or a nonmember) for a ski trip must be paid in full four weeks prior to the day of departure, or in the day specified by the trip chairperson.
5. The Club will not provide alcohol directly or reimburse member for providing alcohol directly to members without going through a licensed server of on-sale alcohol. An example of a licensed server of on-sale alcohol would be a Bar or restaurant where the Club may provide a drink ticket at a Club function. Adopted 6/2013.

Adopted: November 5, 1987

Revised: April 14, 1988; Article VI, Section 6 added.

Revised: February 14, 1991 Publications VP added; other changes.

Revised April 9, 1994 Winter Activities VP changed to Membership Vice President, other changes.

Revised September 16, 1996 Addition of the definition of Associate Membership of Ski Hawks Ski & Social Club.

Revised May 26, 1998 Name modification from Ski Hawks Ski & Social Club.to Ski Hawks Sports & Social Club.

Revised January 2007 Formally adopted and added policies and guidelines regarding ski/major trip to the bylaws.

Also added Trip Coordinator and Web Content Manager as two appointed positions for the Board of Directors.

Revised March 2008 Adopted Trip Leader Compensation Policy

Updated August 2009

Updated June 2010

Revised January 2012, Amended the Conduct Section paragraphs 1 and 2 to include Events and expanded guidance for Trip/Event Coordinators, Leaders and Board Members.

Revised June 6, 2013, ARTICLE XI Policies: added item 5

ADDENDUM TO BYLAWS

POLICIES AND GUIDELINES

I. TRIP POLICES

1. Ski Hawks Sports and Social Club will require that all major trip destinations sponsored and run by the club have a minimum of three independent proposals from different tour operators if used. Exceptions can be deemed by the Board of Directors.
2. All persons participating in a major trip sponsored by Ski Hawks and endorsed by the MSC must be a member in good standing of Ski Hawks or any MSC affiliated club. If the trip is sponsored solely by Ski Hawks then every participant must be a member in good standing of Ski Hawks. (Adopted October 2006)

II. TRIP CANCELLATION POLICY

1. If an individual cancels or is removed from the list 60 days or more before departure date, and the trip fills completely, the individual will be refunded all funds he/she has paid, except nonrefundable costs* and an appropriate cancellation fee, providing the total of both does not exceed the final trip price.
2. If an individual cancels 60 days or less before the date of departure of the trip, and the trip still goes completely full, the individual will receive back all funds except nonrefundable costs* and less a **\$50** cancellation fee. A **\$100** cancellation fee will be charged if an individual cancels 30 days before trip departure.
3. If at any point the trip is canceled, all funds will be returned, including the deposit less any nonrefundable costs incurred by the Club.
4. Individual cases regarding cancellation guidelines may be appealed to the Board of Directors but all decisions by the Board of Directors are final.

* Nonrefundable costs may include but are not limited to the following: air and ground transportation, accommodations, food purchases, lift tickets/activity passes, etc.

III. TRIP GUIDELINES

On all trips run by Ski Hawks Sports & Social Club, the following guidelines will apply:

1. A minimum deposit of \$100.00, or another amount as determined by the Trip Chair(s) and the Board of Directors will be required to reserve a place on the trip.
2. The balance is to be paid as set forth in the final published trip payment plan. If payments are not received when specified, the participant risks losing their spot on the trip and may be subject to cancellation fees.
3. A waiting list will be established only after the trip is completely filled. Full payment plus any applicable transfer fees incurred (usually required by air carriers) will be required from individuals on the waiting list. Payment may be held until an opening occurs on the trip.
4. A \$100 trip voucher will be issued to all duly elected and/or appointed Officers or Board members actively serving on the Board of Directors. The voucher may be applied to any major or weekend trip sponsored by Ski Hawks Sport and Social Club. A minimum of six (6) months continuous service on the Board is required to validate the voucher. Adopted 5/07.

IV. CONDUCT

1. Trip, or event ,chairperson(s), bus driver(s), bus leader(s), travel agent representative(s) and Customs Official(s) have the right to remove any person(s) from any trip at any time if they break any law or rule which may imperil the trip for other participants. **Illegal substances are strictly prohibited on any SKI HAWKS SPORT &**

SOCIAL CLUB sponsored or endorsed trip. Possession of such materials will subject that person to immediate removal. Such persons are responsible for their own further transportation. In this event, the person's membership in SKI HAWKS SPORT & SOCIAL CLUB is automatically terminated.

2. If any member of the SKI HAWKS SPORT & SOCIAL CLUB conducts him/herself in such a manner as to: a) flagrantly disgrace or embarrass the SKI HAWKS SPORT & SOCIAL CLUB, b) excessively abuse alcohol becoming a liability and/or imperil the trip for other participants, or) if the member performs any illegal or unlawful act while attending any event or trip sponsored or endorsed trip, or event ,of SKI HAWKS SPORT & SOCIAL CLUB, the person's membership in the SKI HAWKS SPORT & SOCIAL CLUB will be automatically terminated. Further, if any member of the SKI HAWKS SPORT & SOCIAL CLUB behaves in a manner considered inappropriate as deemed by the event coordinator or any member of the Board of Directors in attendance, that member can be removed from the event, and the incident later reviewed by the Board of Directors. At its discretion, the Board of Directors' actions can include, but is not limited to, 1) issuing a warning, 2) a temporary suspension of membership, or 3) termination of membership.
3. With respect to any person from any MSC affiliated club attending a Club sponsored event or trip and who conducts him/herself as defined in Sub-paragraph 2 above, will also be subject to all Conduct policies pursuant to Paragraph IV (Conduct) herein. The SKI HAWKS SPORT & SOCIAL CLUB shall, by written notification, notify the Board of Directors of that member club of any action taken by SKI HAWKS SPORTS & SOCIAL CLUB with respect to that person(s) pursuant to the policies in this Article.
4. In the event a membership is terminated, or other action taken for a member or non-member, the affected member(s) will not be allowed to participate in future SKI HAWKS SPORT & SOCIAL CLUB sponsored or endorsed events/trips without first appearing in person before the SKI HAWKS SPORT & SOCIAL CLUB Board of Directors to request reinstatement.

V. TRIP/EVENT LEADER COMPENSATION

1. Western/major trips & events: Major trips/events should be priced to allow the trip leader to receive a full comp provided the trip meets or exceeds minimum participation level as dictated by the tour provider. If the trip has a co-chair, each co-chair would receive ½ the full comp rate. They will be responsible for the remaining portion.
2. Weekend trips/events: Weekend trips should also be priced to allow the trip leader to receive a full comp for the trip/event. If the trip has a co-chair, each co-chair would receive ½ the full comp rate.
3. Single day/night events: For single day/night events in which a financial obligation is needed, the event leader should receive a full comp provided the event closed with a positive balance sufficient for the reimbursement. Partial reimbursements can be considered with approval by the Board of Directors.