

**CONNECTICUT SKI COUNCIL, INC.****APPROVED BY-LAWS 1/9/2024****ARTICLE I – OFFICERS**

Officers of the Council shall consist of a President, Vice President, Treasurer, Past President, Recording Secretary, Media Secretary, Race Committee Chairperson, Bulk Ticket Committee Chairperson, Awareness Day Committee Chairperson, Kid's Day Chairperson, and Webmaster–(a total of eleven Officers).

All Officers shall maintain written records/ reports and shall submit a copy of these to the President at the annual meeting. All Officers must pass on to their successors their records/reports.

The term of the elected Officers shall be a two-year term beginning at the May Business Meeting. The Vice-President will be elected in a year that is alternate to the year that the President and Treasurer are elected. Executive (Elected) Officers are expected to attend major Council events. At least one Executive Officer must be in attendance at events that are within the regularly scheduled year (outside of the monthly meetings) wherein Council money is expended.

**ARTICLE II – OFFICERS' DUTIES**

**Section 1 - President** (elected): The President shall preside over the business of the Council at all business meetings of the Council. The President shall be the custodian of documents and property belonging to the Council. The President shall hand over all of the above to his/her successor in office. The President shall appoint Officers as designated in these Bylaws. The President acts under the direction of the Board necessary to enforce the requirements of the Member Clubs of the Council. The President shall serve as Advisor to the Snowball Chair. The President shall have the authority to approve individual expenditures up to seven hundred fifty dollars (\$750.00) from the Treasury for Council purposes. This position shall be bonded at the expense of the Council.

**Section 2 - Vice President** (elected): The Vice-President shall, in the absence of the President, shall discharge all of the duties of the President. The Vice-President shall serve as Chair of the Snowball Committee. In the absence of the President, the Vice-President shall have the authority to approve individual expenditures of up to seven hundred fifty dollars (\$750.00) from the treasury for Council purposes. The Vice-President shall head the Member Benefits Program and give reports as necessary. This position shall be bonded at the expense of the Council. In the absence of both the President and Vice President, the Board shall appoint a Chairperson pro-tem for that meeting.

**Section 3 - Treasurer** (elected): The Treasurer shall be responsible for all funds of the Council. The Treasurer shall receive all income due the Council and shall make expenditures as authorized by the Board of Directors from the Council treasury. The Treasurer shall be authorized to disburse up to seven hundred fifty dollars (\$750.00) with his/her single signature on a disbursement voucher for Council expenses. All Board-approved Council expenditures over \$750.00 shall contain the signatures of two of the three elected Officers. The Treasurer shall secure and file proper vouchers for all expenditures and shall keep full and accurate accounts. The Treasurer shall submit a written financial report at the first scheduled meeting (May) of the following fiscal year as defined in Article XIII of these Bylaws. All financial reports shall be made available to the Council Board Members. The Treasurer shall issue a notice of Club Membership dues no later than August 1<sup>st</sup> of each year, such dues to be payable by the September Council Business Meeting. The Treasurer is responsible for filing annual tax reports and maintaining the status of the CSC as a 501(c)7 organization. The Treasurer will verify and report the same to the Board. The Treasurer will receive estimated Committee Expense Reports from each chair at the October Meeting. This position shall be bonded at

the expense of the Council

**Section 4 - Immediate Past President (*Legacy*):** Serves as an advisor to the current president and acts as a resource for “past practice policies.”

**Section 5 -Recording Secretary** (appointed by the President): The Recording Secretary shall give written notice of all business meetings to the Member Clubs. Notice of all important actions taken at each business meeting by the Board shall be distributed to each Member Club (meeting minutes). The Recording Secretary shall maintain complete records of the current rosters and membership numbers of the Member Clubs as submitted by the Member Clubs. The Recording Secretary shall conduct correspondence on behalf of the Council, keep the records prescribed by law, and attend to such other duties as may be incidental to the office of the Recording Secretary.

**Section (5) 6 - Media Secretary** (appointed by the President): The Media Secretary shall publish a Council newsletter. The Council newsletter shall be distributed to all Member Clubs for communication purposes. There will be ten (10) Newsletters distributed throughout the year (September - June). It shall be the duty of the Media Secretary to receive information from Officers of the Council for approval and dissemination to affiliated Clubs through the Council Newsletter and other Council information sources.

**Section 7 - Webmaster-** (appointed by the President) - The webmaster shall maintain the CSC Website and be the direct conduit between the council and the website host. The Webmaster will make themselves available to the Council Officers/Committee Chairs to post pertinent and timely information.

**Section 8 – Race Committee Chairperson** (appointed by the President) – The Race Committee Chairperson shall coordinate the racing events described in Article V, Section 2.

**Section 9 – Bulk Ticket Committee Chairperson** (appointed by the President) – The Bulk Ticket Committee Chairperson shall coordinate bulk ticket sales as described in Article V, Section 4.

**Section 10 – Discounted Council Appreciation (DCA) Chairperson** (appointed by the President) – The Discounted Council Appreciation (DCA) Chairperson shall coordinate the Discounted Council Appreciation Day program as described in Article V, Section 5.

**Section 11 - Kid’s Day Committee Chairperson (appointed by the President)** - The Kids’ Day Committee Chairperson shall plan and coordinate a day in which the Council can offer ski instruction to younger members of the Council as described in Article V. Section 6.

### **ARTICLE III – BOARD OF DIRECTORS AND THEIR DUTIES**

The Board of Directors (the Board) shall consist of the eleven (11) named Officers and the Presidents or Executive Officers of the Member Clubs as defined in Article III Section 1 of the Constitution. The Board shall act on behalf of the Council between annual meetings in harmony with the spirit of the Constitution and the Bylaws. The Board will approve an annual Council operating budget at the November Meeting. The Board shall have the power to revise the budget as required to appropriate funds for necessary expenditures. The Board shall direct the President to take corrective action to address Member Clubs that do not meet their Council membership requirements as described in Article VII of these Bylaws up to and including expulsion from the Council.

### **ARTICLE IV (MEETINGS OF THE BOARD)**

The Board shall meet as defined in Article III of the Council Constitution.

### **ARTICLE V (COMMITTEES)**

The Chairpersons of the following Committees shall be appointed by the President from among the membership of the Member Clubs. Each Chairperson shall submit a proposed budget to the Board no later than the October business meeting and shall issue a final report and financial statement of their Committee activities at the annual meeting.

**Section 1 Nominating Committee:** The President shall appoint a Nominating Committee at the January business meeting. The Committee shall consist of three to five Council Members, with no two Members being from the same club. This Committee shall submit a list of nominees to the Board at the February meeting.

**Section 2 Race Committee:** This Committee shall consist of a Chairperson appointed by the President. The Chairperson shall be an individual with recognized officiating or competitive experience and who is thoroughly familiar with the rules of competition. The Race Committee Chairperson shall appoint such persons to the Race Committee as they deem necessary to supervise and officiate at Council Race functions. A race committee shall consist of all Club Team Captains, where their Club has competed in the event.

The Racing Committee Chairperson shall be the custodian of Bibs, timing equipment, cups, medals, and trophies. The Race Committee Chairperson shall have the authority to:

- (a) Advise and assist sponsoring Clubs on all matters relating to Council racing events.
- (b) Oversee any protests raised by racers or teams at the end of each competition. (c) Set the racing schedule by the October meeting for the winter season.
- (d) Make all decisions for racing as to sponsorships, format, running order, and wherever possible following USSA competition format.

**Section 3 Snowball Committee:** The Snowball Chair is the Vice-President and the President will serve as his/her Advisor. All Member Clubs are required to contribute to the running of the Snowball or Picnic through participation in one or more Snowball or Picnic subcommittees a minimum of once every three years. It shall be the duty of the Snowball Committee to establish policies dealing with the planning, conducting, and accounting for the Snowball. It shall be the duty of the Snowball Chairperson to track the participation of the Member Clubs and inform the Board if a Member Club has not fulfilled its participation requirements. Each club that serves on the Snowball Committee shall designate a representative to report to the Snowball Chair and in turn the Chair will delegate committee tasks to the person on behalf of their ski club. Every ski club within the Council is expected to donate an item(s) to the General Raffle that is held at the Snowball. Each club within the Council shall designate a Representative who shall serve as their club point person to disseminate information about the Snowball and sell Advance Tickets to their Club Members. Monies due and funds generated at the Snow Ball shall be accounted for within two weeks of the event date. The Snowball Chairperson shall submit a final financial and operational report to the Board at the December Business Meeting, at which time all remaining funds collected as a result of the Snowball will be turned in to the Treasurer.

**Section (4) Bulk Ticket Committee:** The Committee shall consist of two or more Bulk Ticket Coordinators appointed by the Council President. This Committee shall coordinate the purchase and distribution of bulk tickets from ski resorts that offer a discount and present conditions for the early season ski voucher sales. The Bulk Ticket Committee shall require each Member Club to present their total bulk ticket purchase in the form of a bank or certified check payable to: 'The Connecticut Ski Council'. The Bulk Ticket Committee shall be charged with notifying the Member Clubs that bulk tickets are for the exclusive use of Council Members. It shall be the duty of the Bulk Ticket Committee to establish policies dealing with bulk ticket program. The position of Bulk Ticket Coordinator(s) shall be bonded at the expense of the Council.

**Section (5) Discounted Council Appreciation Days Committee:** A Council Awareness Day Chairperson shall be appointed by the President. The Council Awareness Day Committee shall communicate with various ski resorts to schedule discounted ski days for Council Members. The Council Awareness Day Committee shall communicate these scheduled awareness days in the Council newsletter and on the Council website.

**Section (6) Council Kids Day Committee:** A Council Kids Day Committee Chairperson shall be appointed by the President. It shall be the responsibility of the Council Kids Day Committee to plan and coordinate a day in which the Council can offer ski instruction to younger Members of the Council. The Council Kids Day Committee shall establish the date, time, and details of the Council Kids Day with the approval of the Board.

**Section (7) - Picnic Committee -** The Picnic Committee will be chaired by the Vice-President. The President will serve as an Advisor. Member Clubs may opt to fulfill their 3-year Snowball subcommittee obligation” by serving on the Picnic Subcommittee. Each club that serves on the Picnic Committee shall designate a representative to report to the Picnic Chair and in turn the Chair will delegate committee tasks to that person on behalf of their ski club. Each club within the Council shall designate a Representative who shall serve as their club point person to disseminate information about the Picnic and sell Advance Tickets to their Club Members

**Section (8) Auction Committee -** The Auction Committee Chair shall be appointed by the President. The Auction will serve as the Sole Fundraiser for the Council. The Auction Chair is responsible for the overall management of the Auction Website, acquiring auction items, listing them on the auction website, and delivering the items to the winning bidder. The Chair shall seek the assistance of individuals to facilitate the various phases of the auction. A final operational report shall be submitted to the Board at the December Meeting along with an Expense Report to the Treasurer.

**Section 9 Audit Committee –** The President shall appoint an Audit Committee as defined in Article V of the Council Constitution.

## **ARTICLE VI SPECIAL COMMITTEES**

The President shall appoint special committees as may be deemed necessary. These special committees shall handle matters submitted to them and make necessary recommendations in writing at the annual meeting or a specially designated meeting to the Board. Meetings of special committees may be called at any time by the President of the Council, or Chairperson of such Committees. The President of the Council shall, ex officio, be a member of all Committees.

## **ARTICLE VII – ABUSE OF PRIVILEGE POLICY**

**Section 1** The President of the Council shall inform the Board of any Member Club that has not fulfilled the requirements of Council membership. Upon the Board’s approval, the President shall inform the affected Member Club President by registered mail. Such notice shall outline the specific deficiency(s), and outline the needed action(s) of the Member Club to correct the deficiency(s) noted. If the Member Club does not submit a written plan to correct the noted deficiency(s) within sixty (60) days of such notice, then the affected Member Club shall be placed on probationary status, confirmed by the Board by registered notice to the affected Member Club President or Executive Officer(s). Such probationary status shall be for a full fiscal year after the date of issuance of the notice of probationary status. During this probationary period, the affected Member Club’s membership shall have access to Council identification stickers after the affected Member Club’s dues have been paid, but the affected Member Club’s membership shall not have bulk ticket purchase privileges. Upon completion of one full year of probation, the affected Member Club shall be informed by the Council President by registered mail of their continued status of Council membership by the Board.

**Section 2** The Board has the right to refuse entitlement of a Council benefit for any Member Club member who abuses such entitlement or is abusive to any ski area employee or any Council Officer. Such abuse may include any Council event function, or program. This refusal may be enacted by a designated representative of the Council and/or a representative of the Member Club to which the abusive member belongs. Representatives for the Council shall be any current Council Officer, any Committee Chair, and/or the assigned Council Day Coordinator. Representatives for the affected Member Club shall be the current President of that Member Club. The Board has the authority to revoke bulk tickets or Council privileges of the abusive Member Club member(s). The Board shall notify the Member Club of the circumstances, and the specific member(s) involved by letter to the affected Member Club President within thirty (30) days of the infraction. The Board will leave it to the individual Member Club to resolve the first infraction within the procedures of that Member Club. If the member(s) or Member Club continues to abuse the system, the Member Club could lose the privileges of the Council, including bulk ticket or Council discount ticket day privileges per Section 1 of this article.

## **ARTICLE VIII – MEMBER COUNT**

The definition of a Member within a Member Club shall consist of an individual who is 18 years of age (as of January 1 of the current ski season) or older. Therefore, what might be a family membership by the Member Club's definition (two parents and a child over the age of 18) is 3 members by the Council Member count standard. Council delegates shall be based on this measure of Membership count.

## **ARTICLE IX - DUES AND RACING FEES OF MEMBER CLUBS**

**Section 1 Member Club dues** shall be seventy-five dollars (\$75.00) per Delegate, such amount to be altered only at the annual meeting by vote as established in Article III, Section 3 of the Council Constitution. Member Club dues are due and payable at the September Business Meeting. A Member Club shall have no voting rights and cannot participate in any Council functions including but not limited to the Bulk Ticket and Awareness Day programs until such dues are paid.

**Section 2 Racing dues** for the Monday Night Racing series will be based on the previous season racer starts. Each Member Club's percentage of total racer starts from the previous season will be calculated by the number of participating Member Clubs from the previous year times fifty dollars (\$50.00). The minimum payment for a Member Club is twenty dollars (\$20.00). Member Club dues and Racing Fees can be altered by the Board as deemed appropriate.

## **ARTICLE X – COUNCIL SKI COMPETITIONS**

The Council racing competition schedule shall consist of the following:

**Section 1 Monday Night Series** Eight (8) weeks with two (2) scheduled alternate dates governed by the Race Committee.

**Section 2 The On Snow Weekend** Inter-club competition is scheduled for the first full weekend (including Friday) entirely in March. The previous year's On Snow Member Club Team Race winner shall be the organizing Member Club for On Snow Weekend.

The second-place Member Club shall run the event if the same Member Club has run it the previous two (2) years. If the Member Club assigned to run the event does not fulfill its obligation, the Board shall then have the power to re-award or re-assign the On Snow duties. All responsibilities for organizing the On Snow competition shall be the duties of the organizing Member Club. The Council Racing Chairperson will serve in an advisory capacity for format and rules.

**Section 3 The State Championships** (individual championships) which include Slalom, Giant

Slalom, Super G, Snowboard, and Cross Country. If there is no alternate race date scheduled in advance, and as a result, the race cannot be held at the scheduled time, then that race shall be canceled.

The events as defined above shall be held each year at such place and time as determined no later than the October Council Business Meeting. As to individual Council Member Club races, the Council shall act in a purely advisory capacity, and only if requested by a Member Club.

**ARTICLE XI - ORDER OF BUSINESS** - The order of business at all Council meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Recording Secretary's report and acceptance of credentials
4. Treasurer's report
5. Media Secretary's report
6. Committee reports
7. Annual report of Officers and Committees (May business meeting only)
8. Election of Officers (Annual meeting only - April)
9. Old Business
10. New Business
11. Adjournment

The President may, at the discretion of the Board, modify the order of business as listed above.

**ARTICLE XII - (AMENDMENTS TO THE BYLAWS)**

A quorum is required to take a vote on any Bylaw change as defined in Article III, Section 4 (d) of the Council Constitution. Proposed amendments to the Council Bylaws shall be presented to the Board in writing at least thirty (30) days before any meeting to which such amendments are to be discussed.

**ARTICLE XIII - FISCAL YEAR** - The fiscal year of the Council shall extend from May 1<sup>st</sup> to April 30<sup>th</sup>.

**ARTICLE XIV - VIRTUAL MEETINGS - Language for CSC Electronic (Virtual) Meetings**

The Corresponding Secretary shall send by email to every member of the Board, at least 24 hours before the meeting, the time of the meeting, the URL & codes necessary. The President shall schedule an Internet (Zoom) Meeting Service to be available at least five (5) minutes before the start of the meeting. The Recording Secretary will conduct a vocal roll call at the beginning of the meeting. Members shall identify themselves by visible name **and face** throughout the meeting. (Presence of a Quorum).

All Delegates will be Muted throughout the Meeting yet enabled to vocalize when their Report is scheduled and/or when they are recognized by the Presider who acknowledges their "Hand Raised" and unmutes their microphone. A member who intends to make a Motion (or submit an Amendment) must submit it in writing within the "Chat Box." The Recording Secretary will record the Motion/Amendment in addition to the Maker of the Motion, the Secunder, and the outcome of the vote.

Voting will take place (within an established Quorum) utilizing the "Hand Raise" symbol. The Meeting Presider will announce the vote on each side of the question.

Regular Monthly Virtual Meetings of the Council will be held (whenever possible) however for a club to remain in "good standing" they must be present at two-thirds of the regular monthly meetings (i.e. 6 out of 9) and at least half of those must be in person (i.e. 3 of 9).

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