

Constitution of the Goodyear Ski Club, Inc.

ARTICLE I

Name

A1.1 The name of this organization shall be the Goodyear Ski Club, Inc.

ARTICLE II

Purpose

A2.1 The Goodyear Ski Club, Inc. shall be an active **501(c)(7) social club** of unpaid volunteers organized to do any of the following:

To promote skiing activities;

To promote, sponsor and support charitable purposes and charitable activities;

To support education and training in skiing activities;

To provide skiing, educational and social activities for the benefit and enjoyment of its members; and

To support other similar organizations.

Word and Term Meanings

A2.2 As used in this document, the term:

A2.2.1 GSC means the Goodyear Ski Club, Inc.

A2.2.2 Officers or Board shall consist of the following six (6) positions:

President

Vice President

Treasurer

Secretary

Officer in Charge of Trips

Officer in Charge of Marketing/Club Promotion

A2.3 Any words denoting gender used in this Constitution and By-Laws shall apply to either male or female, as the context may require.

A2.4 Skiing, as used herein, shall mean Alpine and Nordic skiing and snowboarding.

A2.5 Policies shall be developed to govern operations of the GSC not addressed in the Constitution and By-Laws. Policies shall not be a part of the Constitution and By-Laws, but shall be a document separate from them. Officers shall approve all policies; any changes to the policies shall be retained on file for future reference, for a maximum of 6 years.

ARTICLE III

Membership

A3.1 Membership in the GSC shall be limited to those persons 18 years of age or older, and their dependents, who have an interest in participating in GSC activities.

ARTICLE IV
Meetings, Order of Business, Rules of Order, and Quorums

- A4.1 The regular GSC business meeting shall be held on the second Tuesday of each month, unless a business meeting is incorporated into a social event and notification provided per A4.4, below. Monthly meetings will not be held during the months of June, July, and August, except for the month of the Annual Picnic, when that meeting will be held at the picnic.
- A4.1.1 In the event of inclement weather, monthly meeting may be cancelled with one hour or more notice via e-mail to club members.
- A4.2 The Officers shall meet no more than once a month, unless upon request of a majority of the Officers.
- A4.3 Unless otherwise requested by an active member(s) or by the presiding Officer at the outset of the meeting, the following order of business shall be observed at all meetings of the membership and the Officers:
- A4.3.1 Approval of the minutes of the preceding meeting.
- A4.3.2 Reports of Officers and Committee/Event Coordinators.
- A4.3.3 Communications.
- A4.3.4 Unfinished business.
- A4.3.5 Election of Officers (if any to be elected).
- A4.3.6 New business/Announcements.
- A4.3.7 Adjournment.
- A4.4 At least five (5) business days before the meeting, notice of all regular and special meetings of the GSC shall be mailed/e-mailed to the last known address of each member entitled to receive such notice. The inclusion of a *Notice of Meeting* in an official GSC publication mailed/e-mailed within the required time will be deemed to comply with the provisions.
- A4.5 At any regular or special meeting, ten percent (10%) of the active members (as defined in Sub-article B3.3), shall constitute a quorum.
- A4.6 A quorum for a recognized committee shall be a majority of its members.
- A4.7 Orderly parliamentary procedures shall govern all meetings as outlined in *Robert's Rule of Order Revised by General Henry M. Robert, 1915 Version Public Domain.*

ARTICLE V
Officers

- A5.1 Office positions are held for a two-year term. The President, Secretary, and Officer in Charge of Trips will be elected in even years. The Vice President, Treasurer, and Officer in Charge of Marketing/Club Promotion will be elected in odd years.
- A5.1.1 All Officers shall be accountable to the President.

- A5.1.2 Officers must be members in good standing of the GSC.
- A5.1.3 Any Officer authorized to sign a check or voucher for disbursement of GSC funds must be bonded.
- A5.2 The Officers shall be elected by the members present at the regular April Business Meeting and shall assume their office at the close of the May Officers Meeting. Training and transition between like Officers should occur between the April Business Meeting and the May Officers Meeting. Both incoming and outgoing Officers are expected to attend the May Officers Meeting.
- A5.3 In a timely manner following the election, orderly transfer of files shall be made between like Officers.
- A5.4 If the President is unable to complete the full term, the order of succession for filling the vacancy shall be Vice President, Treasurer, Secretary, Officer in Charge of Trips, or Officer in Charge of Marketing/Club Promotion.
- A5.5 If no Officer wishes to assume the duties of the President, or if any other vacancy occurs during the term, the remaining Officers shall appoint a qualified member to fill the unexpired term.

ARTICLE VI
Distribution/Publication

- A6.1 One copy of the Constitution, By-Laws and Policies will be mailed/e-mailed to all New Member households and made available at all business meetings. Current copies of the Constitution, By-Laws and Policies are available through the website.
- A6.2 Notice in writing of any proposed amendment(s) to the Constitution or By-Laws shall be published, in full, in two (2) consecutive editions of the *Ski News* (newsletter). The second publication shall be mailed/e-mailed to the membership at least five (5) business days before the meeting, or sooner if deemed necessary by the Officers. In the event of a change in an existing Constitution or By-Laws Article, the current and proposed language shall be stated in full in both publications.
- A6.3 Provided a quorum is present at the time the vote is taken, a two-thirds majority vote at any regular or special business meeting of the GSC may amend the Constitution/By-Laws.
- A6.4 Approved Constitution/By-Laws and/or Policies change(s) shall be published in the next regular publication of the GSC *Ski News*.
- A6.5 The Constitution Committee will review the Constitution and/or By-Laws at least every two (2) years, whether or not changes are required. The Committee shall be made up of no more than ten (10) and no less than five (5) members. Committee members shall be selected by the Officers and shall include the sitting President.

BY-LAWS

ARTICLE I

Duties

- B1.1 The President shall:
- B1.1.1 Have general supervision of the GSC.
 - B1.1.2 Preside at all Business Meetings and Officers Meetings.
 - B1.1.3 Be an ex-officio on all Committees.
 - B1.1.4 Be directly responsible for the Constitution Committee and other Committees as needed.
 - B1.1.5 Execute written instruments in the name of the GSC, or delegate such authority as directed by the Officers or the membership.
 - B1.1.6 Should a different individual assume the office of Treasurer, ensure a complete review of all financial records to date is performed. The review shall be completed within 60 days.
 - B1.1.7 Confirm GSC Financial Account balances on a minimum monthly basis.
 - B1.1.8 Serve as CMSC Delegate at CMSC Business Meetings, coordinating any GSC activities with CMSC activities, and Sitzmark publications as needed.
 - B1.1.9 The President of GSCI shall inform the Secretary of the State of Ohio of all changes made to the GSCI Constitution whenever the membership votes in changes to the Constitution and By-Laws (required by State of Ohio; amended information to be provided per form 540, from www.sos.state.oh.us).
- B1.2 The Vice President shall:
- B1.2.1 Assist the President.
 - B1.2.2 In the temporary absence or incapacity of the President, perform the duties and exercise the powers of the Office of President.
 - B1.2.3 Be directly responsible for the social calendar and the appointment of social Event Coordinators.
 - B1.2.4 Serve as CMSC Alternate Delegate #1, as needed.

B1.3 The Treasurer shall:

- B1.3.1 As approved by the Officers, be accountable for collecting and dispersing all GSC funds. Funds shall be dispersed using a voucher signed by a minimum of two (2) Officers.
- B1.3.2 Provide a financial report at each business and Officers meeting.
- B1.3.3 Make interim reports, including statements of receipts, disbursements and financial condition, as the President or Officers may direct. Prepare and distribute to the Officers' copies of a fiscal-year annual report, and publish the report in the May newsletter.
- B1.3.4 For a minimum of seven (7) years, keep all financial records and maintain an inventory of all GSC property.
- B1.3.5 In a timely manner, prepare and file all required Federal, state and local tax and information returns.
- B1.3.6 Make all financial records available by May 31st of each calendar year for review by a minimum of three members appointed by the Officers, with the assistance of the Treasurer. The three appointed members shall not have financial authority to transact business on behalf of the GSC.
- B1.3.7 With the assistance of the Treasurer, all reviews shall be completed no later than July 31st of each calendar year.

B1.4 The Secretary shall:

- B1.4.1 Keep an accurate record of Business meetings and Officers' meetings, keep a copy of correspondence, and give a copy of the minutes to the Officers and a copy of all correspondence to the President.
- B1.4.2 Keep all documents, records, reports and correspondence for a minimum of two (2) years.
- B1.4.3 Keep an accurate record of memberships and be directly responsible for issuing annual membership cards (available to membership at business meetings). Secretary shall provide updates of membership total at the monthly business meetings. The Secretary must communicate all membership changes to Officers the Newsletter Editor when they occur, by providing updated digital membership list (MS Excel file).
- B1.4.4 Maintain a chronological history of all Constitution and By-Laws changes, including the content of each change, in a historical supplement file. For a period of not more than 5 years.

B1.5 The Officer in Charge of Trips shall:

- B1.5.1 Present Trip Options to the board.
- B1.5.2 Be directly responsible for all trips sponsored by the GSC.
- B1.5.3 Be able to demonstrate to the satisfaction of the Officers adequate experience in planning and running trips.
- B1.5.4 Serve as CMSC Alternate Delegate #2, as needed.

- B1.6 The Officer in Charge of Marketing/Club Promotion shall:
- B1.6.1 Be directly responsible for all merchandise sold through the GSC.
 - B1.6.2 Keep a pictorial record of all GSC activities.
 - B1.6.3 Coordinate club promotion at ski related events (e.g. BMBW Open House, CMSC Expo, etc.).
 - B1.6.4 Coordinate with the Webmaster the promotion of the club through postings to GSC website, the GSC portion of the CMSC website, and GSC Facebook Account.

ARTICLE II **Voting Procedures**

- B2.1 Voting at regular and special meetings shall be as follows:
- B2.1.1 Each active member age 18 or older who is present at the meeting, with the exception of dependent members, honorary members or associate members, shall have one vote on each ballot item.
- B2.2 Voting procedure for election of the Officers shall be as follows:
- B2.2.1 Prior to the commencement of voting, a pre-numbered blank ballot will be handed out to each member present at the meeting designated for voting.
 - B2.2.2 Ballots will be numbered consecutively A1, A2... B1, B2... C1, C2.... up to the number estimated to be needed to determine a winner. Ballot designation will be announced beforehand for a specific candidate and/or change, and only votes cast on the designated ballot will be counted.
 - B2.2.3 In the event no candidate receives over fifty percent (50%) of the vote, the top 2 candidates by vote count will compete in a run-off election. In the case of a run-off, a new ballot designation will be announced and only those votes cast with the specified numbered ballot will be counted.
 - B2.2.4 For elections voting will continue in this manner until a winner is determined.
 - B2.2.5 Voting members, as specified in B2.1.1, must be present to vote.
- B2.3 For Constitution and By-Laws changes, the voting procedure shall be as set forth in the Constitution.

ARTICLE III **Membership**

- B3.1 Membership in the GSC is a privilege, not a right. Membership shall be by application, contingent upon meeting eligibility requirements as set forth in the Constitution and By-Laws. Membership shall become invalid when a member no longer meets these requirements.

- B3.2 Full memberships shall be classified as Single, Couple, Family, Associate and/or Honorary, and shall be defined as follows:
- Single: A dues-paying member who is in good standing.
- Couple: A recognized dues-paying couple in good standing.
- Family: A dues paying member in good standing or couple in good standing with dependents who qualify as dependents for Federal Income Tax filing purposes of the single member or couple members. Dependent club members are non-dues paying, non-voting club members, covered under the Family Membership.
- Associate: A non-GSC member and non-CMSC Club member, who pays an additional fee for the purpose of participating in a GSC trip or social event. Associate fees shall be subject to approval by the Officers.
- The Officer in Charge of Trips shall propose the fee for non-member trip participants.
- The Vice President shall propose the fee for social events.
- Honorary: A non-dues-paying member who has rendered service in the Club's interest. The Officers shall confer honorary membership for a period not to exceed one year.
- B3.3 An Active Member shall be defined as anyone in the above categories, who has fulfilled dues requirements and is 18 years of age or older.
- B3.4 Members, their dependents and their guests are expected to conduct themselves as ladies and gentlemen while attending functions of the GSC. If this obligation is violated, the member may have his/her membership terminated by a majority vote of the Officers. The member in question will be notified in writing and shall have full opportunity to hear and reply to the reasons for such action being taken.
- B3.5 Removal of Officers
- B3.5.1 Grounds for removal of an Officer include:
1. Failure to perform the duties of the office as set forth in the Constitution and/or By-Laws of the GSC.
 2. Failure to uphold the provision of this Constitution and By-Laws.

B3.5.2 An Officer may be removed by the following process:

1. A petition to remove the Officer in question must be submitted to another Officer. Such a petition must contain the signatures of seven (7) members of the GSC. When such petition is received, the Officer shall call a meeting of the GSC to decide upon removal and shall notify all members of the date and time of the meeting. Such notice shall be sent at least one week and not more than one month after receipt of the petition.
2. The grounds for removal and defense are to be presented by the Officer in charge at a regular or special meeting of the GSC.
3. The Officer in question shall be provided an opportunity to present a defense either in person or writing.
4. A simple majority vote of members present shall decide upon removal, with voting not to occur sooner than fifteen (15) minutes after the presentation of the grounds and defense have been made. There must be a quorum for the vote of removal.

B3.5.3 Appeal of Removal of Officer

1. An Officer may appeal his/her removal within ten (10) days of the vote for removal by requesting a special appeal meeting of the GSC. The President, or Vice President if the President is the Officer being removed, shall notify all members of this meeting which is to occur at least one week and not more than one month after the appeal request is received.
2. The decision to uphold the vote for removal shall require a simple majority vote of the members present at the meeting.

ARTICLE IV

Dues

B4.1 Membership dues shall be payable on or before October 1st of each year and shall be valid through September 30th of the following year. New Member dues paid after May 1st will be valid through September 30th of the following year.

B4.2 Dues schedule is defined as follows:

	<u>New Member</u>	<u>Renewal</u>
Single	\$20.00	\$20.00
Couple (same address)	\$30.00	\$30.00
Family (one adult + dependents)	\$25.00	\$25.00
Family (two adults + dependents)	\$35.00	\$35.00

ARTICLE V
Indemnification

- B5.1 No Officer, Committee Chairperson, Event Coordinator or member of the GSC will be personally or otherwise liable for their duly authorized acts or omissions when acting on behalf of the GSC.

ARTICLE VI
Elections

- B6.1 Nominations of Officers will be made from the floor at the March and April meetings, with elections confirmed by a majority vote of active members present at the April meeting. A quorum, as defined in A4.5, is a requirement for holding elections.

ARTICLE VII
Constitution and By-Law Changes

- B7.1 Changes to the Constitution and By-Laws will require a two-thirds majority vote of active members present at the GSC business meeting. A quorum, as defined in A4.5, is a requirement for voting on changes to the Constitution and By-Laws. Also refer to Article VI, Distribution and Publication, including A6.3.

ARTICLE VIII
Distribution of Assets

- B8.1 In the event that the majority of Officers believe that the Goodyear Ski Club is no longer a viable organization, the President will form a committee to draft a dissolution proposal. The dissolution proposal will be brought to the membership for a vote by a quorum, under the same conditions as a change to the Constitution and By-Laws defined in A6.2 and A6.3. In the event that a quorum votes for a dissolution of the GSC, liquidation of assets and disbursement of any funds remaining in the GSC treasury shall be made as follows:

B8.1.1 Elimination of Outstanding Debt

All outstanding debts owed to any/all legitimate creditors shall be paid from funds remaining in the GSC treasury.

B8.1.2. Liquidation of Physical Assets

All physical assets shall be collected and auctioned off during a regularly scheduled or called meeting for the purpose of disposing of same. Proceeds from such auction shall be deposited in the GSC treasury. Any items not sold shall be donated to the Akron Goodwill Industries.

B8.1.3 Liquidation of Liquid Assets

Following payment of all outstanding debts, the remaining liquid assets from the GSC treasury shall be disbursed as follows:

1. All remaining funds shall be equally distributed to all active members (not including dependent members) currently having 12 consecutive months or more of GSC membership as of liquidation of physical assets and elimination of outstanding debt.
2. Active members shall receive their equal distribution in the form of cash, check, or money order, provided that the remaining treasury balance is greater than \$3.00 per active member. Should the treasury balance be less than \$3.00 per active member, the entire amount shall be donated to the United States Olympic Ski & Snowboard Team in the name of the GSC.

B8.1.4. Available Options Upon Club Dissolution

With the dissolution of the GSC, a notice will be included in the last *Ski News* mailing/e-mailing stating that there may be several options available for disbursement of Active Member funds:

1. Funds may be distributed at a regular or called meeting, or
2. A check may be mailed to the last address of record.

ARTICLE IX
Miscellaneous

- B9.1 The GSC fiscal (business) year shall be 12 consecutive months beginning on April 1st and ending March 31st of the following year.
- B9.2 Any person collecting funds for any activity of this GSC shall be prepared at all times, upon request, to make a full and complete accounting of same to the Officers.
- B9.3 The Officers will have equal voting rights; with the President only voting in the case of a tied vote. Decisions requiring a vote on such day-to-day operations will be determined by majority vote of the Officers.
- B9.4 No Officer or GSC member shall contract any liabilities in the name of the GSC without the express authorization of the Officers. Any unauthorized liability so contracted will be the personal responsibility of that Officer or Member and not the responsibility of the Goodyear Ski Club.
- B9.5 No person shall take advantage of GSC membership status in order to achieve personal gain or remuneration.
- B9.6 If any authorized GSC account is closed, a complete accounting and all excess account funds shall be promptly turned over to the Treasurer.
- B9.7 The Officers shall approve all publications or notices issued in the GSC's name.
- B9.8 Supplemental appointed positions may be developed, such as Newsletter Editor, Webmaster, Race Chair, etc., based upon the needs of the Club as determined by the Officers. Supplemental positions will be voted on by the Officers for both need and appointee. Any reimbursement criteria for these positions shall be included in the GSC Policies.

Policies

- C1 Policies must be approved or repealed by a majority of the Board.
- C2 A majority of the *Officers* must approve purchase of GSC equipment, merchandise or non-function expenditures that exceed \$100.00.
- C3 *Officers* will be eligible for reimbursement not to exceed \$500 per fiscal year. The Webmaster and Newsletter Editor will similarly be eligible for reimbursement not to exceed \$250 per fiscal year. Reimbursement will be based on an individual's expense for GSC trips or social events. If an Officer also serves as Webmaster or Newsletter Editor then the \$250.00 reimbursement will be in addition to the Officer reimbursement.
- C4 Members, while participating in GSC authorized activities, shall refrain from using illegal substances. Members not abiding by this policy will be subject to loss of membership.
- C5 The following committees are formed:
- | | |
|------------------------------|----------------------------|
| A) CONSTITUTION | PRESIDENT |
| B) BUDGET | PRESIDENT |
| C) SOCIAL | VICE PRESIDENT |
| D) AUDIT COMMITTEE | TREASURER |
| E) TRIP ADVISORY PANEL (TAP) | OFFICER IN CHARGE OF TRIPS |
- E1). The Officer in Charge of Trips will request 2 volunteers (Trip Assistants, approved by the Board) who will help the Officer in Charge of Trips ~~Trip Chair~~ accumulate trip bids/information in a presentable format.
- E 2). Officer in Charge of Trips and the TA's will then review/prepare bids for 1 day and multi-day trips. These options will be presented to the Board. The Board will vote on which trips will be selected per month. Officer in Charge of Trips will scrutinize and the President will sign the contracts for approved trips and have the trips advertised in the newsletter for sign-ups. Board Members are each guaranteed 2 spots on a trip if they sign-up before the trip is two-thirds full (Trip Coordinator to ensure Board Member spots as sign-ups occur).
- E 3). The Board will accept volunteers to fill 2 pools of Trip Leaders.
Pool A: Staffed with experienced Trip Leaders who desire to run trips longer than 1 day. These volunteers will be approved by the Board.
Pool B: Staffed with inexperienced individuals, or experienced Trip Leaders who desire to run day trips. These will also be approved by the Board.
- E 4) Once the Board has decided on Trips for the coming year, each Pool will be offered the opportunity to be a Trip Leader for that trip, based on a priority trip leader list maintained by the Officer in Charge of Trips. Perspective trips leaders will be contacted per the priority list and each individual will have the right of refusal, without loss of priority on the pool list. The process will continue until each trip has a trip leader. Those people who accept a trip, will automatically fall to the bottom the ranking in their original order for next year's draw. New potential trip leaders may be added to the Pool Priority Lists upon agreement of the Officers, to the bottom of the priority rankings.

- E 5) Once accepted, only a certified emergency will be grounds for a Trip Leader dropping a trip.
- E 6) Compensation for being a Trip Leader is as follows, 50% of the Trip cost for Pool A, 100% for Pool B.
- E 7) Once a Pool B Trip Leader has successfully led 2 one day trips, they may petition the Board for inclusion into the experienced pool (Pool A). The Board will vote on any such movements.
- E 8) If any Board member is in either Trip Pool, they must abstain from voting on the trip selections during a year when they are eligible to run a trip. Similarly, the Trip Chair and Trip Assistants in a Trip Pool will abstain from making recommendations where there could be the appearance of a conflict-of-interest.
- E 9) If a Trip Leader drops a trip after accepting it, for reasons other than a certified emergency, that Trip Leader's name will automatically fall to the bottom of the list for next year's draw. If the same Trip Leader repeats this at a future date, that Trip Leader shall be removed from their respective trip Pool permanently.
- E 10) For the nominal one (1) week trips where two (2) bedroom condos are booked, the rooming assignments should follow the following protocol: A) one (1) couple and two (2) singles are assigned to a condo until either no more couples or no more singles remain, and B) all remaining are assigned giving preference to satisfying any remaining rooming requests. The trip leader is responsible for filling the trip seats as described in the trip contract, which includes the contracted lodgings. Following the "protocol" has been proven to satisfy the largest number of skiers on a trip with condo lodging. An exception may be made when multiple trip applicants specifically request rooming preferences (with named persons) that result in one filled condo. Not every rooming situation can be anticipated or accommodated by the trip leader.
- E 11) The Club does not pay for nor does the Club provide for alcohol on ski trips.
- C6 Each trip or social event will have a coordinator(s). The coordinator(s) will have plans and estimated costs approved by the *Officers*.
- C7 Without prior approval of the *Officers*, no GSC activity will be planned to lose money.
- C8 Ski trip priority will go first to current members of GSC for a period of 3 weeks from the time that a ski trip is announced, and for those members who are paying for a full trip package. Option for enrollment on ski trips from other CMSC club members, or new club members will be held until open enrollment period begins and priority will be given for those purchasing a full ski package. GSC members or other members enrolling for a ski trip but only interested in partial trips (e.g., no lift ticket, no airline ticket) will be put on a waiting list and a price adjustment may or may not be given with the approval of the Officer in Charge of Trips. The Vice President, with the approval of the Officers, will choose the open enrollment date for social events.
- C9 Non-members who choose to participate in a trip or social event may be subject to an associate membership fee. This fee may be applied to a full membership if applied within one month from the end date of the trip or social event. If said non-member cancels from the trip or social event, the associate membership fee is non-refundable.
- C10 Canceling from a GSC trip may result in a GSC service charge per person as follows:
 \$ 5.00 service charge on any one-day trip
 \$15.00 service charge for any 2 or 3-day trip
 \$25.00 service charge for any trip exceeding 3 days duration.
- C11 If a trip is canceled by the GSC, a full refund will be made to applicant except and unless such cancellation is necessitated or caused in any way by applicant's cancellation.

- C12 Where the applicant cancels and the trip departs 100% filled, the applicant shall be entitled to a full refund, less amounts noted above (service charge) and any fees or surcharges caused by such cancellation (i.e. re-ticketing fee).
- C13 Where applicant cancels or is a no-show and the trip departs unfilled, the applicant may receive a refund, less non-refundable deductions. Such deductions may include service charges and/or any amounts expended or paid by the GSC as a result of the cancellation, including but not limited to air and/or bus fare, lodging, lifts, etc.
- C14 Social events will be free to the coordinator(s) of such events. Multiple coordinators will be subject to approval of the *Officers*.
- C15 All funds disbursements must be processed through a voucher system:
- A. All check requests must be submitted on the GSC Voucher
 - B. Voucher must be approved by two (2) bonded *Officers*
 - C. Originator cannot approve voucher
 - D. Treasurer will issue checks from approved vouchers/vendor invoices only
 - E. Electronic requests and approvals must be kept with final (approved) voucher
 - F. Treasurer will record and keep all vouchers, forwarding a copy of the approved voucher to the originator(s).
 - G. In the absence of the Treasurer, a predesignated Officer will issue checks for the GSC.

Prior to submittal of voucher to the Treasurer, the Event Coordinator will review disbursement request with the Vice President. Likewise, the Trip Leader will review voucher with the Officer in Charge of Trips prior to submittal.

- C16 GSC activities participants who do not satisfy outstanding debts (service charges, trip fees, event costs, etc.) for events completed or to be completed, shall be prohibited from participating in other GSC activities until such past due charges are satisfied.
- C17 All checks returned for insufficient funds will be assessed a penalty of minimum return check fee. The return of any check will be cause for cash payments to be made to the GSC Treasurer. If checks are returned for insufficient funds, the Treasurer shall notify the participant and allow him/her fourteen (14) days to cover the check. If funds have not been paid within that time, the member may lose his/her reserved position on any GSC trip or activity.
- C18 No post-dated check(s) will be accepted for any GSC trip or event.
- C19 No non-member under 21 will be allowed to participate in a GSC function without the approval of the officers.
- C20 When not traveling or attending with a parent in a GSC function, any person under 18 will need a signed "Consent and Contact Form" signed by a parent or legal guardian and will need to be accompanied by a GSC member who is in charge of the minor/s. Guardian is responsible for providing medical emergency form.
- C21 No member shall be in charge of more than two (2) non-member minors.
- C22 The GSC reserves the right to refuse at any time a person's application as a member, trip or event participant.

- C23 A Balance Sheet must be turned into the Treasurer within 6 weeks upon completion of the trip/event. Balance Sheet folders should be reviewed by the Trip Chair for trips or the Vice President for social events PRIOR to submitting to the Treasurer. (Surplus or Loss Statement)
- C24 The Trip Chair or their designated appointee shall be reimbursed up to 50% of their coach airfare if they attend the spring trip fair currently known as Mountain Travel Symposium. (MTS) The MTS reimbursement is in addition to any other GSC reimbursement caps.
- C25 When a mailed hardcopy of the newsletter is requested as part of a membership, the dues for that membership shall be increased by \$12 per year.
- C26 Should one or more officer positions remain open (vacant) following an election; the current officers may split the responsibilities of the vacant position(s) until such time as a position(s) can be filled by appointment, as directed by the Officers.
- C27 The Officers may consider long term unfilled officer position(s) and / or excessive time and effort required by remaining officers to run the club, as grounds for dissolution of the club (lack of member participation).

Revision History:

06/18/2013

- C5 Revised to read “As specified by the Board” for Race, Local Ski Night and New Member Chairs. Changed Trip Committee to Trip Advisory Panel (TAP). Added Trip rules to the Policies.
- C19.D. Revised to read: Treasurer will issue checks from approved vouchers/vendor invoices only.
- C8,15,16 These policies were deleted and the remaining policies were renumbered.

09/12/2017

- A2.1 The Goodyear Ski Club, Inc. shall be an active **501(c)(7) social club** of unpaid volunteers organized to do any of the following:

To ~~sponsor sports~~ **promote skiing** activities;
 To promote, sponsor and support charitable purposes and charitable activities;
 To ~~provide~~ **support** education and training in ~~sports~~ **skiing** activities;
 To provide ~~sports~~ **skiing**, educational and social activities for the benefit and enjoyment of its members; and
 To support other similar organizations.

- A2.2.2 Officers **or Board** shall consist of the following ~~seven (7)~~ **six (6)** positions:

President
 Vice President
 Treasurer
 Secretary
~~Officer Delegate to Cleveland Metropolitan Ski Council~~
 Officer in Charge of Trips
 Officer in Charge of Marketing/Club Promotion

- A2.5 Policies shall be developed to govern operations of the GSC not addressed in the Constitution and By-Laws. Policies shall not be a part of the Constitution and By-Laws, but shall be a document separate from them. Officers shall approve all policies; any changes to the policies shall be retained on file for future reference, **for a maximum of 6 years**.

- A4.1 The regular GSC business meeting shall be held on the second Tuesday of each month, ***unless a business meeting is incorporated into a social event and notification provided per A4.4, below***. Monthly meetings will not be held during the months of June, July, and August, except for the month of the Annual Picnic, when that meeting will be held at the picnic.
- A5.1 Office positions are held for a two-year term. The President, Secretary, ***and*** Officer in Charge of Trips ~~and Officer in Charge of Marketing/Club Promotion~~ will be elected in even years. The Vice President, Treasurer, ***and Officer in Charge of Marketing/Club Promotion*** ~~and Officer Delegate to Cleveland Metropolitan Ski Council~~ will be elected in odd years.
- A5.4 If the President is unable to complete the full term, the order of succession for filling the vacancy shall be Vice President, Treasurer, Secretary, ~~Officer Delegate to Cleveland Metropolitan Ski Council~~, Officer in Charge of Trips, or Officer in Charge of Marketing/Club Promotion.

BY-LAWS

ARTICLE I Duties

B1.1 The President shall:

B1.1.7 Confirm GSC Financial Account balances on a minimum monthly basis.

B1.1.8 Serve as CMSC Delegate at CMSC Business Meetings, coordinating all GSC activities with CMSC activities, and Sitzmark publications as needed.

B1.1.9 The President of GSCI shall inform the Secretary of the State of Ohio of all changes made to the GSCI Constitution whenever the membership votes in changes to the Constitution and By-Laws (required by State of Ohio; amended information to be provided per form 540, from www.sos.state.oh.us).

B1.2 The Vice President shall:

B1.2.4 Serve as CMSC Alternate Delegate #1, as needed.

B1.3 The Treasurer shall:

B1.3.1 As approved by the Officers, be accountable for collecting and dispersing all GSC funds. Funds shall be dispersed using a voucher signed by a minimum of two (2) ~~bonded~~ Officers.

~~B1.3.6 Be directly responsible for issuing annual membership cards.~~

B1.3.76 Make all financial records available by May 31st of each calendar year for review by *a minimum of* three members appointed by the Officers, with the assistance of the Treasurer. The three appointed members shall not have financial authority to transact business on behalf of the GSC.

B1.3.87 With the assistance of the Treasurer, all reviews shall be completed no later than July 31st of each calendar year.

B1.4 The Secretary shall:

B1.4.3 Keep an accurate record of memberships *and be directly responsible for issuing annual membership cards (available to membership at business meetings). Secretary shall provide updates of membership total at the monthly business meetings. The Secretary must communicate all membership changes to Officers the Newsletter Editor when they occur, by providing updated digital membership list (MS Excel file).*

B1.5 The Officer in Charge of Trips shall:

B1.5.4 Serve as CMSC Alternate Delegate #2, as needed.

~~B1.6 The Officer in Charge of Cleveland Metropolitan Ski Council (CMSC) shall:~~

~~B1.6.1 Provide representation for the GSC at all meetings of the Cleveland Metropolitan Ski Council.~~

~~B1.6.2 Coordinate all activities in conjunction with CMSC and racing.~~

B1.76 The Officer in Charge of Marketing/Club Promotion shall:

B1.76.1 Be directly responsible for all merchandise sold through the GSC.

B1.76.2 Keep a pictorial record of all GSC activities.

B1.76.3 Coordinate club promotion at ski related events (e.g. BMBW Open House, CMSC Expo, etc.).

B1.6.4 Coordinate with the Webmaster the promotion of the club through postings to GSC website, the GSC portion of the CMSC website, and GSC Facebook Account.

B3.2 Full memberships shall be classified as Single, Couple, *Family*, ~~Dependent~~, Associate and/or Honorary, and shall be defined as follows:

Single: A dues-paying member who is in good standing.

Couple: A recognized dues-paying couple in good standing.

~~Dependent-Family: A dues paying member in good standing or couple in good standing with dependents who qualify as dependents~~ An individual who qualifies as a dependent for Federal Income Tax filing purposes *of the single member or couple members. Dependent club members are non-dues paying, non-voting club members, covered under the Family Membership.*

Associate: A non-GSC member and non-CMSC Club member, who pays an additional fee for the purpose of participating in a GSC trip or social event. Associate fees shall be subject to approval by the Officers.

The Officer in Charge of Trips shall *propose* ~~set~~ the fee for non-member trip participants.

The Vice President shall *propose* ~~set~~ the fee for social events.

Honorary: A non-dues-paying member who has rendered service in the Club's interest. The Officers shall confer honorary membership for a period not to exceed one year.

B3.3 An Active Member shall be defined as anyone in the above categories, ~~with the exception of Dependent Member,~~ who has fulfilled dues requirements and is 18 years of age or older.

ARTICLE IV

Dues

B4.1 Membership dues shall be payable on or before October 1st of each year and shall be valid through September 30th of the following year. New Member dues paid after May 1st will be valid through September 30th of the following year. ~~If a member fails to pay dues by November 15th, that member's name will be dropped from the membership rolls.~~

~~B4.2 Former members who have not renewed their membership by December 31st must rejoin under the New Member rate found in the dues schedule (as defined in B4.3).~~

B4.32 Dues schedule is defined as follows:

	<u>New Member</u>		<u>Renewal</u>	
Single	\$25.00	\$20.00	\$18.00	\$20.00
Couple (<i>same address</i>)	\$35.00	\$30.00	\$27.00	\$30.00
Dependent <i>Family (one adult + dependents)</i>	\$5.00	\$25.00	\$5.00	\$25.00
<i>Family (two adults + dependents)</i>		\$35.00		\$35.00

ARTICLE VI
Elections

- B6.1 Nominations of Officers will be made from the floor at the March and April meetings, with elections confirmed by a majority vote of active members present at the April meeting. *A quorum, as defined in A4.5, is a requirement for holding elections.*

ARTICLE VII
Constitution and By-Law Changes

- B7.1 Changes to the *Constitution and* By-Laws will require a two-thirds majority vote of active members present at the GSC business meeting. *A quorum, as defined in A4.5, is a requirement for voting on changes to the Constitution and By-Laws. Also refer to Article VI, Distribution and Publication, including A6.3.*

ARTICLE VIII
Distribution of Assets

- B8.1 In the event *that the majority of Officers believe that the Goodyear Ski Club is no longer a viable organization, the President will form a committee to draft a dissolution proposal. The dissolution proposal will be brought to the membership for a vote by a quorum, under the same conditions as a change to the Constitution and By-Laws defined in A6.2 and A6.3. In the event that a quorum votes for a* ~~of~~ dissolution of the GSC, liquidation of assets and disbursement of any funds remaining in the GSC treasury shall be made as follows:

B8.1.3 Liquidation of Liquid Assets

Following payment of all outstanding debts, the remaining liquid assets from the GSC treasury shall be disbursed as follows:

3. All remaining funds shall be ~~proportionally~~ **equally** distributed to all active members **(not including dependent members) currently having 12 consecutive months or more of GSC membership** as of liquidation of physical assets and elimination of outstanding debt.
4. Active members shall receive their ~~proportionate~~ **equal** distribution in the form of cash, check, or money order, provided that the remaining treasury balance is greater than \$3.00 per active member. Should the treasury balance be less than \$3.00 per active member, the entire amount shall be donated to the United States Olympic Ski & Snowboard Team in the name of the GSC.

- B9.3 ~~On non-policy matters pertaining to the day-to-day operations of the GSC, the~~ **The** Officers will have equal voting rights; **with the President only voting in the case of a tied vote.** Decisions requiring a vote on such day-to-day operations will be determined by majority vote of the Officers.
- B9.4 No Officer or GSC member shall contract any ~~bills~~ **liabilities** in the name of the GSC without the express authorization of the Officers. **Any unauthorized liability so contracted will be the personal responsibility of that Officer or Member and not the responsibility of the Goodyear Ski Club.**

Policies

C3 *Officers* will be eligible for reimbursement not to exceed \$500.00 per fiscal year. Reimbursement will be based on an individual *Officer's* expenses for GSC trips or social events. The Webmaster and Newsletter Editor will similarly be eligible for reimbursement not to exceed \$250.00 per fiscal year. If an Officer also serves as Webmaster or Newsletter Editor then the \$250.00 reimbursement will be in addition to the Officer reimbursement. ~~The Race Chair will be reimbursed for 100% of the CMSC race fees, not to exceed \$200.00~~

- C5 The following committees are formed:
- | | |
|--------------------------------------|---------------------------------------|
| A) CONSTITUTION | PRESIDENT |
| B) BUDGET | PRESIDENT |
| C) SOCIAL | VICE PRESIDENT |
| D) RACE | AS SPECIFIED BY THE BOARD |
| DE) AUDIT COMMITTEE | TREASURER |
| TRIP ADVISORY PANEL (TAP) | OFFICER IN CHARGE OF TRIPS |
| EF) TRIP ADVISORY PANEL (TAP) | OFFICER IN CHARGE OF TRIPS |
| AUDIT COMMITTEE | TREASURER |

~~HE 1).~~ The **Officer in Charge of Trips** ~~Trip Chair~~ will request 2 volunteers (Trip Assistants, approved by the Board) who will help the **Officer in Charge of Trips** ~~Trip Chair~~ accumulate trip bids/information in a presentable format.

~~HE 2).~~ **Officer in Charge of Trips** ~~Trip Chair~~ and the TA's will then review/prepare bids and choose ~~3~~ **options per month (Jan, Feb, March)** for 1 day **and multi-day** ~~and week~~ trips. These options will be presented to the Board. The Board will vote on which trips will be selected per month. **Officer in Charge of Trips** ~~Trip Chair~~ will scrutinize and the President will sign the contracts for approved trips and have the trips advertised in the newsletter for sign-ups. Board Members are each guaranteed 2 spots on a trip if they sign-up before the trip is two-thirds full (Trip Coordinator to ensure Board Member spots as sign-ups occur).

~~HE 3).~~ The Board will accept volunteers to fill 2 pools of Trip Leaders.
 Pool A: Staffed with experienced Trip Leaders who desire to run trips longer ~~than~~ 1 day. These volunteers will be approved by the Board.
 Pool B: Staffed with inexperienced individuals, or experienced Trip Leaders who desire to run day trips. These will also be approved by the Board.

~~HE 4)~~ ~~Both Pools will be ordered by a random draw of names.~~ Once the Board has decided on Trips for the coming year, each Pool will be offered the opportunity to be a Trip Leader for that trip, based on **a priority trip leader list maintained by the Officer in Charge of Trips** ~~the order of the random draw~~. Perspective trips leaders will be contacted per the priority list and ~~Each individual~~ **will have** the right of refusal, **without loss of priority on the pool list**. The process will continue until each trip has a trip leader. ~~Those individuals who accept trips will be moved to the front of the order, but the order will remain the same after that.~~ Those people who accept a trip, will automatically fall to the bottom the ranking in their original order for next year's draw. **New**

potential trip leaders may be added to the Pool Priority Lists upon agreement of the Officers, to the bottom of the priority rankings.

- HE 5) Once accepted, only a certified emergency will be grounds for **a Trip Leader** dropping a trip.
- HE 6) Compensation for being a Trip Leader is as follows, 50% of the Trip cost for Pool A, 100% for Pool B.
- HE 7) Once ~~an inexperienced~~ Pool B Trip Leader (~~Pool B~~) has successfully led 2 one day trips, they ~~can~~ **may** petition the Board for inclusion into the experienced pool (Pool A). The Board will vote on any such movements.
- HE 8) If any Board member is in either Trip Pool, they must abstain from voting on the trip selections during a year when they are eligible to run a trip. Similarly, the Trip Chair and Trip Assistants in a Trip Pool will abstain from making recommendations where there could be the appearance of a conflict-of-interest.
- HE 9) If a Trip Leader drops a trip after accepting it, for reasons other than a certified emergency, that Trip Leader's name will automatically fall to the bottom of the list for next year's draw. If the same Trip Leader repeats this at a future date, that Trip Leader shall be removed from their respective trip Pool permanently.
- HE 10) For the nominal one (1) week trips where two (2) bedroom condos are booked, the rooming assignments ~~must~~ **should** follow the following protocol: A) one (1) couple and two (2) singles are assigned to a condo until either no more couples or no more singles remain, and B) all remaining are assigned giving preference to satisfying any remaining rooming requests. ***The trip leader is responsible for filling the trip seats as described in the trip contract, which includes the contracted lodgings. Following the "protocol" has been proven to satisfy the largest number of skiers on a trip with condo lodging. An exception may be made when multiple trip applicants specifically request rooming preferences (with named persons) that result in one filled condo. Not every rooming situation can be anticipated or accommodated by the trip leader.***
- HE 11) The Club does not pay for nor does the Club provide for alcohol on ski trips.
- C6 Each trip or social event will have a coordinator(s). The coordinator(s) will have plans and estimated costs approved by the *Officers*.
- C7 Without prior approval of the *Officers*, no GSC activity will be planned to lose money.
- C8 Only GSC members may participate in trips and social events, until an open enrollment date is designated. The Officer in Charge of Trips, with the approval of the *Officers*, will set the open enrollment date for trips. With the approval of the *Officers*, the Vice President will choose the open enrollment date for social events.
- C9 Non-members who choose to participate in a trip or social event may be subject to an associate membership fee. This fee may be applied to a full membership if applied within one month from the end date of the trip or social event. If said non-member cancels from the trip or social event, the associate membership fee is non-refundable.
- C10 Canceling from a GSC trip may result in a GSC service charge per person as follows:
\$ 5.00 service charge on any one-day trip
\$15.00 service charge for any 2 or 3-day trip
\$25.00 service charge for any trip exceeding 3 days duration.
- C11 If a trip is canceled by the GSC, a full refund will be made to applicant except and unless such cancellation is necessitated or caused in any way by applicant's cancellation.

- C12 Where the applicant cancels and the trip departs 100% filled, the applicant shall be entitled to a full refund, less amounts noted above (service charge) and any fees or surcharges caused by such cancellation (i.e. re-ticketing fee).
- C13 Where applicant cancels or is a no-show and the trip departs unfilled, the applicant may receive a refund, less non-refundable deductions. Such deductions may include service charges and/or any amounts expended or paid by the GSC as a result of the cancellation, including but not limited to air and/or bus fare, lodging, lifts, etc.
- C14 Social events will be free to the coordinator(s) of such events. Multiple coordinators will be subject to approval of the *Officers*.
- C15 All funds disbursements must be processed through a voucher system:
- H. All check requests must be submitted on the GSC Voucher
 - I. Voucher must be approved by two (2) bonded *Officers*
 - J. Originator cannot approve voucher
 - K. Treasurer will issue checks from approved vouchers/vendor invoices only
 - L. Electronic requests and approvals must be kept with final (approved) voucher
 - M. Treasurer will record and keep all vouchers, forwarding a copy of the approved voucher to the originator(s).
 - N. In the absence of the Treasurer, a predesignated Officer will issue checks for the GSC.
- Prior to submittal of voucher to the Treasurer, the Event Coordinator will review disbursement request with the Vice President. Likewise, the Trip Leader will review voucher with the Officer in Charge of Trips prior to submittal.
- C16 GSC activities participants who do not satisfy outstanding debts (service charges, trip fees, event costs, etc.) for events completed or to be completed, shall be prohibited from participating in other GSC activities until such past due charges are satisfied.
- C17 All checks returned for insufficient funds will be assessed a penalty of minimum return check fee. The return of any check will be cause for cash payments to be made to the GSC Treasurer. If checks are returned for insufficient funds, the Treasurer shall notify the participant and allow him/her fourteen (14) days to cover the check. If funds have not been paid within that time, the member may lose his/her reserved position on any GSC trip or activity.
- C18 No post-dated check(s) will be accepted for any GSC trip or event.
- C19 No non-member under 21 will be allowed to participate in a GSC function without the approval of the officers.
- C20 When not traveling or attending with a parent in a GSC function, any person under 18 will need a signed "Consent and Contact Form" signed by a parent or legal guardian and will need to be accompanied by a GSC member who is in charge of the minor/s. Guardian is responsible for providing medical emergency form.
- C21 No member shall be in charge of more than two (2) non-member minors.
- C22 The GSC reserves the right to refuse at any time a person's application as a member, trip or event participant.

- C23 A Balance Sheet must be turned into the Treasurer within 6 weeks upon completion of the trip/event. Balance Sheet folders should be reviewed by the Trip Chair for trips or the Vice President for social events PRIOR to submitting to the Treasurer. (~~Profit~~ and **Surplus or** Loss Statement)
- C24 The Trip Chair or their designated appointee shall be reimbursed up to 50% of their coach airfare if they attend the spring trip fair currently known as Mountain Travel Symposium. (MTS) The MTS reimbursement is in addition to any other GSC reimbursement caps.
- C25 *When a mailed hardcopy of the newsletter is requested as part of a membership, the dues for that membership shall be increased by \$12 per year.*
- C26 *Should one or more officer positions remain open (vacant) following an election; the current officers may split the responsibilities of the vacant position(s) until such time as a position(s) can be filled by appointment, as directed by the Officers.*
- C27 *The Officers may consider long term unfilled officer position(s) and / or excessive time and effort required by remaining officers to run the club, as grounds for dissolution of the club (lack of member participation).*

11/8/2019

- B1.1.8 Revised to read “Serve as CMSC Delegate at CMSC Business Meetings, coordinating any GSC activities with CMSC activities, and Sitzmark publications as needed.”
- B1.4.4 Revised to read “Maintain a chronological history of all Constitution and By-Laws changes, including the content of each change, in a historical supplement file. **For a period of not more than 5 years.**”
- C3 *Officers* will be eligible for reimbursement not to exceed \$500.00 per fiscal year. Reimbursement will be based on an individual *Officer’s* expenses for GSC trips or social events. The Webmaster and Newsletter Editor will similarly be eligible for reimbursement not to exceed \$250.00 per fiscal year. If an Officer also serves as Webmaster or Newsletter Editor then the \$250.00 reimbursement will be in addition to the Officer reimbursement.

Revised as:

Officers will be eligible for reimbursement not to exceed \$500 per fiscal year. The Webmaster and Newsletter Editor will similarly be eligible for reimbursement not to exceed \$250 per fiscal year. Reimbursement will be based on an individual’s expense for GSC trips or social events. If an Officer also serves as Webmaster.....

- C8 Only GSC members may participate in trips and social events, until an open enrollment date is designated. The Officer in Charge of Trips, with the approval of the *Officers*, will set the open enrollment date for trips. With the approval of the *Officers*, the Vice President will choose the open enrollment date for social events.

Replaced with:

Ski trip priority will go first to current members of GSC for a period of 3 weeks from the time that a ski trip is announced, and for those members who are paying for a full trip package. Option for enrollment on ski trips from other CMSC club members, or new club members will be held until open enrollment period begins and priority will be given for those purchasing a full ski package. GSC members or other members enrolling for a ski trip but only interested in partial trips (e.g., no lift ticket, no airline ticket) will be put on a waiting list and a price adjustment may or may not be given with the approval of the Officer in Charge of Trips. The Vice President, with the approval of the Officers, will choose the open enrollment date for social events.

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