

BYLAWS THE OHIO VALLEY SKI CLUB

ARTICLE I - QUORUM

For all regular scheduled meetings, a quorum shall constitute all those members present. For a special meeting a quorum shall constitute one-third of the membership.

ARTICLE II - CLASSES OF MEMBERSHIP

Full members are those in good standing and must be at least eighteen years of age and may be in any of the following classifications:

- a. Individual - any person 18 years or older
- b. Family - a family unit consisting of parent(s) and all children under 18 years of age.
- c. Social - shall encompass any other class of membership later established by the Club.

ARTICLE III - ENROLLMENT PROCEDURE

Enrollment will be effective upon submittal of an application form to the Club Officers along with the appropriate membership fee. Enrollment shall be either an individual or family basis.

ARTICLE IV - MEMBERSHIP DUES

- a. Membership dues shall be \$20.00 per year for an individual and \$25.00 for a family.
- b. Membership dues shall cover the period October 1 through September 30 and are payable by September 1 for the ensuing club year. Members will receive notification one month in advance of the due date.
- c. Any member whose dues are not paid by October 31 shall be considered delinquent and dropped from the membership rolls of the club. Said person will not be entitled to any of the benefits or activities of the organization.
- d. Reinstatement as an active member will take place only after payment of the yearly dues by the delinquent member.
- e. Any new member paid after May 1 shall be considered in good standing through September 30th of the following year.
- f. Officers who attend a minimum of 80% of all board meetings shall receive free membership.

ARTICLE V - MEETINGS

There shall be regular monthly meetings of the OHIO VALLEY SKI CLUB on the first Monday of each month. Any changes (due to holiday, etc.) will be announced in advance via a mailing to members of the Club.

ARTICLE VI - ELECTION OF OFFICERS

Section 1 - Nomination and Election

- a. Election of officers shall take place at the March meeting.
- b. The President shall appoint a nominating committee of three members at the February meeting.
- c. The nominating committee shall prepare a ballot to be mailed to members with the announcement of the March meeting. Members may return their ballots to committee members before that date or bring them to the March meeting where the final count will be made and the new slate of officers announced.
- d. Installation of officers shall take place at the beginning of the April meeting. The newly elected President shall preside over the membership meeting following the installation. The April board meeting shall be a joint meeting where both the old and new boards are present. The outgoing President shall open the meeting and finish any remaining business of his administration. The newly elected President then shall preside over the meeting and conduct any business necessary.

Section 2 - Officer Succession

In the event the President cannot serve his full term, the 1st Vice-President shall become President. Other vacancies among the officers will be filled by appointment of the President with approval of the other officers.

ARTICLE VII - FISCAL

- a. The fiscal year of the Club shall be October 1 through September 30.
- b. The Treasurer's books will be available for review by the President and Vice President on request.

ARTICLE VIII - BOARD DISMISSAL

For just cause, a board member may be dismissed from the board by a 2/3 majority vote of the board of directors.

ARTICLE IX - AMENDMENTS

Amendments to the Bylaws shall be made by a majority vote of a quorum of members present at a regular meeting of the Club. Amendments must be presented one month in advance of the actual vote to the membership at large. Recommendations for amendments may be made by any member and shall be presented to the Officers of the Club in written form.

ARTICLE X - DISSOLUTION

As prescribed by state law.

AS ADOPTED February 7, 2000

**OVSC BOARD OF DIRECTORS
JOB DEFINITION**

PRESIDENT

RUN THE CLUBS DAY-TO-DAY BUSINESS. PRESIDE AT ALL MEMBERSHIP AND BOARD MEETINGS. PARTICIPATE IN APPROPRIATE PUBLICITY TO PROMOTE THE CLUB'S INTERESTS. KEEP RECORDS ON THE PREVIOUS AND CURRENT YEAR'S ACTIVITIES. APPOINT OFFICERS AS NEEDED TO FILL VACANCIES AS REQUIRED.

1ST VICE-PRESIDENT (ACTIVITIES)

ACTING PRESIDENT IN THE PRESIDENT'S ABSENCE. SCHEDULE ENTERTAINMENT FOR THE GENERAL MEMBERSHIP MEETINGS ON A MONTHLY BASIS. ACT AS FILL-IN CONTACT FOR EVENT CHAIRMAN IN THE EVENT OF THEIR ABSENCE AT BOARD MEETINGS. WORK WITH THE PRESIDENT IN ESTABLISHING THE PROPOSED EVENT SCHEDULE FOR EACH SEASON'S EVENTS (SUMMER & WINTER.)

2ND VICE-PRESIDENT (PROMOTION)

ACTING PRESIDENT IN THE ABSENCE OF PRESIDENT AND 1ST VICE-PRESIDENT. IN CHARGE OF MEMBERSHIP DOCUMENTATION / RECORD KEEPING. SHOULD WORK WITH THE PRESIDENT, MEMBERSHIP DIRECTOR AND PUBLICITY DIRECTOR IN PUBLICIZING AND PROMOTING MEMBERSHIP DRIVES. PROVIDE A MONTHLY WRITTEN REPORT TO THE NEWSLETTER CHAIRMAN CONTAINING MEMBER'S BIRTHDATES FOR THAT MONTH. ,

SECRETARY

KEEP RECORD OF ALL OFFICIAL CLUB MEETINGS. THIS SHOULD INCLUDE (BUT NOT LIMITED TO): MINUTES, ATTENDANCE, MOTIONS, VOTE COUNTS, ETC. GIVE AREPORT AT MEMBERSHIP AND BOARD MEETINGS.

TREASURER

KEEP FINANCIAL RECORDS OF ALL CLUB ACTIVITES AND EVENTS. AUTHOR ALL CLUB PAYMENTS UNLESS SOMEONE ELSE HAS PRIOR BOARD APPROVAL. ACCOUNTING OF SNOW AND WATER SKIING ACTIVITES SHOULD BE KEPT SEPARATE. GIVE A MONTHLY REPORT TO THE MEMBERSHIP AND A DETAILED ACCOUNT TO THE BOARD. ONCE A YEAR, A WRITTEN ACCOUNT SHOULD BE MADE AVAILABLE. THE TREASURER SHOULD MAINTAIN THE CLUB'S LIABILITY and BOND INSURANCE.

WATERSKI DIRECTOR

PRESIDE OVER THE CLUB'S WATERSKI ACTIVIES. ACT AS, OR APPOINT SOMEONE TO: PROVIDE LIAISON BETWEEN OTHER GROUPS (CITIES, CLUBS, ETC.) TO ESTABLISH SKI SHOWS DEMONSTRATIONS TO MAINTAIN THE WATERSKI GROUP AS FINANCIALLY INDEPENDENT FROM SNOW SKI. ACT AS, OR APPOINT SKI SHOW DIRECTOR(S); COORDINATE SUPPORT GROUPS AS REQUIRED FOR SHOWS; ASSIST THE PRESIDENT AND PUBLICITY DIRECTOR IN APPROPRIATE PUBLICITY. KEEP FINANCIAL RECORDS OF **ALL** TRANSACTIONS.

WESTERN TRIP DIRECTOR

RESEARCH AND RECOMMEND THE YEAR'S WESTERN TRIP. WITH BOARD APPROVAL, NEGOTIATE WITH TRAVEL AGENCY(S) TO SECURE THE BEST POSSIBLE PRICES TO THE MEMBERS. WORK WITH THE NEWSLETTER AND PUBLICIY CHAIRMAN TO PROVIDE ADEQUATE CLUB AND PUBLIC AWARENESS OF THIS ACTIVITY. KEEP FINANCIAL RECORDS OF **ALL** TRANSACTIONS.

NEWSLETTER DIRECTOR

ESTABLISH CORE GROUP TO MAINTAIN AND PROMOTE OPEN COMMUNICATIONS WITH THE GENERAL MEMBERSHIP VIA THE MONTHLY NEWSLETTER. THIS GROUP SHOULD ACTIVELY PURSUE MEMBERSHIP AND OUTSIDE ADVERTISING TO HELP OFFSET THE COSTS OF THE NEWSLETTER. NEGOTIATE WITH PRINTING BUSINESSES TO GET THE BEST VALUE AT THE LOWEST PRICE. ESTABLISH A BOARD-APPROVED PUBLICATION DATE FOR EACH MONTH, AND CAUSE THIS DEADLINE TO BE MET. KEEP FINANCIAL RECORDS OF **ALL** TRANSACTIONS.

PUBLICITY DIRECTOR

WORK WITH ALL CLUB OFFICERS AND EVENT CHAIRMAN TO PROVIDE SUFFICIENT PUBLICITY TO ENSURE THE MEMBERSHIP'S AND PUBLIC'S AWARENESS OF CLUB ACTIVITIES. ESTABLISH AND MAINTAIN A WORKING RELATIONSHIP WITH APPROPRIATE LOCAL NEWS MEDIA.

EVENT CHAIRMAN

WITH BOARD APPROVAL, ESTABLISH YOUR EVENT'S BASIC NECESSITIES. SUBMIT A PROPOSED BUDGET TO THE BOARD. KEEP WRITTEN RECORDS FOR FUTURE EVENT INFORMATION. MAKE POST-EVENT RECOMMENDATIONS FOR NEXT YEAR'S CHAIRMAN. PROVIDE THE PRESIDENT WITH THE EVENT FILE FOR FUTURE USE. PROVIDE THE TREASURER WITH THE FINAL BALANCING OF ALL ACCOUNTS. ALL EVENTS SHOULD BE DESIGNED TO BREAK-EVEN, KEEP FINANCIAL RECORDS OF **ALL** TRANSACTIONS.

BOARD OF DIRECTORS

ATTEND ALL CLUB, AND BOARD MEETINGS. MAINTAIN COMMUNICATIONS WITH CLUB MEMBERS TO INSURE OBJECTIVE REPRESENTATION AT BOARD MEETINGS. TAKE NO ACTION CONTRARY TO THE INTERESTS OF THE CLUB. MAKE NO PUBLIC STATEMENTS ON BEHALF OF THE BOARD WITHOUT BOARD APPROVAL. MAKE NO PUBLIC ENDORSEMENTS ON THE CLUB'S BEHALF WITHOUT BOARD APPROVAL. ENTER INTO NO NEGOTIATIONS OR SCHEDULE EVENTS THAT WILL BE DETRIMENTAL TO THE CLUB.

MEMBERSHIP DIRECTOR

IN CHARGE OF RECORDS FOR THE SKI CLUB CONTAINING MEMBERSHIP INFORMATION. SHALL PROVIDE A CURRENT LIST OF MEMBERSHIP TO THE PRESIDENT AND 2ND vp,, ACTIVITY CHAIRMAN AND ALL TRIP CHAIRPEOPLE (WHO SHALL CHECK MEMBERSHIP AGAINST THOSE SIGNED UP FOR TRIPS OR OTHER ACTIVITIES.