

**SNOWBOUNDERS SKI CLUB, INC.**  
**P.O. BOX 6333**  
**ANAHEIM, CA., 92816**

BY-LAWS

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**ARTICLE I --NAME AND OBJECTIVES**

**SECTION I: NAME**

THIS ORGANIZATION IS A NON-PROFIT CORPORATION AND SHALL BE KNOWN AS THE:  
  
SNOWBOUNDERS SKI CLUB, INC.

IN THESE BY-LAWS, THE SNOWBOUNDERS SKI CLUB, INC. SHALL HEREAFTER BE REFERRED TO AS THE "CLUB".

**SECTION II: OBJECTIVES**

THE OBJECTIVES OF THE CLUB SHALL BE TO ENCOURAGE AND DEVELOP THE SKIING INTEREST AND ACTIVITIES OF ITS MEMBERS. AMONG THE MEANS TO THIS END SHALL BE THE HOLDING OF MEETINGS AND THE PLANNING OF CLUB TRIPS AND SOCIAL EVENTS.

**ARTICLE II -- MEMBERSHIP**

**SECTION I: DISCRIPTION AND ELIGIBILITY**

THE ACTIVE MEMBERSHIP OF THIS CLUB SHALL CONSIST OF PERSONS FROM THE GENERAL | PUBLIC WHO HAVE SATISFIED THE REQUIREMENTS OF THIS ARTICLE AND OF ARTICLE V, | SECTION I. MEMBERSHIP SHALL NOT BE DENIED BECAUSE OF SEX, RACE, CREED OR | NATIONALITY. ALL MEMBERS SHALL BE 21 YEARS OF AGE OR OLDER.

**SECTION II: APPLICATION REQUIREMENTS**

ALL APPLICANTS FOR MEMBERSHIP MUST FILL OUT AND ENDORSE THE APPLICATION FORM FOR THE CURRENT SEASON.

**SECTION III: REVOKING A MEMBERSHIP**

A MEMBER OF THE CLUB MAY HAVE HIS MEMBERSHIP AND HIS PRIVILEGES TO PARTICIPATE IN THE CLUB FUNCTIONS PERMANENTLY REVOKED FOR MISCONDUCT DURING OR OUTSIDE OF A CLUB FUNCTION.  
ANY ILLEGAL DRUGS, NARCOTICS AND ACTS AT CLUB FUNCTIONS ARE PROHIBITED.  
THE REVOKING OF CLUB MEMBERSHIP AND PRIVILEGES WILL REQUIRE THE CONCURRING VOTE OF AT LEAST FIVE (5) CLUB DIRECTORS.

**SECTION IV: LIFE MEMBERSHIP**

A LIFE MEMBERSHIP MAY BE BESTOWED BY A UNANIMOUS VOTE OF THE BOARD OF DIRECTORS UPON AN OUTSTANDING LONG TERM MEMBER OF THE CLUB MEETING CERTAIN QUALIFICATIONS AS SET BY THE BOARD. SUCH MEMBER SHALL BE EXEMPT FROM THE REQUIREMENTS OF ARTICLE V, SECTION I.

AN OUTSTANDING LONG TERM MEMBER SHALL BE CONSIDERED FOR LIFE MEMBERSHIP BY THE BOARD OF DIRECTORS UPON ACQUIRING FIFTY (50) OR MORE POINTS BASED ON THE FOLLOWING TABLE.

POSITION	POINTS PER YEAR SERVICE
1. PRESIDENT	7
2. OTHER OFFICERS	5
3. CHAIRPERSON AND SECRETARY OF THE BOARD	4
4. NEWS LETTER EDITOR	4
5. BOARD MEMBERS	3
6. FOOD CHAIRPERSON	3
7. SPIRITS CHAIRPERSON	3
8. MEMBERSHIP CHAIRPERSON	3
9. FUNDRAISING CHAIRPERSON (PRIOR TO WAYS & MEANS V.P.)	3
10. OTHER ELECTED POSITIONS	2
11. MAJOR EVENTS CHAIRPERSON (BANQUET, PICNIC, CLAMBAKE, ETC)	1
12. TRIP CAPTAINS	1
13. SPECIAL RECURRING FUNCTIONS (ADDRESS LISTING, RACE CLINIC "BEHIND-THE-SCENES" PERSON, ETC.)	1/2

THE MAINTENANCE OF THE MEMBERSHIP POINT ACCUMULATION SHALL BE THE FUNCTION OF THE CHAIRPERSON OF THE BOARD OF DIRECTORS AND SHALL BE UPDATED PRIOR TO THE CLUB ELECTIONS EACH YEAR, AND SHALL BE PASSED ON TO THE NEW BOARD CHAIRPERSON. THE YEARLY UPDATE OF THE POINTS AWARDED SHALL BE PUBLISHED IN THE CLUB NEWS LETTER ON THE FIRST MAILING FOLLOWING THE CLUB BANQUET. THE LIFE MEMBERSHIP APPOINTMENT, IF ANY, SHALL BE CONSIDERED AS AN AWARD, AND THEREFORE ARTICLE IX, SECTION I, SHALL APPLY. THE MEMBERSHIP SHALL HAVE THE OPPORTUNITY TO SUBMIT CORRECTIONS TO THIS LIST FOR THE PREVIOUS YEAR.

**ARTICLE III -- ORGANIZATION**

**SECTION I: BOARD OF DIRECTORS**

THE CLUB SHALL HAVE ITS LEADERSHIP VESTED IN THE BOARD OF DIRECTORS. THE BOARD SHALL CONSIST OF THE CURRENT CLUB PRESIDENT AND SIX ELECTED DIRECTORS.

THE BOARD OF DIRECTORS SHALL HAVE THE POWER TO PROMULGATE AND ADOPT CLUB BY-LAWS, RULES AND REGULATIONS FOR TRANSACTING AND CONDUCTING THE BUSINESS AND AFFAIRS OF THE CLUB.

THE BOARD OF DIRECTORS SHALL ELECT A CHAIRMAN AT ITS FIRST MEETING FOLLOWING THE ANNUAL CLUB ELECTIONS. THE DURATION OF THE CHAIRMAN'S TERM SHALL BE ONE YEAR.

CONDUCT AT MEETINGS OF THE BOARD OF DIRECTORS SHALL BE GOVERNED BY THE FOLLOWING RULES:

1. A QUORUM SHALL CONSIST OF FIVE (5) MEMBERS.
2. A MINIMUM OF FOUR (4) VOTES SHALL BE REQUIRED TO PASS A MOTION WITH A QUORUM PRESENT.
3. EACH BOARD MEMBER SHALL HAVE ONE VOTE. NO ONE SHALL VOTE FOR AN ABSENT MEMBER. A BOARD MEMBER MAY PROVIDE AN ABSENTEE BALLOT IN WRITING IF IT IS KNOWN WHAT MOTIONS WILL BE PRESENTED AT A MEETING AND HE/SHE EXPECTS TO BE ABSENT.
4. BOARD MEETINGS SHALL BE CONDUCTED GENERALLY WITHIN THE FRAMEWORK OF "ROBERTS RULES OF ORDER". THIS FORMAT SHALL NOT BE NECESSARY FOR "LEGAL" VOTES, ETC., TO BE HELD HOWEVER.

**SECTION II: EXECUTIVE COMMITTEE**

THE EXECUTIVE COMMITTEE SHALL CONSIST OF ALL THE CURRENT ELECTED OFFICERS AS DEFINED IN SECTION III BELOW, THE TREASURER AND THE PRESIDENT FROM THE PRECEDING SEASON.

THE EXECUTIVE COMMITTEE SHALL BE RESPONSIBLE FOR THE GENERAL OPERATION OF THE CLUB, AND SHALL CONDUCT THE CLUB'S BUSINESS IN ACCORDANCE WITH THESE BY-LAWS AND THE RULES AND REGULATIONS ADOPTED BY THE BOARD OF DIRECTORS.

CONDUCT AT MEETINGS OF THE EXECUTIVE COMMITTEE SHALL BE GOVERNED BY THE FOLLOWING RULES:

1. A QUORUM SHALL CONSIST OF FIVE (5) MEMBERS.
2. A SIMPLE MAJORITY OF THE EXECUTIVE SHALL BE REQUIRED TO PASS A MOTION WITH A QUORUM PRESENT.
3. EACH COMMITTEE MEMBER SHALL HAVE ONE VOTE. NO ONE SHALL VOTE FOR AN ABSENT MEMBER. A COMMITTEE MEMBER MAY PROVIDE AN ABSENTEE BALLOT IN WRITING IF IT IS KNOWN WHAT MOTIONS WILL BE PRESENTED AT A MEETING AND IF HE/SHE EXPECTS TO BE ABSENT.
4. BOARD MEETINGS SHALL BE CONDUCTED GENERALLY WITHIN THE FRAMEWORK OF "ROBERTS RULES OF ORDER". THIS FORMAT SHALL NOT BE NECESSARY FOR "LEGAL" VOTES, ETC., TO BE HELD HOWEVER.

**SECTION III: ELECTED POSITIONS**

**A. ELECTED OFFICERS**

THERE SHALL BE SIX ELECTED OFFICERS.THEY ARE:

1. PRESIDENT -- THE PRESIDENT SHALL HAVE OVERALL RESPONSIBILITY FOR THE OPERATIONS OF THE CLUB AND SHALL PRESIDE AT ALL MEETINGS OF THE GENERAL MEMBERSHIP AND ALL EXECUTIVE MEETINGS. HE SHALL BE RESPONSIBLE FOR APPOINTING OFFICERS, CLUB REPRESENTATIVES AND COMMITTEE CHAIRMAN, WITH THE EXCEPTION OF TRIPS. HE SHALL ALSO BE RESPONSIBLE FOR COLLECTION OF FINANCIAL REPORTS OF ALL CLUB ACTIVITIES WITHIN TWO WEEKS, AND SHALL PROVIDE SUCH INFORMATION TO THE BOARD OF DIRECTORS AT THEIR NEXT MEETING.
2. ADMINISTRATIVE VICE-PRESIDENT -- THE ADMINISTRATIVE VICE-PRESIDENT SHALL BE RESPONSIBLE FOR ALL SOCIAL FUNCTIONS, ACT FOR THE PRESIDENT DURING HIS ABSENSE OR DISABILITY, AND SHALL PERFORM ALL OTHER DUTIES ASSIGNED TO HIM BY THE PRESIDENT, INCLUDING COLLECTION OF FINANCIAL REPORTS FROM ALL OFFICERS OR CHAIRMAN OF CLUB FUNCTIONS WITHIN TWO WEEKS OF AN EVENT.
3. TRIPS VICE-PRESIDENT -- THE TRIPS VICE-PRESIDENT SHALL BE RESPONSIBLE FOR ALL ARRANGEMENTS AND FUNDS FOR SKI TRIPS. HE/SHE SHALL PRESENT TRIP PROPOSALS TO THE BOARD OF DIRECTORS WITH FINANCIAL DATA FOR APPROVAL. HE/SHE SHALL BE THE CHAIRMAN OF THE SKI TRIP COMMITTEE AND SHALL APPOINT MEMBERS TO SERVE ON THE COMMITTEE. HE/SHE SHALL ALSO COLLECT TRIP FINANCIAL REPORTS FROM THE TRIP CHAIRMEN AND RETURN THEM TO THE CLUB PRESIDENT WITHIN TWO WEEKS.
4. SECRETARY -- THE SECRETARY SHALL KEEP A RECORD OF ALL THE MINUTES OF ALL REGULAR, SPECIAL AND BOARD OF DIRECTOR MEETINGS, AND SHALL BE THE CUSTODIAN OF ALL CLUB RECORDS EXCEPT THE FINANCIAL RECORDS.

**SECTION IV: APPOINTED OFFICERS**

1. TREASURER -- THE TREASURER SHALL BE IN CHARGE OF THE FINANCIAL AFFAIRS OF THE CLUB, AND SHALL MAINTAIN THE FINANCIAL RECORDS. HE/SHE SHALL BE RESPONSIBLE FOR THE FILING THE ANNUAL TAX STATEMENT. THE TREASURER SHALL BE APPOINTED BY PRESIDENT-ELECT FOLLOWING HIS ELECTION AND BEFORE THE ANNUAL BANQUET. THIS APPOINTMENT MUST BE RATIFIED BY THE CURRENT BOARD OF DIRECTORS.
2. OTHER APPOINTMENTS -- ALL OTHER APPOINTED OFFICERS, REPRESENTATIVES OF THE CLUB AND COMMITTEE CHAIRS, UNLESS OTHERWISE NOTED, SHALL BE APPOINTED BY THE PRESIDENT. ALL MEMBERS OF THE VARIOUS COMMITTEES SHALL BE APPOINTED BY THE RESPECTIVE COMMITTEE CHAIRPERSON. ALL APPOINTED OFFICERS, REPRESENTATIVES, COMMITTEE CHAIRS AND COMMITTEE MEMBERS MUST BE MEMBERS IN GOOD STANDING. ALL APPOINTEES SHALL SERVE FOR THE DURATION OF THE CURRENT SEASON.

**SECTION V: STANDING COMMITTEES**

ALL COMMITTEES, UNLESS OTHERWISE NOTED, SHALL BE RESPONSIBLE TO THE ADMINISTRATIVE VICE-PRESIDENT AND SHALL SUBMIT PROGRESS REPORTS TO HIM/HER.

1. MEMBERSHIP AND HOSPITALITY COMMITTEE -- THE MEMBERSHIP AND HOSPITALITY COMMITTEE SHALL BE RESPONSIBLE FOR RECRUITING, ORIENTATION AND RETENTION OF CLUB MEMBERS. IT WILL BE THE RESPONSIBILITY OF THE COMMITTEE TO EXTEND COURTESY AND HOSPITALITY TO ALL MEMBERS AND GUEST.
2. PUBLICITY COMMITTEE -- THE PUBLICITY COMMITTEE SHALL BE RESPONSIBLE FOR THE ADVERTISING AND PROMOTING THE CLUB. IT SHALL ALSO BE RESPONSIBLE FOR THE PUBLICATION AND DISTRIBUTION OF THE MONTHLY NEWSLETTER REPORTING ON CLUB ACTIVITIES AND OTHER ITEMS OF INTEREST.
3. PROGRAM COMMITTEE -- THE PROGRAM COMMITTEE SHALL BE RESPONSIBLE FOR THE PRESENTATION OF THE PROGRAM PORTION OF THE CLUB MEETINGS. IT SHALL ALSO MAKE THE NECESSARY ARRANGEMENTS FOR THE REFRESHMENTS AT THE MEETINGS.
4. RACE COMMITTEE -- THE RACE COMMITTEE SHALL BE RESPONSIBLE FOR THE ORGANIZATION AND PROMOTION OF ALL CLUB RACING ACTIVITIES.
5. ELECTION COMMITTEE -- THE ELECTION COMMITTEE SHALL CONSIST OF THE THREE HOLDOVER MEMBERS OF THE BOARD OF DIRECTORS AND SUCH OTHER NON-CANDIDATES AS THEY MAY REQUIRE FOR ASSISTANCE. THE ELECTION COMMITTEE SHALL BE RESPONSIBLE FOR CONDUCTING ALL CLUB ELECTIONS IN ACCORDANCE WITH THE BYLAWS.

**SECTION VI: CONFLICTS OF INTEREST**

NO INDIVIDUAL MAY CONCURRENTLY HOLD MORE THAN ONE ELECTED POSITION OR OFFICE OF TREASURER. NO CLUB MEMBER SHALL RECEIVE COMPENSATION IN ANY FORM FROM THE CLUB FOR SERVICES RENDERED UNLESS EXPLICITLY APPROVED BY THE BOARD OF DIRECTORS IN ADVANCE. "COMPENSATION" DOES NOT INCLUDE REIMBURSEMENTS FOR EXPENSES ASSOCIATED WITH A CLUB FUNCTION.

**ARTICLE IV: -- CLUB FUNCTIONS**

**SECTION I: DEFINITION**

A CLUB FUNCTION IS DEFINED AS ANY EVENT OR ACTIVITY WHICH IS MANAGED (PLANNED, PUBLICIZED, DIRECTED AND CONTROLLED) BY THE EXECUTIVE COMMITTEE.

**SECTION II: FINANCIAL REQUIREMENTS**

ALL CLUB FUNCTIONS MUST BE FINANCIALLY SELF SUPPORTING, UNLESS OTHERWISE AUTHORIZED. ONLY CLUB FUNCTIONS, AS DEFINED IN SECTION I ABOVE, MAY UTILIZE THE SERVICES OF THE CLUB TREASURY FOR THEIR OPERATION.

**SECTION III: ELIGIBLE PARTICIPANTS**

ALL CLUB MEMBERS AND GUEST OVER 21 YEARS OF AGE ARE ELIGIBLE TO PARTICIPATE IN CLUB FUNCTIONS. A PERSON UNDER 21 YEARS OF AGE SHALL NOT PARTICIPATE IN CLUB FUNCTIONS UNLESS SAID FUNCTION IS DESIGNATED BY THE EXECUTIVE COMMITTEE AS OPEN TO THOSE UNDER 21 YEARS OF AGE. SAID MINOR MUST BE ACCOMPANIED BY A PARENT(S) OR LEGAL GUARDIAN. THE PARENT(S) OR LEGAL GUARDIAN SHALL BE WHOLLY RESPONSIBLE FOR THE CONDUCT AND WELFARE OF SAID PERSON. LEGAL GUARDIANSHIP MUST BE VERIFIED IN WRITING.

**SECTION IV: REPORTS**

A REPORT FOR EACH CLUB FUNCTION SHALL BE WRITTEN BY THE RESPONSIBLE CHAIRMAN AND SUBMITTED TO THE EXECUTIVE COMMITTEE WITHIN ONE MONTH AFTER THE CONCLUSION OF THE FUNCTION. THE REPORT SHALL INCLUDE A GENERAL DESCRIPTION OF THE FUNCTION AND A DETAILED FINANCIAL SUMMARY.

**ARTICLE V -- FINANCES**

**SECTION I: CLUB DUES AND FEES**

THE ANNUAL DUES AND INITIATION FEES SHALL BE APPROVED BY THE BOARD OF DIRECTORS. THESE DUES AND FEES SHALL BE PAID TO THE CLUB UPON APPLICATION FOR MEMBERSHIP. DUES FOR THE SEASON SHALL COVER THE PERIOD FROM SEPTEMBER 1 THROUGH AUGUST 31.

**SECTION II: DISBURSEMENTS**

VOUCHERS SUBMITTED FOR REIMBURSEMENT OR DISBURSEMENT OF FUNDS MUST BE SIGNED BY THE CHAIRPERSON OF THAT EVENT AND COSIGNED BY THE CORRESPONDING OFFICER (i.e. SOCIAL FUNCTIONS BY THE ADMIN V.P., TRIPS BY THE APPROPRIATE TRIP V.P.) OR DESIGNATED OFFICER.

EXPENDITURES FOR NON SELF SUPPORTING FUNCTIONS AND ALL OTHER EXPENITURES SHALL BE GOVERNED AS FOLLOWS:

1. DISBURSEMENTS UP TO \$150.00 SHALL REQUIRE THE APPROVAL OF THE EXECUTIVE COMMITTEE.
2. DISBURSEMENTS OVER \$150.00 SHALL REQUIRE THE APPROVAL OF THE BOARD OF DIRECTORS.
3. THE PAY TO AND AUTHORIZING SIGNATURE ON A VOUCHER MUST BE DIFFERENT. THE AUTHORIZING AND REQUESTED BY SIGNATURE ON A VOUCHER SHALL BE DIFFERENT EXECPT WHEN VERIFY BY A VALID INVOICE, RECEIPT OR CONTRACT.

**SECTION III: CLUB LIABILITIES**

ANY CLUB FUNCTION WHOSE TOTAL EXPENDITURES ARE ESTIMATED TO BE OVER \$1000.00 REQUIRES BOARD REVIEW AND APPROVAL.

NO CLUB OFFICER OR MEMBER SHALL ESTABLISH A LIABILITY OR CONTRACTUALLY COMMIT THE CLUB BEYOND THE AMOUNT OF COMMITTED DEPOSITS FOR ANY CLUB FUNCTION WITHOUT PRIOR APPROVAL AS FOLLOWS:

1. CLUB TRIPS --AMOUNTS UP TO \$500.00 REQUIRE THE APPROVAL OF THE EXECUTIVE COMMITTEE. AMOUNTS OVER \$500.00 REQUIRE THE APPROVAL OF THE BOARD OF DIRECTORS.
2. OTHER CLUB FUNCTIONS --AMOUNTS UP TO \$200.00 REQUIRE THE APPROVAL OF THE EXECUTIVE COMMITTEE. AMOUNTS OVER \$200.00 REQUIRE THE APPROVAL OF THE BOARD OF DIRECTORS.
3. NO REFUNDS MAY BE AUTHORIZED UNTIL THE CLUB LIABILITIES FOR THE FUNCTION ARE VERIFIED BY THE RESPONSIBLE V. P. AND THE PRESIDENT OR BOARD MEMBERS. THOSE LIABILITIES INCURRED BY THE CLUB ON BEHALF OF ANY CLUB MEMBER FOR ANY FUNCTION SHALL BE DEDUCTED FROM THE REFUND BEFORE IT IS ISSUED. COMMITMENTS MADE FOR THE GENERAL MEMBERSHIP ARE EXCLUDED.

**SECTION IV: FINANCIAL RECORDS**

THE FINANCIAL RECORDS WILL BE MAINTAINED BY THE TRESURER AND WILL BE REVIEWED EACH YEAR BY THREE MEMBER COMMITTEE APPOINTED BY THE BOARD OF DIRECTORS FOLLOWING CLOSURE OF THE FISCAL YEAR. THE TRESURER SHALL ALSO BE RESPONSIBLE FOR FILING THE NECESSARY ANNUAL TAX STATEMENTS.

THE FINANCIAL FISCAL YEAR SHALL BE JUNE 1 TO MAY 31.

**SECTION V: ANNUAL BUDGET**

THE PRESIDENT SHALL PROVIDE A BUDGET FOR THE YEAR FOR REVIEW BY THE BOARD OF DIRECTORS. THE BUDGET SHALL BE PRESENTED BY OCTOBER 1.



**SECTION VI: FINANCIAL REPORTS**

A FINANCIAL REPORT IS REQUIRED FOR EACH CLUB FUNCTION IN WHICH THE CLUB TREASURY IS UTILIZED. THE REPORT SHALL INCLUDE A DETAILED BREAKDOWN OF THE INCOME AND EXPENSES OF THE EVENT. THE REPORT SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE AS SOON AS PRACTICAL AFTER THE CONCLUSION OF THE FUNCTION.

**ARTICLE VI -- MEETINGS**

**SECTION I: REGULAR MEETINGS**

REGULAR (GENERAL) CLUB MEETINGS SHALL BE HELD QUARTLY AT A LOCATION TO BE DETERMINED BASED ON THE CLUB FISCAL YEAR.

**SECTION II: SPECIAL MEETINGS**

SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT AS DEEMED NECESSARY.

**SECTION III: EXECUTIVE COMMITTEE MEETINGS**

THE EXECUTIVE COMMITTEE SHALL MEET WHEN DEEMED NECESSARY BY THE PRESIDENT OR BY A MAJORITY OF THE EXECUTIVE COMMITTEE.

**SECTION IV: BOARD MEETINGS**

THE BOARD OF DIRECTORS SHALL MEET WHEN DEEMED NECESSARY BY THE CHAIRMAN OF THE BOARD OR BY A MAJORITY OF THE DIRECTORS.

**ARTICLE VII: -- ELECTIONS**

**SECTION I: ELECTIONS**

ELECTIONS SHALL BE HELD ANNUALLY AT THE FIRST MEETING IN MAY. NOMINATIONS FOR ALL ELECTED OFFICERS SHALL BE TENDERED FROM THE FLOOR AT THE FEBRUARY MEETINGS. NOMINATIONS FOR THE SPIRIT AWARD WILL BE ACCEPTED IN WRITING ONLY FROM THE CURRENT EXECUTIVE COMMITTEE MEMBERS AND THE BOARD OF DIRECTORS.

**SECTION II: ELECTION CONDUCT**

THE ELECTION COMMITTEE, AS DEFINED IN ARTICLE III, SECTION V, PART 8, SHALL BE RESPONSIBLE FOR THE CONDUCT OF THE ELECTIONS. THEY SHALL VERIFY THE ELIGIBILITY OF THE CANDIDATES, MAKE AND DISTRIBUTE THE BALLOTS, AND PERFORM THE COUNT OF THE BALLOTS. A REASONABLE EFFORT SHALL BE MADE TO PROVIDE ALL MEMBERS WITH A BALLOT AT LEAST ONE WEEK PRIOR TO THE ELECTION. THE CANDIDATE FOR EACH OFFICE RECEIVING THE GREATEST NUMBER OF WRITTEN VOTES SHALL BE DECLARED THE ELECTED. IN THE EVENT OF A TIE, THE ELECTION COMMITTEE SHALL RESOLVE THE TIE IMMEDIATELY FOLLOWING THE BALLOT COUNT.

**SECTION III: ELIGIBILITY AND REQUIREMENTS**

TO BE ELIGIBLE, THE CANDIDATES MAY RUN FOR ONLY ONE ELECTED POSTION, AND MUST MEET THE FOLLOWING REQUIREMENTS AT THE TIME OF THE ELECTIONS.

1. BOARD OF DIRECTORS -- A NOMINEE MUST HAVE BEEN A MEMBER IN GOOD STANDING FOR AT LEAST TWO YEARS PRECEEDING THE ELECTIONS.
2. OTHER ELECTED OFFICERS --NOMINEES FOR ALL OTHER ELECTED OFFICES MUST BE MEMBERS IN GOOD STANDING.
3. SPIRIT AWARD -- NOMINEES FOR THIS AWARD MUST BE MEMBERS IN GOOD STANDING AND MUST NOT CURRENTLY HOLD ANY ELECTED CLUB OFFICE OR BE THE CLUB TREASURER.

**SECTION IV: TERM OF OFFICE**

THE TERM OF OFFICE FOR MEMBERS OF THE BOARD OF DIRECTORS SHALL BE TWO YEARS. THREE DIRECTORS SHALL BE ELECTED AT EACH ANNUAL ELECTION.  
THE TERM OF OFFICE OF ALL OTHER ELECTED OFFICERS SHALL BE ONE YEAR, FROM JUNE 1 THROUGH MAY 31.

**SECTION V: REMOVAL FROM OFFICE**

A MEMBER OF THE EXECUTIVE COMMITTEE OR A DIRECTOR MAY BE REMOVED FROM OFFICE BY A MAJORITY OF THE VOTES OF AT LEAST 75% OF THE GENERAL MEMBERSHIP. THIS VOTE MAY BE TAKEN ONLY AFTER A WRITTEN PETITION FROM AT LEAST 25% OF THE GENERAL MEMBERSHIP REQUESTING SUCH A VOTE HAS BEEN SUBMITTED TO THE BOARD OF DIRECTORS. AFTER A GENERAL DISCUSSION AT A REGULAR CLUB MEETING, THE BOARD OF DIRECTORS WILL CONDUCT THE VOTE AFTER DISTRIBUTING A BALLOT TO ALL CLUB MEMBERS.

**SECTION VI: REPLACEMENT OF AN OFFICER OR DIRECTOR.**

IF A VACANCY OCCURS IN THE EXECUTIVE COMMITTEE, A REPLACEMENT OFFICER SHALL BE APPOINTED BY THE REMAINING EXECUTIVE COMMITTEE MEMBERS. THIS APPOINTMENT BECOMES VALID ONLY AFTER RATIFICATION BY THE BOARD OF DIRECTORS.  
IF A VACANCY OCCURES ON THE BOARD OF DIRECTORS, A REPLACEMENT DIRECTOR SHALL BE APPOINTED BY THE CHAIRMAN OF THE BOARD TO FILL THE REMAINDER OF THE TERM. THIS APPOINTMENT BECOMES VALID ONLY AFTER RATIFICATION BY THE REMAINING BOARD MEMBERS.

**ARTICLE VIII -- TRIPS**

**SECTION I: TRIP SCHEDULE**

THE TRIP VICE-PRESIDENT SHALL COORDINATE ARRANGEMENTS AND SUBMIT TRIP SCHEDULES TO THE BOARD OF DIRECTORS BY THEIR AUGUST MEETING.

**SECTION II: PAYMENT SCHEDULE AND REQUIREMENTS**

THE PAYMENT SCHEDULE AND REQUIREMENTS FOR THE CLUB TRIPS WILL BE ESTABLISHED BY THE EXECUTIVE COMMITTEE AND SUBMITTED TO THE BOARD OF DIRECTORS FOR APPROVAL.

**SECTION III: TRIP REPORTS**

THE RESPONSIBLE TRIP VICE-PRESIDENT SHALL SUBMIT A TRIP REPORT FOR EACH TRIP BY THE FIRST EXECUTIVE COMMITTEE MEETING AFTER THE TRIP OR WITHIN ONE MONTH FOLLOWING THE TRIP. THE REPORT MUST INCLUDE A GENERAL DESCRIPTION OF THE TRIP AND A DETAILED FINANCIAL REPORT.

**ARTICLE IX: -- OTHER FUNCTIONS**

**SECTION I: BANQUET**

THE CLUB BANQUET SHALL BE HELD ANNUALLY IN THE MONTH OF MAY AFTER THE CLUB ELECTIONS. ALL NEWLY ELECTED DIRECTORS, OFFICERS AND THE TREASURER SHALL BE INSTALLED AT THE BANQUET. ALL CLUB TROPHIES AND AWARDS SHALL BE PRESENTED AT THE BANQUET.

**SECTION II: CLUB RACES**

THE CLUB RACES SHALL BE AN ANNUAL EVENT. THE RACES SHALL BE CONDUCTED BY THE RACE COMMITTEE IN ACCORDANCE WITH THE RULES ADOPTED BY THE SAID COMMITTEE. ALL RACE CONTESTANTS MUST BE MEMBERS IN GOOD STANDING WITH ALL DUES AND FEES PAID AT LEAST 15 DAYS PRIOR TO THE DATE OF THE RACE. MEMBERS WHO DO NOT MEET THESE REQUIREMENTS MAY COMPETE BUT SHALL NOT BE ELIGIBLE FOR AWARDS.

**ARTICLE X -- BY-LAW REVISIONS**

**SECTION I:** THE RESPONSIBILITY FOR CHANGES TO THE BY-LAWS IS TOTALLY VESTED IN THE BOARD OF DIRECTORS. A CHANGE IN THE BY-LAWS WILL REQUIRE AN AFFIRMATIVE VOTE OF AT LEAST FIVE DIRECTORS.

**ARTICLE XI: -- OPERATING PROCEDURES**

**SECTION I:** THE OPERATING PROCEDURES SHALL DETAIL AN ACCEPTED OPERATING PROCEDURE FOR EACH ELECTED OFFICER AND CHAIRPERSON OF THE CLUB. THESE PROCEDURES AND THE BY-LAWS SHALL GOVERN THE OPERATION OF THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS. THE RESPONSIBILITY FOR CHANGES TO THE OPERATION PROCEDURES IS TOTALLY VESTED IN THE BOARD OF DIRECTORS. A CHANGE WILL REQUIRE A MAJORITY VOTE OF FOUR OF A QUORUM OF DIRECTORS PRESENT.

THE END

Revision history:

- July 13, 1990: Delete "All applicants who have not been a pervious member must apply in person at a club meeting. From Section II: Application Requirements.
- January 1, 2008: Combined the duties/responsibilities of "Short Trips Vice President" and "Long Trips Vice President". Eliminated the "ways and Means Vice President" position From Section III: Elected positions.
- August 5 ,2014: Deleted "current officers as described in article III, Section III, and the treasurer shall be exempt from the requirements of article V, section I" from Article II membership, Section I; Description and Eligibility.