

CONSTITUTION OF THE **BLOOMINGTON-NORMAL SKI CLUB**

(March 27, 2023)

ARTICLE I – NAME AND INVESTITURE

We, the members of this organization named BLOOMINGTON-NORMAL SKI CLUB, in order to provide for the orderly administration of our common goals and to establish fairness and regularity in our proceedings, do adopt this constitution this 9th day of May, 1980, and being aware that the ultimate power to govern rests with us, the members, we do hereby invest the governing power of this Club in the Executive Board, Committees and Officers as hereinafter provided, the duties and powers of which shall be delineated in the Bylaws and Standing Rules that may from time to time be adopted.

ARTICLE II - OBJECTIVES

1. To promote participation in outdoor sports, particularly snow skiing.
2. To instruct in the principles, courtesies and safe practices of skiing.
3. To promote and organize ski trips and to conduct and encourage friendly competition in the ski sports at all levels of participation.
4. To sponsor social activities of interest to the membership.

ARTICLE III - MEMBERSHIP

Section 1 – General

1. Membership shall be open to all persons who support the objectives of this Club.
2. No member shall use this Club's name, office, influence or property for economic gain.
3. Meetings, which are open to the entire membership, shall be held regularly.
4. Members present at a membership meeting shall constitute a quorum.
5. Dues, initiation fees and membership classes shall be set forth in the Bylaws.
6. The membership year shall be June 1 through May 31.
7. New members who join between February 15th and May 31st will have their membership extended until May 31st of the following year. This extension will apply to never before new members.

Section 2 – Rights

1. To attend general meetings and to vote as qualified.
2. To attend Executive Board meetings and to inspect, at reasonable times, all Club records.
3. To participate in Club events, subject to the law and reasonable decorum.
4. To receive, on a regular basis, communications concerning Club affairs.

Section 3 – Alienation

1. A member may be expelled or otherwise restricted for actions deemed detrimental to the Club; such member shall be given an Executive Board Hearing. Notice, in writing, stating the grounds of the proposed suspension or expulsion, shall be delivered to him/her communications to the last address carried in the Club records, ten (10) days before such hearing. A 2/3 vote of the Executive Board shall be required for action against the member. The Executive Board, by similar vote, may rescind any such action and reinstate the member, upon or without condition, at its discretion.
2. Separation from the Club for any reason shall require the return of Club property and forfeiture of dues.
3. The Club reserves the right to discipline a member who violates the regulations and ideals, injures the reputation of the Club or disrupts the functions of the Club.

ARTICLE IV - OFFICERS

1. The elective officers of the Club shall be: President, Vice-President, Secretary, Treasurer, Trips Chairperson, Social Chairperson and a Membership Chairperson.
2. The appointed officers of the Club shall be any other officers which may be appointed and approved by the Executive Board as the need arises.
3. All officers shall be members of the Club.
4. Term of office shall be the elective year, or until a successor is elected,
5. No person shall be elected to more than one (1) office at a time.
6. Duties of officers shall be as prescribed in the Bylaws and in the Parliamentary Authority adopted by the Club.

ARTICLE V - ELECTION OF OFFICERS

Section 1 – Nominations

1. The nominating committee shall consist of the Vice-President as chairperson, who shall appoint two (2) additional members, and two (2) members appointed by the President.
2. The nominating committee shall present a list of nominations to the Executive Board for additions or deletions twenty-eight (28) days prior to the annual election meeting.

3. The nominating committee shall provide written notification of the slate of nominees to the general membership at least seven (7) days prior to the annual election meeting.
4. The nominating committee shall conduct the election at the annual election meeting.
5. At the annual election meeting, nominations shall be accepted from the floor.
6. All nominees shall be allotted equal time for electioneering.

Section 2 – Voting

1. Each nominee's willingness to serve shall be confirmed before preparation of ballots.
2. Candidates shall be submitted to the membership seven (7) days before the election meeting.
3. Voting shall be by paper, electronic or by voice votes.

Section 3 – Elections

1. The election meeting shall be held during April or May at least seven (7) days prior to the start of the membership year.
2. Officers shall be elected by a plurality of those members voting.
3. In case of no plurality, a revote of the top two (2) nominees shall determine the winner, at the meeting.

Section 4 – Vacancies

1. In the event that any elective office is vacated, the Executive Board shall then elect a replacement for that office.

ARTICLE VI – COMMITTEES

Section 1 – Executive Board

1. Administrative functions of the Club shall be conducted by the Executive Board.
2. The Executive Board shall consist of the elected officers and the chairpersons of each standing committee.
3. Each Executive Board member shall have one (1) vote without proxy.
4. Quorum of the Executive Board shall be one-half (1/2) of its members.

Section 2 – Standing Committees

1. Among standing committees shall be: Social and Trips.
2. Additional standing committees may be formed.
3. Duties of the standing committees shall be as set forth in the Bylaws.
4. Term for standing committees shall be the elective year, or until successors are appointed.

Section 3 – Other Committees

1. The nominating committee shall be formed and guided according to Article V.
2. Other committees shall be formed as the need arises.
3. The President shall be an ex-officio member of all committees.

ARTICLE VII – FINANCES

Club funds may be expended only as provided in the budget or as approved by the Executive Board.

ARTICLE VIII – RULES AND AMENDMENTS

1. This Constitution, primary authority of the Club, may be amended by 2/3 vote at any general membership meeting. Members shall be given at least seven (7) days written notice of the meeting designated for such action.
2. Bylaws, secondary authority of the Club, may be adopted or amended by majority of the voting members present at any general membership meeting.
3. Where not in conflict with the Constitution or Bylaws, rules shall be according to the latest edition of Robert's Rules of Order, herein named Parliamentary Authority.
4. Where not in conflict with the preceding authorities, standing rules shall govern.
 - a. Standing rules may be adopted by majority vote at any general membership meeting.
 - b. Standing rules may also be adopted by a 2/3 majority vote of the Executive Board, provided that seven (7) days written notice is given to the general membership before implementation. Such rules may be amended by majority vote at any general membership meeting.

ARTICLE IX – CONSOLIDATION, MERGER OR DISSOLUTION

1. Any proposal for consolidation or merger shall be affected according to the Parliamentary Authority adopted by the Club.
2. Any proposal for dissolution of the Club shall require a 2/3 majority vote at a general membership meeting. Members shall be given at least seven (7) days written notice of the meeting designated for such action. Such proposal shall provide for disbursement of the Club's assets to the United States Ski Educational Foundation, National Ski Patrol or other organization that is in harmony with the Club's objectives.

BLOOMINGTON NORMAL SKI CLUB BYLAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1 – The President shall:

1. Become thoroughly familiar with the Club’s Constitution, Bylaws, Parliamentary Authority and standing rules.
2. Preside at meetings of the membership and of the Executive Board.
3. Appoint the chairperson of each committee where required by Article VI of the Constitution.
4. At the end of the club’s membership year, have the Club’s financial records reviewed by a CPA or by three (3) members of the Club, appointed by the President, subject to a majority approval of the Executive Board.
5. Act immediately to fill vacancies in an office.
6. Maintain familiarity with all aspects of the Club’s banking and financial practices.
7. Act as an official representative of the Club.
8. Distribute an agenda to the Executive Board for its meetings, and to see that board members receive the agenda before each meeting.
9. Be an ex-officio member of all committees.

Section 2 – The Vice-President shall:

1. Chair the nominating committee per Article V of the Constitution.
2. Be in charge of publicity by planning and directing the dissemination of Club information to appropriate bodies outside the Club.
3. Encourage use of new talent in committee work to develop future leadership.
4. Accept such duties and powers as may be delegated by the President.
5. Assume all duties of the President in the absence or resignation of the President.

Section 3 – The Secretary shall:

1. On a designated electronic media storage location:
 - a. Record and maintain the minutes of the Executive Board and general membership meetings.
 - b. Maintain the official copy of the Club’s Constitution, Bylaws and Standing Rules.
 - c. Maintain custody of all Club records not assigned to another officer.
 - d. Maintain a continuous inventory and record of custody of all Club’s physical and intellectual property.
 - e. Preserve all papers, letters and transactions of the Club.

2. Deliver to their successor, within seven (7) days after the election, all Club property in their possession.

Section 4 – The Treasurer shall:

1. Receive all income of the Club, pay Club expenditures and receive approval by the Executive Board for payment of Club expenditures that exceed the budget.
2. Ensure all funds are deposited into a bank account approved by the Executive Board.
3. Record all income and expenditures in the Club's ledgers and checkbooks.
4. Report the financial condition of the Club at each Executive Board meeting.
5. Make such added reports as the Executive Board may direct.
6. Make financial records of the Club available for audit upon request of the President.
7. When both the President and Vice-President are absent from a Club or Executive Board meeting, call the meeting to order and select a Chairman Pro Temp.
8. Within one (1) month after election, deliver all money, books and papers of the Club to the newly elected Treasurer.

Section 5 – Membership Chairperson shall:

1. Receive applications for membership, which may be referred to the Executive Board for approval.
2. Send a welcoming letter and copy of the Club's Constitution to all new members.
3. Collect dues from the membership.
4. Maintain and report regularly, the latest membership role.
5. Collect mail from the Ski Club's post office box and disseminate contents to respective officers.
6. Issue in December, a directory listing names, email addresses and phone numbers of members who have paid dues.
7. Encourage non-members to join the Club by providing information of the Club's activities and social events.
8. Periodically inform the Executive Board the plans to attract new members to the Club and provide a membership budget for the ensuing year.

Section 6 – Social Chairperson shall:

1. Appoint Social Committee members as needed.
2. Plan, promote and direct non-skiing social and charitable activities of the club.
3. Provide an overview of upcoming social activities to the Executive Board.

Section 7 – Trips Chairperson shall:

1. Inform the Executive Board of all trips.
2. Ensure that the finances of each trip are handled according to Article VII “Standing Rules”, Standing Rule 13 of the Bylaws.
3. Coordinate appointment and training of trip leaders.

ARTICLE II – DUTIES OF APPOINTED POSITIONS

Section 1 – Communications Coordinator shall:

1. Send communications at regularly scheduled intervals, containing news, notices and announcements of Club activities.
2. Receive approval from the Executive Board on requested unusual communications.
3. Coordinate with the Membership Chairperson to maintain contact information in alignment with the current membership roster.
4. Maintain content on website and Social Media platforms.

Section 2 – Ski Kouncil of Illinois (S.K.I.) Liaison shall:

1. Participate in Winter Trip Committee meetings.
2. Represent the Club at the S.K.I. meetings and provide a summary of those meetings at the Executive Board Meetings.

ARTICLE III – COMMITTEES

Section 1 – The Executive Board shall

1. Establish administrative policies governing the affairs of the Club and devise any measures for the Club’s growth and development.
2. Approve, disapprove, amend or submit for further study, the proposed plans of each standing committee.
3. Regularly review the financial status of the Club and plan for a fiscally sound future.
4. Receive no compensation for service as a body, or individually, except by a majority vote at a general membership meeting.
5. Establish a dues structure for the upcoming membership year.
6. Refuse any application for membership for any reason which to them shall deem sufficient, provided that such refusal is by a majority vote of the Executive Board present at any meeting at which a quorum is present.
7. Approve assignment of Communications Coordinator and S.K.I. Liaison.
8. Within sixty (60) days after the start of the elective year, determines the budget for the said year.

Section 2 – Trip Committee:

The Trip Committee shall consist of Trips Chairperson, Winter Trip Leader(s) (ski trips), S.K.I. Liaison (ski trips) and/or Summer Trip Leader(s) and any others members approved by the Trips Chairperson. They shall be governed by the following:

1. Plan, promote and direct all Ski Club trips through an individual trip leader.
2. Ensure that the finances of each individual trip are handled in a fiscally responsible manner.
3. Monitor individual trip leader's duties and responsibilities concerning trip promotions, deadlines and fiscal matters.

Section 3 – The Social Committee

The Social Committee shall be headed by the Social Chairperson, who shall:

1. Plan, promote and direct all social events of the Club.
2. Prepare and/or review notices of all social events to be sent to the club's membership.

ARTICLE IV – MEMBERSHIP

Section 1 – General

1. Application shall be made on forms provided by the Club.
2. An application may be referred by the Membership Chairperson to the Executive Board for approval.
3. Dues and fees shall accompany an application for membership. (If membership is denied, dues and fees will be returned.)

Section 2 – Classes of Memberships

1. Individual membership:
 - a. Each member shall be at least eighteen (18) years of age.
 - b. Each member may cast one (1) vote.
 - c. Conversion to a family membership may be affected by paying the difference in dues.
2. Family membership:
 - a. Each adult member may cast one (1) vote. Limit two (2) votes per family.
 - b. Names of all applicants of the family will be listed on the application form.
3. Reciprocal membership:
 - a. The applicant shall show evidence of current membership in a Ski Kouncil of Illinois (SKI) club.

- b. The membership issued will be either individual or family, whichever is closest to that held in the applicant's "home club".

Section 3 – Dues

Individual and family membership dues shall be approved by the Executive Board and documented by a Standing Rule.

ARTICLE V – MEETINGS

Section 1 – General Membership Meeting

1. A minimum of one (1) general membership meeting shall be held during the year.
2. Meetings may be called by the President or any three (3) board members. The membership shall be given at least seven (7) days written notice thereof.

Section 2 – The Executive Board Meeting

1. During each membership year, there shall be at least eight (8) Executive Board meetings, but not more than ninety (90) days apart.
2. There shall be a joint meeting of the immediate past board and the new board within twenty-eight (28) days after the start of the membership year.
3. Executive Board meetings shall be open to all Club members, who may speak, but may not vote.
4. Meetings may be called by the President or any three (3) board members.

ARTICLE VI – FINANCES

1. No individual may exercise contract power for the Club without approval and subject to such directions as the Executive Board may prescribe.
2. Individual event chairpersons shall fully report, at a regular meeting, the financial condition of such event. Receipts shall be obtained for all expenditures.
3. If required by the Executive Board, the Treasurer shall give bond, the cost of which shall be borne by the Club.

ARTICLE VII – STANDING RULES

1. Shall include items such as trip policies, refund policies, membership dues, membership special promotions, etc.
2. Standing rules shall be numbered consecutively and dated as adopted or amended.

STANDING RULES

STANDING RULE NO. 4

Title: Money Handling Procedures

Adopted: By Executive Board, October 23, 1980
Amendment to Standing Rule No. 4, Adopted March 27, 2023

1. The trip leader or event chairperson shall deposit in the Bloomington-Normal Ski Club's checking account within fourteen (14) days of receipt all deposits and payments received from members.
2. Original copy of deposit slip is retained by the bank; second copy goes to Club Treasurer, as the deposit is made; third copy to be retained for submission with the final report by the trip or event chairperson.
3. All monies, whether cash or check, shall be listed individually by name of person submitting same.
4. All deposit slips shall have the individual trip or event listed on the slip, as well as the name of the person making the deposit.
5. For stop payment, NSF, account closed, etc., the Treasurer shall attempt to collect money without assistance. If the debt is not satisfied, the Executive Board will consider further action, if necessary.
6. At the discretion of the Treasurer, blank checks will be distributed, as necessary, to be used as group expenses only. Receipts for all such expenses shall be combined in the final report.
7. Upon completion of the event/trip, the Trip Leader shall submit a financial report to both the Trips Chairperson and the Treasurer. Upon material satisfaction that the predetermined requirements have been met, the Trip Leader shall be reimbursed immediately.

STANDING RULE No. 9

Title: New Member Promotional Policy

Adopted: By Executive Board, June 28, 1985
Rescinding Standing Rule No. 2, Adopted June 26, 1980

1. Any current member of the Bloomington-Normal Ski Club who solicits never before memberships during the time period of July 15 through September 15 will receive a ten-dollar (\$10.00) winter or summer trip credit. The above trip credit will be honored only during the current membership year.
2. During all remaining time periods of the current membership year, any member who solicits six (6) never before memberships will receive a forty dollar (\$40.00) winter or summer trip credit. This trip credit will only be honored during the current membership year.
3. The Membership Chairperson shall maintain all membership applications and have on record such incentives and be the final authority of trip credits.

STANDING RULE No. 13

Title: Trip Policy
**Bloomington-Normal Ski Club Trip Policy Involving
Commercial Transportation and/or Overnight Stay where the
Club is Arranging the Accommodations**

Adopted: By Executive Board, August 5, 1997
Rescinding Standing Rule No. 11, Adopted September 12, 1995
Rescinding Standing Rule No. 10, Adopted August 22, 1988
Rescinding Standing Rule No. 8, Adopted January 31, 1985
Rescinding Standing Rule No. 3, Adopted June 26, 1980
Amendment to Standing Rule No. 13, Adopted November 7, 2000
Amendment to Standing Rule No. 13, Adopted August 12, 2002
Amendment to Standing Rule No. 13, Adopted August 13, 2003
Amendment to Standing Rule No. 13, Adopted March 27, 2023

1. Anyone taking a trip with the Bloomington-Normal Ski Club must be a member of the Club.
2. Trip sign-ups shall be by deposit only. The Trip Leader shall establish amount of deposit for each trip. A minimum deposit of ten percent (10%) of the trip price shall be required.

3. A Trip Policy Manual will be developed by the Trip Leader and be approved by the Executive Board, which shall include the following refund and cancellation policies:
 - a. A waiting list will be used as a first priority to fill vacant seats. Names that appear on the waiting list will be given first priority as a suitable replacement for any cancellation.
 - b. If an individual cancels his/her reservation, by notification of the Trip Leader at least five (5) full days prior to departure, he/she will qualify for a refund of such costs actually recovered by the Club due to the cancellation, less ten percent (10%) of the trip cost to defray administrative costs, unless otherwise specified by the Executive Board. The 10% administrative fee is subject to a minimum of \$10.00.
 - c. If a trip is cancelled by the Club, a full refund will be issued. This does not apply to members that have withdrawn from the trip prior to cancellation by the Club.
 - d. Part of the refund may be by travel vouchers (e.g., airline).
 - e. Abnormal expenses (e.g., quarantine costs) will be the responsibility of the individual.
 - f. Failure by an individual to make a trip payment by the scheduled due date may result in cancellation of his/her spot on the trip roster. Refund of payments will be subject to the above-mentioned rules.
4. A Trip Leader shall receive the following monetary compensation:
 - a. One (1) day trip (no overnight lodging): Trip Leader will be reimbursed twenty percent (20%) of his/her trip cost plus \$1.00 per trip participant with the fee to be capped at the total cost of the trip.”
 - b. Multi-day trip: Trip Leader will be reimbursed twenty percent (20%) of his/her trip cost plus \$4.00 per trip participant with the fee to be capped at the total cost of the trip.”
 - c. For trips of an unusual nature, other compensation arrangements may be considered and approved by the Executive Board.
 - d. Compensation for Ski Council of Illinois (SKI) trip shall be as determined by the Ski Council of Illinois Board for that particular trip.
 - e. Should a trip require more than one (1) trip leader, said monetary compensation shall be divided equally among them.
 - f. Compensation shall be refunded in the form of a Club check when the final trip report is presented to the Executive Board.

STANDING RULE No. 14

Title: Membership Dues Structure

Adopted: By Executive Board, May 23, 2007
Rescinding Standing Rule No. 12, Adopted April 27, 1996
Rescinding Standing Rule No. 7, Adopted June 16, 1983
Rescinding Standing Rule No. 6, Adopted May 27, 1982
Rescinding Standing Rule No. 5, Adopted May 26, 1981
Rescinding Standing Rule No. 1, Adopted May 22, 1980
Amendment to Standing Rule No. 14, Adopted March 27, 2023

The following amounts are payable at the start of the membership year:

1. Individual Memberships: Twenty-five dollars (\$25.00) each membership until November 15 of the membership year, thirty-five dollars (\$30.00) thereafter for RENEWAL memberships only.
2. One (1) Adult Family Memberships: Thirty dollars (\$30.00) each one adult family membership until November 15 of the membership year, thirty-five dollars (\$35.00) thereafter for RENEWAL memberships only.
3. Two (2) Adult Family Memberships: Thirty-five dollars (\$35.00) each two (2) adult family memberships, with or without children, until November 15 of the membership year, forty dollars (\$40.00) thereafter for RENEWAL memberships only.
4. Ski Kouncil of Illinois (SKI) Reciprocal Memberships: Fifteen dollars (\$15.00) per membership year. Membership shall be considered either family or individual, whichever is closest to that held in the applicant's "home club".

The dues' structure shall include membership to the Bloomington-Normal Ski Club, receipt of periodic newsletters, receipt of membership roster, and any other general communications to the Club membership.