

SOUTH JERSEY SKI CLUB
Constitution

1 **I. PREAMBLE**

2 A. The purposes for which the South Jersey Ski Club is formed are:

3 1. To stimulate interest in skiing and snowboarding by organizing, sponsoring
4 and coordinating ski / snowboarding activities for its members,

5 2. To provide recreational and social outlets for its members,

6 3. To sponsor, organize and stimulate interest in other outdoor sports and
7 activities for its members.

8 **II. CLUB NAME**

9 A. The name of the Club shall be the South Jersey Ski Club.

10 **III. LEGAL POSITION**

11 A. The Club shall be organized as a not-for-profit corporation. As a not-for-profit
12 corporation, no part of the assets, income or net earnings of the corporation shall inure to
13 the benefit of any of its members. Upon dissolution, such assets, income and net earnings
14 shall be distributed only to organizations and clubs similar in purpose to this corporation.

15 B. The fiscal and operational year of the Club shall extend from May 1 to the following
16 April 30.

17 C. The annual meeting of the Club shall be the first membership meeting in May.

18 **IV. CLUB LIABILITY**

19 A. The South Jersey Ski Club and/or its Officers and Board members cannot be held
20 responsible for any injuries, damages to equipment or losses incurred upon its members or
21 guests.

22 B. The South Jersey Ski Club and/or its Officers and Board members cannot be held
23 responsible or liable for any damages caused by its members and guests to any and all
24 public or privately owned property or injuries caused by any of its members and guests to
25 public and private individuals.

26 C. The Board of Directors will indemnify Board members, Officers and Agents of the
27 Club, against any and all expenses (including attorney's fees) paid by him or her in
28 connection with any action, suit or proceeding, if he or she acted in good faith and in a
29 manner he or she reasonably believed to be in or not opposed to the best interest of the
30 Club, and with respect to any criminal action or proceeding, had no reasonable cause to

SOUTH JERSEY SKI CLUB
Constitution

31 believe his or her conduct was unlawful. The indemnification of these individuals shall be
32 the fullest extent permitted by N.J.S.A 15A:3-4 and any amendment thereto.

33 **V. MEMBERSHIP**

34 A. Qualifications of a New Member

35 1. All applicants must be twenty-one years of age or older. All applications for
36 membership must be submitted to the Membership Director completed and signed by
37 the applicant. Each application must be accompanied by the appropriate dues.

38 B. Qualifications of a Renewal Member

39 1. Annually all members must renew their membership by submitting a
40 completed and signed application to the Membership Director accompanied by the
41 appropriate dues.

42 C. Requirements of a Qualified Member

43 1. All financial obligations to the Club including dues, fees and assessments shall
44 be paid in full.

45 2. Conduct must be reasonable at all events.

46 D. Revocation

47 1. Membership may be revoked as proscribed in Article X of the Constitution for
48 financial delinquency or behavior not consistent with good sportsmanship or
49 otherwise detrimental to the Club.

50 E. Miscellaneous

51 1. Copies of the Club Constitution and Operating Manual are posted on the Club's
52 website.

53 2. All meeting and Club notices shall be posted to the club website or otherwise
54 communicated.

55 3. All changes of address, telephone numbers, and e-mail addresses should be
56 reported to the Membership Director immediately to insure receipt of notices.

57 F. Honorary Members

58 1. By a vote of the Board of Directors, a person who benefits the Club may be
59 elected as an honorary member for the current year. Honorary membership shall be

SOUTH JERSEY SKI CLUB
Constitution

60 treated as a full membership except that it neither requires payment of dues nor
61 permits voting on Club motions, questions or elections.

62 G. Limited Membership

63 1. A limited individual membership may be available to members of recognized
64 organizations to participate in specific events. The events and organizations must be
65 approved by the Board of Directors. Limited members must meet all the
66 qualifications for regular members and execute a standard Club membership form.
67 Their membership will be in effect for the duration of the event. Dues for limited
68 membership will be established by the Board of Directors for each event.

69 **VI. OFFICERS**

70 A. Order of Precedence

71 1. The order of precedence of the elected Officers shall be of President, Ski
72 Director, Social Director, Treasurer and Secretary.

73 B. Term of Office

74 1. The Officers elected by the Club shall assume office at the annual meeting and
75 serve until the next annual meeting.

76 C. Qualifications for Office

77 1. In order to hold a Club office a member should be a member in good standing

78 D. Tenure

79 1. Officers may not hold the same office for more than two years in succession,
80 except by a vote of the Board of Directors

81 E. Vacancies

82 1. Any vacancy occurring in one of the Club offices shall be filled by appointment
83 of the Board of Directors for the unexpired term.

84 F. Officer Duties

85 1. The President shall have the following duties:

- 86 a) Preside at all meetings of the Club
- 87 b) Enforce a due observance of the Constitution and Rules of Order
- 88 c) Appoint all committees not detailed herein

SOUTH JERSEY SKI CLUB
Constitution

- 89 d) Oversee all Club operations
- 90 e) Perform other duties as the office may require

91 2. The Ski /Social Director shall have the following duties:

- 92 a) Chair their respective committees.
- 93 b) Select trips/events for the coming year based on a consensus of the
- 94 committee members and subject to a review by the Board of Directors.
- 95 c) Negotiate, with their respective committee, on behalf of the Club with
- 96 vendors and coordinate with the Treasurer to provide financial control of these
- 97 events.
- 98 d) Prepare a budget for each event/trip for review by the Board of Directors.
- 99 e) Select, train and advise individual Event/Trip Leaders.
- 100 f) In conjunction with the Finance Committee, establish a method of
- 101 accounting for all funds collected and disbursed on events/trips.

102 3. The duties of the Treasurer shall be:

- 103 a) Chair the Finance Committee.
- 104 b) Receive and disburse all funds belonging to the Club.
- 105 c) Keep an accurate record of all Club accounts.
- 106 d) Coordinate the financial requirements of all Club events and activities with
- 107 the respective Directors and Event/Trip Leaders.
- 108 e) File all of the club tax returns and any other required regulatory
- 109 documents.

110 4. The duties of the Secretary shall be:

- 111 a) Keep a record of all proceedings of the Club.
- 112 b) Record and have available the minutes of all Board of Directors' meetings.
- 113 c) Send and receive communications required for Club business.

114 G. Officer Responsibilities

SOUTH JERSEY SKI CLUB
Constitution

115 1. Officers are required to attend two thirds of the general membership meetings
116 and Board of Directors' meetings.

117 **VII. BOARD OF DIRECTORS**

118 A. Composition

119 1. The Board of Directors shall be composed of the Officers, a selected group of
120 committee heads and their appointed assistants and an appointed ex-officio member.

121 B. Appointed Positions on the Board

122 1. Vice President

123 2. Membership Director

124 3. Communication Director

125 4. Publicity Director/Webmaster

126 5. Property Director

127 6. Assistant Ski Director

128 7. Assistant Treasurer

129 8. Assistant Social Director

130 9. Assistant Membership Director

131 10. Ex-officio

132 C. In the event that the Club substantially changes in size or function, the Officers may
133 vote to expand or reduce the number of appointed positions accordingly.

134 D. Ex-Officio

135 1. One position, at the discretion of the Board of Directors, shall be reserved for
136 the senior available officer willing to participate from the previous administration (in
137 order of precedence President, Ski Director, Social Director, Treasurer and Secretary).
138 Since the position is to establish continuity with past practices, no other
139 responsibilities need be ascribed to this description.

140 E. Removal

SOUTH JERSEY SKI CLUB
Constitution

141 1. A committee director or assistant director may be removed and replaced by a
142 vote of the Officers.

143 F. Board Duties

144 1. The business of the corporation shall be managed by the five elected Officers.
145 These names must be filed annually with the State of New Jersey.

146 2. The specific responsibilities and functions ascribed to the above committee
147 directors shall be documented in the Club Operations Manual. In addition to the
148 duties ascribed to the individual Officers and committees, the Board as a whole shall
149 have the responsibility to establish policy, approve expenditures and direct the
150 operation of the Club.

151 G. Meetings

152 1. Board meetings will be scheduled once each calendar month

153 2. The President may cancel or change the date of regularly scheduled meetings
154 (but no more than three) with 48 hours advance notice

155 3. The President may add special meetings in addition to the monthly meetings
156 with 48 hours advance notice

157 H. Quorum

158 1. A majority of the Board members shall constitute a quorum.

159 I. Voting

160 1. On any question brought before the Board, a majority vote of the Board
161 members present is required for passage.

162 J. Board Responsibilities

163 1. All Board members, whether elected, appointed or ex-officio, are expected to
164 attend two-thirds of general membership meetings and Board meetings.

165 K. Board Privileges

166 1. Board Members shall not have to pay membership dues during their term in
167 office.

168 L. Board Expenses

SOUTH JERSEY SKI CLUB
Constitution

169 1. Board Members shall be entitled to reimbursement for un-itemized expenses
170 incurred in the performance of their duties above and beyond normal itemized
171 expenses. The un-itemized expenses are delineated in the Operations Manual.

172 **VIII. OPERATING COMMITTEES**

173 A. Types

174 1. The following three operating committees shall be established by the Officers:

175 a) Ski Committee

176 b) Social Committee

177 c) Finance Committee

178 B. Appointment

179 1. Members of a committee are selected by the Director, subject to review by the
180 Board of Directors.

181 C. Assistants

182 1. One member of each committee shall be appointed as an assistant to the
183 Director. These assistants shall become members of the Board of Directors. The
184 assistants shall have the duties and powers of the committee Director in the absence
185 of the latter.

186 D. Committee Privileges

187 1. Members of the Operating Committees who are not otherwise on the Board of
188 Directors shall not be subject to membership dues for the year of their appointment.

189 **IX. ELECTIONS**

190 A. Frequency

191 1. Elections shall be held annually ~~at the April membership meeting~~ to elect the
192 Club Officers for the ensuing year. Results of this election shall be announced at the
193 April membership meeting.

194 B. Schedule

195 1. The following schedule shall be in effect for the annual elections:

SOUTH JERSEY SKI CLUB
Constitution

196 2. Nominations shall open no later than the February membership meeting and
197 remain open until the close of business at the March membership meeting.

198 3. At the ~~April~~ March membership meeting, all candidates shall have the
199 opportunity to address the membership concerning their qualifications and platform.

200 4. Voting for the Officers shall be open to all Qualified Members for a period of
201 two weeks prior to the April membership meeting when such elections shall close.
202 Voting for Elected Officers shall only be electronic, in the specific platform as
203 identified by the Club each year. The voting results for Elected Officers shall be
204 announced at the April membership meeting. ~~Members present at the April~~
205 membership meeting will vote for the officers.

206 C. Nominations

207 1. The Board of Directors may appoint a nominating committee of three
208 members in good standing.

209 2. The purpose of the committee is to present a slate of candidates.

210 3. This slate is to be presented at the first meeting nominations are open.

211 4. Additional nominations will be accepted from the floor.

212 5. All candidates must accept their nomination before their names are placed on
213 the ballot.

214 D. Voting

215 1. Each election shall be decided by a majority of the votes cast. If no one
216 candidate receives a majority, a runoff election at the same meeting shall be held
217 between the two candidates with the highest vote totals.

218 **X. JUDICIAL**

219 A. The following procedure shall be followed whenever there is a complaint of a possible
220 violation of the Constitution. This includes but is not limited to established operational
221 policies, expulsion of a member or impeachment of an officer.

222 B. Complaint Submission

223 1. Complaints shall be delivered to the Secretary in writing and signed by a
224 member in good standing.

225 C. First Hearing

SOUTH JERSEY SKI CLUB
Constitution

- 226 1. The Board of Directors shall appoint a Hearing Committee
- 227 a) The Hearing Committee will be composed of members of the Board of
228 Directors and may also include club members in good standing
- 229 b) The Hearing Committee will schedule a hearing prior to the next meeting
230 of the Board of Directors.
- 231 2. Written notice of the complaint and of the scheduled hearing date shall be sent
232 to any member of the Club who is the subject of the complaint no later than seven
233 days prior to the hearing.
- 234 3. Such member may address the committee in person or by written submission
235 during the hearing.
- 236 4. If a Board member is involved in any complaint, he shall be disqualified from
237 taking part in any committee considerations.
- 238 D. Decision
- 239 1. The Hearing Committee will present its recommendation at the next meeting
240 of the Board of Directors after the hearing was conducted.
- 241 2. The Board will decide, by majority vote of those attending, to accept or reject
242 the decision of the Hearing Committee
- 243 3. All parties concerned shall be informed of the final decision prior to the next
244 meeting of the Board of Directors
- 245 E. Direct Hearing.
- 246 1. Complaints which involve a majority of the Board of Directors, thereby
247 disqualifying them, will receive a direct hearing at a next general membership
248 meeting.
- 249 2. In order to initiate such a hearing, written notice must be received by the
250 Secretary citing the specific complaint and signed by ten members in good standing.
- 251 3. The Secretary will inform the membership of the specific complaint, and
252 inform them that a hearing will be held at the next general membership meeting
- 253 4. At the next general membership meeting after the complaint is lodged, each
254 side will be given a maximum of fifteen (15) minutes to present their case to the
255 general membership present.

SOUTH JERSEY SKI CLUB
Constitution

- 256 a) No proxy votes will be accepted
- 257 b) Members in good standing as of the date of the complaint will be able to
- 258 vote
- 259 5. At the conclusion of the presentations by both sides, the members in good
- 260 standing at the time of the complaint will vote
- 261 a) A majority of the members in good standing at the time of the complaint
- 262 will carry the vote

263 **XI. FINANCIAL**

264 A. Event Expenditures

- 265 1. A budget of projected income and expenses must be established before each
- 266 event.
- 267 2. During the preparation for the event, the Board member responsible for its
- 268 supervision shall have the authority to expend Club funds within the established
- 269 budget.
- 270 3. A final recapitulation of the income and expenses for each event must be
- 271 reported to the Board of Directors at or before the second Board meeting after the
- 272 event.

273 B. Incidental Expenses

- 274 1. Board members are authorized to incur incidental expenses on behalf of the
- 275 Club.

276 C. Membership Dues

- 277 1. Annual dues will be determined by the Board of Directors. If the dues are
- 278 changed, the new rate does not go into effect until the following fiscal year.
- 279 2. These fees are non-refundable, non-transferable and due annually.
- 280 3. All memberships expire on the following April 30.
- 281 4. Dues are yearly only, and are not prorated

282 D. Reimbursement Policy

- 283 1. Any Event/Trip Leader in charge of an event shall receive reimbursement as

SOUTH JERSEY SKI CLUB
Constitution

284 established by the Operations Manual.

285 E. Annual Audit

286 1. There shall be an audit of the Club books every year by a committee consisting
287 of at least two members of the Club in good standing.

288 2. The committee shall report the results of the audit at a meeting of the Board of
289 Directors as soon as practical after completion.

290 3. The members shall be selected by the President from volunteers.

291 **XII. MEMBERSHIP MEETINGS**

292 A. Normal Meeting Schedule

293 1. The Club shall hold its general membership meetings once per month or as
294 announced in Club publications.

295 2. Meetings may be cancelled or moved to another day with one weeks' notice to
296 the membership

297 **XIII. Event Policy**

298 A. The Board of Directors shall create and maintain a manual of Operational Procedures
299 to cover policies not specifically defined in the Constitution.

300 B. The Operating Manual will be reviewed by the Board of Directors on an annual basis.

301 C. The Operating Manual will be posted on the Club web site.

302 **XIV. AMENDMENTS**

303 A. Every proposed alteration, amendment or addition to this Constitution must be
304 submitted in the following procedure:

305 1. A change to the Constitution may be proposed by a majority of the Board of
306 Directors or by a petition of fifteen or more members in good standing at any time
307 during the Club's current year

308 a) The proposed change(s) will be presented to the Secretary

309 2. The Secretary will communicate the exact wording of any proposed change to
310 the entire membership either in the Club publication or by a special notice on the

SOUTH JERSEY SKI CLUB
Constitution

311 club's website.

312 3. Any such change submitted to the membership for consideration may be
313 adopted by a majority ~~of the votes cast at a general membership meeting of Qualified~~
314 Members only. Voting for such proposed Amendments shall occur for a period of two
315 weeks prior to a membership meeting and conclude at such meeting. Voting for
316 proposed Amendments shall only be electronic, in the specific platform as identified
317 by the Club each year. The voting results for such proposed Amendments shall be
318 announced at the general membership meeting concluding such voting period.

319 a) At least one general membership meeting must have been held between
320 the date of publication of the proposed changes and the general membership
321 meeting when the vote will occur so that there is adequate time for
322 consideration of the changes.

323 b) All members in good standing at the time of the proposal will be eligible
324 to vote.