

**LEXINGTON SKI & SPORTS CLUB  
BYLAWS**

**ARTICLE I NAME:**

The name of this organization shall be The Lexington Ski & Sports Club, Inc., hereinafter referred to as the "Club". The Club is a member of the Ohio Valley Ski Council, hereinafter referred to as the "OVSC".

**ARTICLE II PURPOSE:**

The purpose of the Club shall be to cultivate interest in the sports of snow skiing and snow boarding, and to promote social fellowship among those who share such interests by arranging group trips and other social and sports activities for the mutual benefit and enjoyment of its members.

**ARTICLE III MEMBERSHIP:**

**Section 1. Qualifications:**

Any person age eighteen years or older shall be eligible for an individual membership. A family membership shall be available for two or more people in one household. The Board of Directors may establish other categories of membership.

**Section 2. Dues:**

- A. Individual and family membership dues shall be set each year for the coming year, by the Board of Directors.
- B. All current members of the Board of Directors shall receive an honorary membership for the membership year for which they serve.
- C. Membership dues will be considered paid for one calendar year from date received and recorded by the Membership Director.

**Section 3. Members:**

Members in good standing shall be members who have paid their dues or received an honorary membership, have no past due liabilities to the Club and are not currently under sanction by the Club.

**Section 4. Agency:**

No member of the Club shall act as an agent of the Club without the specific approval of the Board of Directors, as recorded in the Minutes.

**Section 5. Guests:**

Guests are welcome to attend membership meetings and social events except when the Club has arranged the transportation and the cost of the transportation is part of the event. The Board of Directors may establish appropriate conditions for guests.

**ARTICLE IV BOARD OF DIRECTORS:**

**Section 1. General Responsibility:**

The Board of Directors, hereinafter referred to as the "Board", shall be the corporate governing body of the Club.

**Section 2. Composition:**

The voting members of the Board shall consist of only the following elected positions:

**A. Elected Positions:**

The following positions on the Board shall be elected by the membership:

- a. President;
- b. President – Elect;
- c. Executive Vice President;
- d. Local Vice President;
- e. Social Vice President;
- f. Treasurer;
- g. Secretary;
- h. Sports Director;
- i. Director at Large;
- j. Newsletter Editor;
- k. Membership Director;
- l. Racing Director;

- m. Webmaster;
- n. Hospitality Chair.

**B. Ex Officio Position:**

The following position may serve ex officio as a voting member of the Board. Past President (the immediate eligible past president not currently holding any office).

**Section 3. Term of Office:**

- A. Each elected Board member, other than the president-elect, shall serve a term of one year from May 1<sup>st</sup> of year elected through April 30<sup>th</sup> of following year. After serving one year, the president-elect shall assume the duties of the office of President for the following year. Members of the Board may be elected to serve 3 consecutive terms in the same position.
- B. Members of the Board shall assume their duties May 1<sup>st</sup> following the election. No Board member, other than a member serving as both President and president-elect, may hold more than one Board position simultaneously. In no case shall a member of the Board have more than one vote.

**Section 4. Meetings:**

A quorum of the Board shall meet once per month and at other times as may be necessary. Board meetings shall be open to the membership, but only members of the Board shall have a vote. Each member of the Board shall be entitled to one vote on each item of business. Voting by proxy shall not be permitted. The Board may determine to go into Executive Session for particular topics.

**Section 5. Quorum:**

A quorum of the Board shall consist of seven (7) Board Members.

**Section 6. Parliamentary Procedure:**

Except as otherwise provided herein, the usual parliamentary rules of order contained in the current edition of "Roberts Rules of Order" shall govern.

**Section 7. Functions:**

The Board shall:

- a. Govern the Club in the best interests of the membership;
- b. Establish membership dues and other fees;
- c. Recommend amendments to the Bylaws;
- d. Have the power to propose actions and refer questions directly affecting all Club members to the membership for its approval or disapproval at a membership meeting;
- e. Approve all appointed positions;
- f. Approve the scheduling of all club trips, sporting events, and social functions;
- g. Have the power with a vote of one-half (½) of the entire Board to rescind the actions of any members taken on behalf of the Club;
- h. Establish and publish by August of each year policies which apply to all Club functions;
- i. Exercise all other corporate duties and functions of the Board of Directors of a non-profit, non-stock corporation under Kentucky Revised Statutes Chapter 273;
- j. Have the power with a vote of 2/3 of the entire board to remove any board member deemed unsupportable as evidenced by their actions or inactions pertaining to Club business;
- k. Appoint a member to serve the remainder of the term of any Board position that has become vacant.

**ARTICLE V OFFICERS:**

**Section 1. Duties:**

**A. President:**

The President shall:

- a. Preside at all membership and Board meetings;

- b. Schedule all membership and Board meetings;
- c. Be responsible for the program at the membership meetings;
- d. Keep the membership informed of reports from Board and committee meetings;
- e. Appoint a Parliamentarian from the existing board members as necessary;
- f. Appoint two (2) members in good standing to the nominations committee by the December Board meeting;
- g. Submit to the Board for approval a proposed budget by the May Board meeting;
- h. Submit a monthly newsletter article to the Newsletter Editor by the deadline as appropriate;
- i. Have authority to co-sign checks except those made payable to themselves;
- j. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**B. President-Elect:**

The President-Elect shall:

- a. Preside at membership and Board meetings in the absence of the President;
- b. Assume the duties of the President when the President is absent or the office is vacated;
- c. Chair the nominations committee except when serving as President. In that case, the Executive Vice President shall serve as Chair;
- d. Assist the Social Vice-President with Club functions;
- e. Assist the Executive and Local Vice Presidents in the orientation of Trip Leaders and/or Assistant Trip Leaders;
- f. Assist the Racing Director in coordinating one race weekend;
- g. Coordinate the door prizes for the membership meetings;
- h. Coordinate the publishing of the informational brochures;
- i. Attend at least one OVSC meeting;
- j. Organize, in conjunction with the President, one membership meeting;
- k. Have authority to co-sign checks except those made payable to themselves;
- l. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**C. Executive Vice President:**

The Executive Vice President shall:

- a. Submit proposed budgets and programs for approval to the Board for all ski trips of 5 days or more, or of trips involving airlines, and recommend to the Board, Trip Leaders and Assistant Trip Leaders to implement these programs and fulfill these duties;
- b. Orient Trip Leaders and/or Assistant Trip Leaders;
- c. Attend and represent the Club at OVSC meetings and report business transacted to the Board and membership;
- d. Preside at membership and Board meetings in the absence of the President and President-Elect;
- e. Assume the duties of the President when the President and President-Elect are absent;
- f. Chair the nominations committee when the President-Elect is serving as President;
- g. Submit articles to the Newsletter Editor by the deadline as appropriate;
- h. Present to the Board close outs of ski trips of 5 days or more or trips involving airlines at the Board meeting following receipt from the Trip Leader;
- i. Have authority to co-sign checks except those made payable to themselves;
- j. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**D. Local Vice President:**

The Local Vice President shall:

- a. Submit proposed budgets and programs to the Board for approval for all skiing activities that are not the responsibility of the Executive Vice President or Racing Director. Recommend to the Board, Trip Leaders and Assistant Trip Leaders necessary to implement these programs and fulfill these duties;
- b. Orient Trip Leaders and/or Assistant Trip Leaders;
- c. Present to the Board close outs of ski trips and skiing activities which are not the responsibility of the Executive Vice President or Racing Director at the Board meeting following receipt from the Trip Leader;
- d. Submit articles to the Newsletter Editor by the deadline as appropriate;
- e. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**E. Social Vice President:**

The Social Vice President shall:

- a. Submit proposed budgets and programs to the Board for approval for all social events not related to ski activities;
- b. Appoint Event Chairpersons subject to the approval of the Board;
- c. Present to the Board close-outs of all social events not related to skiing activities at the Board meeting following receipt from the Event Chairperson;
- d. Submit articles to the Newsletter Editor by the deadline as appropriate;
- e. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**F. Treasurer:**

The Treasurer shall:

- a. Keep accurate records of the financial business of the Club;
- b. Receive and deposit all Club monies in the Club bank account;
- c. Disburse payments;
- d. Present a financial statement at each Board meeting;
- e. Present the annual financial report at the April Board meeting to be published in the May newsletter;
- f. Be authorized to sign all checks. All checks must have the co-signature of either the President, Executive Vice President, or President-Elect.
- g. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**G. Secretary:**

The Secretary shall:

- a. Assist the President in preparation of written materials to be used during Board Meetings;
- b. Record minutes of the business portion of the Board and membership meetings and distribute them to the Board one-week prior to the next Board meeting and distribute copies of minutes and other relevant Board material;
- c. Maintain a file of all Club minutes and publications, including the newsletter, to be available for inspection upon advance written request;
- d. Be responsible for Club correspondence, as designated;
- e. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**H. Director at Large:**

The Director at Large shall:

- a. Act as an advisor to the Board;
- b. Have been a member of the Club for three (3) membership years immediately preceding the election;
- c. Assume responsibilities as delegated or assigned by the Board or President;
- d. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**I. Newsletter Editor:**

The Newsletter Editor shall:

- a. Be responsible for the publication and distribution of the monthly newsletter;
  - i. Coordinate with Membership Director for updated membership list each month;
  - ii. Purchase postage for mailing;
  - iii. Schedule time and place for preparing newsletter for distribution;
  - iv. Ensure extra copies of newsletter are available for Membership Meeting and distribution to partners in the community;
- b. Appoint assistants as necessary;
- c. Maintain a file of the monthly newsletter to be available for review upon request.

**J. Racing Director:**

The Racing Director shall:

- a. Have been a member of racing team for at least one year;
- b. Submit a proposed budget for approval to the Board for all ski racing activities;
- c. Attend and represent the Club at all OVSC racing meetings;
- d. Organize all ski racing activities;
- e. Appoint assistants as necessary;
- f. Present to the Board a close-out of ski racing activities;

- g. Submit articles to the Newsletter Editor by the deadline as appropriate;
- h. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**K. Sports Director:**

The Sports Director shall:

- a. Submit proposed budgets and programs to the Board for approval for all Club-sanctioned sporting activities that are not related to snow skiing;
- b. Appoint Sports Coordinators, subject to the approval of the Board;
- c. Present to the Board close-outs of all sporting activities not related to snow skiing at the meeting following receipt from the Sports Coordinator;
- d. Submit articles to the Newsletter Editor by the deadline as appropriate;
- e. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**L. Membership Director:**

The Membership Director shall:

- a. Maintain a database of all members;
- b. Submit membership dues to the Treasurer in a timely fashion;
- c. Be present at Membership Meetings to facilitate introductions of new members to the membership;
- d. Present an accurate membership count to the OVSC, as required;
- e. Print Newsletter mailing labels and assist Newsletter Editor on monthly mailing of newsletter to members;
- f. Publish a Membership Directory to be distributed to all members, in good standing, during the months of November and April.

**M. Webmaster:**

The Webmaster shall:

- a. Maintain and edit the club website (<http://www.lexskisports.org>) on a monthly basis;
  - i. Social and sports events;
  - ii. Trip dates;
  - iii. Membership information to include: meeting place, time, and date;
- b. Coordinate links with OVSC website, as needed;
- c. Assist the Newsletter Editor in the monthly mailing of the newsletter to members;
- d. Ensure that the Domain Name Registration fees are kept up-to-date;
- e. Ensure that the ISP fees are kept up-to-date.

**N. Hospitality Chair:**

The Hospitality Chair shall:

- a. Coordinate the setup of the hospitality table during each Membership meeting;
- b. Facilitate the introduction of new members to membership;
- c. Assist the Newsletter Editor in the monthly mailing of the newsletter to members.

**ARTICLE VI MEMBERSHIP MEETINGS:**

**Section 1. Time and Place:**

Membership meetings of the Club shall be held monthly at such time and place as scheduled by the President.

**Section 2. Quorum:**

A quorum of the membership shall consist of those members present at a scheduled meeting of the club.

**Section 3. Voting:**

Each member in good standing shall be entitled to one (1) vote on each item of business. Voting by proxy shall not be permitted.

**Section 4. Parliamentary Procedure:**

Except as otherwise provided herein, the usual parliamentary rules of order contained in the current edition of "Robert's Rules of Order" shall govern all business portions of these meetings.

**Section 5. Vote to Rescind:**

The membership may rescind any action or decision of the Board upon motion and approval of two-thirds (2/3) of the members present at a meeting at which there is a quorum.

**Section 6. Meeting Notices:**

Prior notice of the date, time and place of all membership meetings shall be included in the monthly newsletter.

**ARTICLE VII ELECTIONS:**

**Section 1. Time:**

The election meeting shall be scheduled in March of each year.

**Section 2. Nominations:**

The President will appoint a nominations committee to consist of three (3) members, two (2) of which shall not be members of the Board. The President-Elect shall serve as Chair except when serving as President. In that case, the Executive Vice President shall serve as Chair. The nominations committee shall present a slate of proposed nominees for elected Board positions. This slate shall be presented to the Board at the January Board meeting. The Board shall approve a slate of nominees which shall be published in the February Newsletter. The President shall also take nominations from the floor at the February membership meeting. The entire slate of nominees shall be published in the March newsletter. Nominees must be members of the Club in good standing.

**Section 3. Voting:**

The voting shall take place at the March membership meeting. Four (4) members appointed by the President shall count ballots.

- A. At least one (1) of the four (4) members shall not be a member of the Board;
- B. Only Club members in good standing can vote;
- C. A member may cast a signed absentee ballot only if they cannot attend the election meeting because they are participating in a Club trip.

**ARTICLE VIII APPOINTED POSITIONS:**

**Section 1. Appointees:**

The appointed positions shall be Trip Leaders, Social Event Chairpersons, Sports Coordinators and other positions as determined by the Board. Appointees must be members of the Club in good standing.

**Section 2. Duties:**

**A. Trip Leader**

Each Trip Leader shall:

- a. Assist the Executive or Local Vice President in planning and coordinating trip transportation, room arrangements, activities and trip payments; and shall execute the approved program within the approved budget;
- b. Submit a recommendation for an Assistant Trip Leader to the Board for approval, if an Assistant Trip Leader is appointed;
- c. Collect all trip payments and deliver the payments to the Treasurer within one (1) week of receipt;
- d. Submit a final accounting for all trip receipts, expenses and administrative costs to the Treasurer and the Executive Vice President or Local Vice President, as appropriate, no later than thirty (30) days following the conclusion of the trip;
- e. Shall include a written critique of the trip arrangements and a written report of any injuries that occurred, not later than thirty (30) days following the conclusion of the trip;
- f. Ensure that all participants are members in good standing and have completed a trip application form;
- g. Collect and keep Release of Liability forms until the activity is closed out and submit forms with the close-out;
- h. Submit articles to the Newsletter Editor by the deadline, as appropriate;
- i. Unless deemed necessary by the Board, Trip Leader shall run no more than one (1) trip per year, or a trip to the same location or during approximately the same time period in successive years.

**B. Social Event Chairperson**

Each Chairperson of a social event shall assist the Social Vice President in:

- a. Developing an activity fee and budget for the event;
- b. Planning and coordinating event(s) for which the Event Chairperson is responsible and executing the approved program within the approved budget;
- c. Collecting and delivering the payments to the Treasurer within one week of receipt;

- d. Submitting a final accounting for all event receipts, expenses and administrative costs to the Treasurer and Social Vice President no later than thirty (30) days following the event;
- e. Submitting newsletter articles to the Newsletter Editor by the deadline, as appropriate;
- f. Collecting and keeping Release of Liability forms until the activity is closed out and submitting forms with the close-out.

### **C. Sports Coordinator**

Each Sports Coordinator shall assist the Sports Director in:

- a. Developing an activity fee and budget for the event;
- b. Planning and coordinating the sports event(s) for which the Coordinator is responsible and executing the approved program within the approved budget;
- c. Collecting and delivering all payments to the Treasurer within one week of receipt;
- d. Submitting a final accounting for all event receipts, expenses and administrative costs to the Treasurer and Sports Director within thirty (30) days following the activity;
- e. Ensuring that all participants are members in good standing;
- f. Submitting articles to the Newsletter Editor by the deadline as appropriate;
- g. Collecting and keeping Release of Liability forms until the activity is closed out and submitting forms with the close-out.

## **ARTICLE IX SKI TRIPS**

### **Section 1. Eligibility**

Only members in good standing with the Club or with other OVSC Clubs shall be eligible to participate in organized ski trips.

### **Section 2. Deposits**

The Executive or Local Vice Presidents shall determine all deposit deadline dates. All trip monies shall be in the form of checks made out to the Lexington Ski & Sports Club, Inc. and all trip moneys shall be delivered to the Trip Leader.

### **Section 3. Cancellations**

All members shall make payments and shall cancel trip participation in accordance with the trip payment and cancellation policy published and in effect for the current year.

### **Section 4. Release Form**

All participants on Club trips must sign a **Release of Liability** form. Any member participating on a Club ski trip under the age of eighteen (18) years and unaccompanied by a parent or guardian shall obtain a Release of Liability form signed by one parent or guardian, and must be accompanied by an adult member.

### **Section 5. Trip Leader Compensation**

The Trip Leader may receive compensation for the successful completion and close out of their trip. The compensation shall be set by the Board, and shall not exceed the amount paid by the Trip Leader for the trip. The Trip Leader is subject to the same deposit and payment schedule as other participants.

### **Section 6. Financial Policy**

All ski trips shall be financially self-supporting.

## **ARTICLE X SOCIAL & SPORTS EVENTS**

### **Section 1. Eligibility**

- A. Members in good standing and their guests shall be eligible to participate in organized social events.
- B. Only members in good standing shall be eligible to participate in a Club sanctioned sports event or team.
- C. Only members in good standing shall be eligible to participate in a social event when the Club has arranged the transportation and the cost of the transportation is part of the event.
- D. Members in good standing of other OVSC Clubs shall be eligible to participate in organized social or sports events.

### **Section 2. Cancellations**

A sold ticket or slot for a social or sports activity is non-refundable, unless the event or activity is canceled.

### **Section 3. Compensation**

The Social Event Chairperson or Sports Coordinator may receive compensation for the successful completion and close out of their activity. The compensation shall be set by the Board, and shall not exceed the amount paid by the Social Event Chairperson or Sports Coordinator for the activity. The Social Event Chairperson or Sports Coordinator is subject to the same deposit and payment schedule as other participants.

**Section 4. Financial Policy**

All social and sports activities shall be financially self-supporting.

**ARTICLE XI MEMBERSHIP CONDUCT**

**Section 1. Conduct**

Members of the Club shall conduct themselves in a responsible and orderly fashion and shall not engage in any illegal activity during a ski trip, social activity or any other Club function.

**Section 2. Sanctions**

- A. A member may be expelled from a ski trip by the Trip Leader or Assistant Trip Leader, or from a social event or another Club function by the member in charge of the function for behavior which damages the reputation of the Club, endangers the safety of other persons, or for participation in an illegal activity. A member expelled from a ski trip, social event or other Club function may appeal this action to the Board within fifteen (15) days following the conclusion of the trip event, or function from which the member was expelled by mailing or delivering such appeal to the President and Secretary. The Board shall consider the appeal at its next meeting.
- B. Upon finding that a member has exhibited such behavior on a ski trip, social activity or Club function, that damaged the reputation of the Club, endangered the safety of others or has engaged in an illegal activity, the Board may expel such member from the Club with no refund of membership dues. Such determination by the Board shall be final.

**ARTICLE XII MISCELLANEOUS**

**Section 1. Mileage**

Members required by the Board to attend out-of-town meetings and driving may receive reimbursement at the current business rate allowed by the IRS.

**Section 2. Insufficient Funds**

- A. For all returned checks, a service charge shall be levied as set by Club policy.
- B. All checks returned to the Club must be made good within seven (7) days following notification to the payer or the payer shall be subject to penalties as determined by the Board.

**Section 3. Directory**

The Club Directory shall only be issued to members for their personal use. It shall not be released to non-members, other businesses or organizations.

**Section 4. Exceptions**

The Board on an individual basis shall handle situations not specifically covered by the Bylaws.

**ARTICLE XIII AMENDING THE BYLAWS**

**Section 1. Amendments**

The Board or a member may recommend an amendment to the Bylaws. The proposed amendment shall be published in the newsletter and voted on at the membership meeting following publication.

**Section 2. Adoption**

All amendments to the Bylaws shall be adopted by the consent of two-thirds (2/3) of the members voting thereon. These Bylaws shall take effect immediately upon their adoption.

Amended March 4, 2003.