

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

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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

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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

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- 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

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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

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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

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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.

193           B.   Schedule

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

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

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

199 4. Members present at the April membership meeting will vote for the officers.

200 C. Nominations

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

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

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

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

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

208 D. Voting

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

212 **X. JUDICIAL**

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

216 B. Complaint Submission

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

219 C. First Hearing

220 1. The Board of Directors shall appoint a Hearing Committee

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



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

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

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

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

232                   D.    Decision

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

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

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

239                   E.    Direct Hearing.

240                   1.     Complaints which involve a majority of the Board of Directors, thereby  
241                   disqualifying them, will receive a direct hearing at a next general membership  
242                   meeting.

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

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

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

250                   a)     No proxy votes will be accepted

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

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

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

257 **XI. FINANCIAL**

258 A. Event Expenditures

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

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

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

267 B. Incidental Expenses

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

270 C. Membership Dues

271 1. Annual dues will be determined by the Board of Directors. If the dues are  
272 changed, the new rate does not go into effect until the following fiscal year.

273 2. These fees are non-refundable, non-transferable and due annually.

274 3. All memberships expire on the following April 30.

275 4. Dues are yearly only, and are not prorated

276 D. Reimbursement Policy

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

279 E. Annual Audit

280 1. There shall be an audit of the Club books every year by a committee consisting

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281 of at least two members of the Club in good standing.

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

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

285 **XII. MEMBERSHIP MEETINGS**

286 A. Normal Meeting Schedule

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

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

291 **XIII. Event Policy**

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

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

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

296 **XIV. AMENDMENTS**

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

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

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

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

306 3. Any such change submitted to the membership for consideration may be  
307 adopted by a majority of the votes cast at a general membership meeting

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- 308 a) At least one general membership meeting must have been held between  
309 the date of publication of the proposed changes and the general membership  
310 meeting when the vote will occur so that there is adequate time for  
311 consideration of the changes.
- 312 b) All members in good standing at the time of the proposal will be eligible  
313 to vote.