

SOUTH JERSEY SKI CLUB  
Constitution

**I. PREAMBLE**

- A. The purposes for which the South Jersey Ski Club is formed are:
1. To stimulate interest in skiing and snowboarding by organizing, sponsoring and coordinating ski / snowboarding activities for its members,
  2. To provide recreational and social outlets for its members,
  3. To sponsor, organize and stimulate interest in other outdoor sports and activities for its members.

**II. CLUB NAME**

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

**III. LEGAL POSITION**

- A. The Club shall be organized as a not-for-profit corporation. As a not-for-profit corporation, no part of the assets, income or net earnings of the corporation shall inure to the benefit of any of its members. Upon dissolution, such assets, income and net earnings shall be distributed only to organizations and clubs similar in purpose to this corporation.
- B. The fiscal and operational year of the Club shall extend from May 1 to the following April 30.
- C. The annual meeting of the Club shall be the first membership meeting in May.

**IV. CLUB LIABILITY**

- A. The South Jersey Ski Club and/or its Officers and Board members cannot be held responsible for any injuries, damages to equipment or losses incurred upon its members or guests.
- B. The South Jersey Ski Club and/or its Officers and Board members cannot be held responsible or liable for any damages caused by its members and guests to any and all public or privately owned property or injuries caused by any of its members and guests to public and private individuals.
- C. The Board of Directors will indemnify Board members, Officers and Agents of the Club, against any and all expenses (including attorney's fees) paid by him or her in connection with any action, suit or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of the Club, and with respect to any criminal action or proceeding, had no reasonable cause to

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

**V. MEMBERSHIP**

A. Qualifications of a New Member

1. All applicants must be twenty-one years of age or older. All applications for membership must be submitted electronically to the Membership Director completed and signed by the applicant. Each application must be accompanied by the appropriate dues, as well as the electronically submitted Hold Harmless Agreement

B. Qualifications of a Renewal Member

1. Annually all members must renew their membership electronically by submitting a completed and signed application to the Membership Director accompanied by the appropriate dues, as well as the electronically submitted Hold Harmless Agreement.

C. Requirements of a Qualified Member

1. All financial obligations to the Club including dues, fees and assessments shall be paid in full.
2. Conduct must be reasonable at all events.

D. Revocation

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

E. Miscellaneous

1. Copies of the Club Constitution and Operating Manual are posted on the Club's website.
2. All meeting and Club notices shall be posted to the club website or otherwise communicated.
3. All changes of address, telephone numbers, and e-mail addresses should be reported to the Membership Director immediately to insure receipt of notices.

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F. Honorary Members

1. By a vote of the Board of Directors, a person who benefits the Club may be elected as an honorary member for the current year. Honorary membership shall be treated as a full membership except that it neither requires payment of dues nor permits voting on Club motions, questions or elections.

G. Limited Membership

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

**VI. OFFICERS**

A. Order of Precedence

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

B. Term of Office

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

C. Qualifications for Office

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

D. Tenure

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

E. Vacancies

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

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F. Officer Duties

1. The President shall have the following duties:
  - a) Preside at all meetings of the Club
  - b) Enforce a due observance of the Constitution and Rules of Order
  - c) Appoint all committees not detailed herein
  - d) Oversee all Club operations
  - e) Perform other duties as the office may require
  
2. The Ski /Social Director shall have the following duties:
  - a) Chair their respective committees.
  
  - b) Select trips/events for the coming year based on a consensus of the committee members and subject to a review by the Board of Directors.
  
  - c) Negotiate, with their respective committee, on behalf of the Club with vendors and coordinate with the Treasurer to provide financial control of these events.
  
  - d) Prepare a budget for each event/trip for review by the Board of Directors.
  
  - e) Select, train and advise individual Event/Trip Leaders.
  
  - f) In conjunction with the Finance Committee, establish a method of accounting for all funds collected and disbursed on events/trips.
  
3. The duties of the Treasurer shall be:
  - a) Chair the Finance Committee.
  
  - b) Receive and disburse all funds belonging to the Club.
  
  - c) Keep an accurate record of all Club accounts.
  
  - d) Coordinate the financial requirements of all Club events and activities with the respective Directors and Event/Trip Leaders.
  
  - e) File all of the club tax returns and any other required regulatory documents.

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4. The duties of the Secretary shall be:
  - a) Keep a record of all proceedings of the Club.
  - b) Record and have available the minutes of all Board of Directors' meetings.
  - c) Send and receive communications required for Club business.

G. Officer Responsibilities

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

**VII. BOARD OF DIRECTORS**

A. Composition

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

B. Appointed Positions on the Board

1. Vice President
2. Membership Director
3. Digital Communication Director
4. Technology Director
5. Webmaster
6. Assistant Ski Director
7. Assistant Treasurer
8. Assistant Social Director
9. Assistant Membership Director
10. Ex-officio

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- C. In the event that the Club substantially changes in size or function, the Officers may vote to expand or reduce the number of appointed positions accordingly.
- D. Ex-Officio
1. One position, at the discretion of the Board of Directors, shall be reserved for the senior available officer willing to participate from the previous administration (in order of precedence President, Ski Director, Social Director, Treasurer and Secretary). Since the position is to establish continuity with past practices, no other responsibilities need be ascribed to this description.
- E. Removal
1. A committee director or assistant director may be removed and replaced by a vote of the Board of Directors
- F. Board Duties
1. The business of the corporation shall be managed by the five elected Officers. These names must be filed annually with the State of New Jersey.
  2. The specific responsibilities and functions ascribed to the above committee directors shall be documented in the Club Operations Manual. In addition to the duties ascribed to the individual Officers and committees, the Board as a whole shall have the responsibility to establish policy, approve expenditures and direct the operation of the Club.
- G. Meetings
1. Board meetings will be scheduled once each calendar month
  2. The President may cancel or change the date of regularly scheduled meetings (but no more than three) with 48 hours advance notice
  3. The President may add special meetings in addition to the monthly meetings with 48 hours advance notice
- H. Quorum
1. A majority of the Board members shall constitute a quorum.
- I. Voting
1. On any question brought before the Board, a majority vote of the Board members present is required for passage.

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J. Board Responsibilities

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

K. Board Privileges

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

L. Board Expenses

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

**VIII. OPERATING COMMITTEES**

A. Types

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

- a) Ski Committee
- b) Social Committee
- c) Finance Committee

B. Appointment

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

C. Assistants

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

D. Committee Privileges

1. Members of the Operating Committees who are not otherwise on the Board of

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Directors shall not be subject to membership dues for the year of their appointment.

**IX. ELECTIONS**

A. Frequency

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

B. Schedule

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

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

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

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

C. Nominations

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

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

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

4. Additional nominations will be accepted from the floor.

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

D. Voting

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



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**X. JUDICIAL**

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

B. Complaint Submission

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

C. First Hearing

1. The Board of Directors shall appoint a Hearing Committee

a) The Hearing Committee will be composed of members of the Board of Directors and may also include club members in good standing

b) The Hearing Committee will schedule a hearing prior to the next meeting of the Board of Directors.

2. Written notice of the complaint and of the scheduled hearing date shall be sent to any member of the Club who is the subject of the complaint no later than seven days prior to the hearing.

3. Such member may address the committee in person or by written submission during the hearing.

4. If a Board member is involved in any complaint, he shall be disqualified from taking part in any committee considerations.

D. Decision

1. The Hearing Committee will present its recommendation at the next meeting of the Board of Directors after the hearing was conducted.

2. The Board will decide, by majority vote of those attending, to accept or reject the decision of the Hearing Committee

3. All parties concerned shall be informed of the final decision prior to the next meeting of the Board of Directors

E. Direct Hearing.

1. Complaints which involve a majority of the Board of Directors, thereby

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disqualifying them, will receive a direct hearing at a next general membership meeting.

2. In order to initiate such a hearing, written notice must be received by the Secretary citing the specific complaint and signed by ten members in good standing.

3. The Secretary will inform the membership of the specific complaint, and inform them that a hearing will be held at the next general membership meeting

4. At the next general membership meeting after the complaint is lodged, each side will be given a maximum of fifteen (15) minutes to present their case to the general membership present.

a) No proxy votes will be accepted

b) Members in good standing as of the date of the complaint will be able to vote

5. At the conclusion of the presentations by both sides, the members in good standing at the time of the complaint will vote

a) A majority of the members in good standing at the time of the complaint will carry the vote

## **XI. FINANCIAL**

### **A. Event Expenditures**

1. A budget of projected income and expenses must be established before each event.

2. During the preparation for the event, the Board member responsible for its supervision shall have the authority to expend Club funds within the established budget.

3. A final recapitulation of the income and expenses for each event must be reported to the Board of Directors at or before the second Board meeting after the event.

### **B. Incidental Expenses**

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

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C. Membership Dues

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

D. Reimbursement Policy

1. Any Event/Trip Leader in charge of an event shall receive reimbursement as established by the Operations Manual.

E. Annual Audit

1. There shall be an audit of the Club books every year by a committee consisting of at least two members of the Club in good standing.
2. The committee shall report the results of the audit at a meeting of the Board of Directors as soon as practical after completion.
3. The members shall be selected by the President from volunteers.

**XII. MEMBERSHIP MEETINGS**

A. Normal Meeting Schedule

1. The Club shall hold its general membership meetings once per month or as announced in Club publications.
2. Meetings may be cancelled or moved to another day with one weeks' notice to the membership

**XIII. Event Policy**

- A. The Board of Directors shall create and maintain a manual of Operational Procedures to cover policies not specifically defined in the Constitution.
- B. The Operating Manual will be reviewed by the Board of Directors on an annual basis.
- C. The Operating Manual will be posted on the Club web site.

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**XIV. AMENDMENTS**

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

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

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

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

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

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

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

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