

CHARLESWOOD SKI CLUB CONSTITUTION

I. NAME

The club shall be known as the "Charleswood Ski Club, Inc."

II. OBJECTIVE

The objective of the Club shall be to promote, direct and co-ordinate cross-country skiing activities for the members of the Club.

III. MEMBERS

1. Membership

- (a) A person becomes a member upon payment of the annual Club membership fee.
- (b) With the exception of dependent children, members have full voting privileges and may run for office.
- (c) Members are entitled to take part in Club activities.
- (d) To register for any bus trip, weekend trip or week long trip Club membership is mandatory.

2. Fees

- (a) The membership fees shall be discussed at the Annual Meeting. The membership fees shall be established by the Executive.
- (b) Fees may be paid as an individual, a couple or a family.
- (c) Membership renewals are due October 31 or by Open House, whichever is the later date, to ensure continuation of Club services.

IV. OFFICERS

1. The Executive

- (a) The Executive shall consist of the President, Vice-President, Secretary, Treasurer, Registrar, Past-President and the Co-ordinators of the following programs:
 - Day Trips
 - Bus Trips
 - Newsletter
 - Phoning
 - Social
 - Summer Program
 - Membership
- (b) The Executive shall be elected at the Annual Meeting, with the exception of the Summer Program Co-ordinator, who shall be elected at the November meeting.
- (c) The Executive shall conduct the business of the Club between the Annual Meetings.
- (d) The Executive may establish committees as required.
- (e) The Executive shall establish and review Guidelines for the operation of the Club and communicate them to the membership.

2. Duties of Officers

- (a) The President shall:
 - i) preside at all meetings of the Club;
 - ii) be an *ex officio* member of all committees;
 - iii) be one of the signing officers for all transactions of the Club;
 - iv) prepare and submit a report at the Annual Meeting;
 - v) ensure that all provisions of the Constitution are carried out.

- b) The Vice-President shall:

- i) perform all duties of the President in his/her absence;
 - ii) ensure that Club publicity materials are prepared and distributed;
 - iii) be one of the signing officers for all transactions of the Club;
 - iv) ensure co-ordination of the weekend or longer trip programs.
- (c) The Secretary shall:
- i) prepare and maintain a record of the minutes of all Club meetings.
 - ii) be responsible for Club correspondence;
 - iii) ensure that work files are transferred from outgoing to incoming officers;
 - iv) be responsible for the preservation of past records of the Club;
 - v) ensure that amended Constitutions are sent to the membership.
- (d) The Treasurer shall:
- i) be one of the signing officers for all transactions of the Club;
 - ii) maintain a record of all Club receipts and expenditures;
 - iii) prepare cheques and receipts for all transactions;
 - iv) provide financial information upon request of the Executive;
 - v) prepare and submit a report of the year's transactions at the Annual Meeting;
 - vi) submit information to Revenue Canada and other government agencies when required.
 - vii) register the Club as a non-profit business annually.
 - viii) keep track of revenues and expenses for each event and prepare a financial report at the end of each event
- (e) The Registrar shall:
- i) collect all membership and trip application forms and fees;
 - ii) prepare receipts for fees;
 - iii) complete and distribute membership cards;
 - iv) arrange for the maintenance of a current membership list;
 - v) submit all money to the Treasurer;
 - vi) set up registrations for Open House;
 - vii) assist the Treasurer when required;
 - viii) be a signing officer for all transactions of the Club.
- (f) The Past-President shall assist the newly elected Executive.

3. Nomination of Officers

- (a) At least two months before the Annual Meeting, the Executive shall notify the membership that nominations are open.
- (b) Nominations will remain open until the election.
- (c) The Executive shall attempt to present a full slate of nominees at the Annual Meeting.

4. Election of Officers

- (a) The Executive shall appoint a former Executive member to conduct the election of officers at the Annual Meeting.
- (b) Voting may be by secret ballot.

5. Term of Office

- (a) The term of office shall be from election date until the Annual Meeting two years hence (two-year term) except for the Summer Program Co-ordinator, who shall serve from November to November for a two-year term.
- (b) A member may hold the same office (except the office of Registrar) for no more than one term, except on the authority of the Executive when unable to fill a position.
- (c) The Past President will hold office for only a single year.

- (d) In case of the absence or inability to act of any Executive member, or for any other reason that the Executive may deem sufficient, the Executive may delegate all or any of the powers of such Executive member to any other member for the time being.

6. Filling of Vacancies

- (a) In the event a position is vacated the Executive shall appoint an interim replacement.

V. FINANCES

1. The Club will operate two accounts at a Chartered Bank or Credit Union. One account will have chequing privileges; the other will be a high interest account. Transfers between the accounts will be at the discretion of the Treasurer.
2. All cheques must be signed by any two of: Treasurer, Registrar, President, Vice-President.
3. All payments must be by cheque, and all incoming money must be acknowledged by written receipt.
4. The Executive shall authorize all expenditures.

VI. MEETINGS

1. The Annual Meeting and Election of Officers shall be held each year on, or by, April 30 at a time and place designated by the Executive, with two weeks notice to all members.
2. There shall be a General Meeting by November.
3. The Executive may at any time call a General Meeting with two weeks notice.
4. A quorum shall be 10% of the voting membership.
5. Robert's Rules of Order (Revised) shall govern the proceedings at all meetings.

VII. SANCTIONED CLUB ACTIVITIES

1. A Club activity is deemed to be a sanctioned Club activity if it has been approved by the Executive and advertised to the membership in the newsletter.
2. Except on the authority of the Executive. no sanctioned event shall be co-sponsored with another organization.

VIII. AMENDMENTS TO THE CONSTITUTION

1. If an amendment is proposed, a written notice of motion will be required with the intention and text of such an amendment. This notice of motion must be distributed to all members of the Club at least fourteen days prior to a regular meeting or a special meeting called for that purpose.
2. Two-thirds of the voting members present must vote in favour to amend the Constitution.