

# LAST CHANCE NORDIC SKI CLUB BYLAWS

## **Article I – Name**

The name of this organization shall be Last Chance Nordic Ski Club (“LCNSC” or “the club”).

## **Article II – Purpose**

The purpose of this organization is to promote Nordic skiing in the following forms:

- (1) Providing opportunities for Nordic skiing;
- (2) Trail maintenance;
- (3) Training and education of Nordic skiing technique;

## **Article III – Membership**

- Section 3.1 Types of membership shall consist of individual, family, benefactor (bronze, silver and gold)..
- Section 3.2 Dues for membership in the club are payable annually, in the amounts set by the club at the annual meeting.
- Section 3.3 Each member of the club will have one vote at the meetings thereof. Absentee ballots will not be accepted.

## **Article IV – Board of Directors**

- Section 4.1 The Board of Directors (or “the Board”) shall consist of the elected officers as defined in Section 4.5, and three (3) members elected by the Board of Directors.
- Section 4.2 The Board of Directors shall handle the regular business of the club, including, but not limited, to trail maintenance, fundraising, budgeting, education, community outreach, committee development, and recruitment.
- Section 4.3 Meetings of the Board of Directors may be held on the call of the President after at least one-week prior notice of the date, time, and place.
- Section 4.4 A quorum of the Board of Directors shall be at least four members for the transaction of business.

Section 4.5 The officers of the club shall be: President, Vice President, Treasurer, and Secretary

### **Article V – Officers and Program Coordinators**

Section 5.1 The officers shall be nominated at the September Board meeting and elected by a simple majority of the Board as needed.

Section 5.2 Elected officers shall assume their duties in the month following their election and shall serve a term of two years. Officers may serve successive terms. Any member in good standing shall be eligible to hold an office.

Section 5.3 The officers shall oversee the programs necessary for operation of the club and designate program coordinators. Club programs typically include:

- Equipment Maintenance
- Grooming
- Grants
- Trails
- Forest Service Agreements
- Webpage
- Fund Raising
- Special Events
- Golf Course

Section 5.4 Program coordinators shall be appointed by the President and approved by a majority of the elected officers of the club.

Section 5.5 In the event that the President is unable to fulfill his/her term, the Vice President shall assume that office. All other officer and program vacancies shall be filled by appointment by the President temporarily until the opportunity for approval of the members at the next general meeting.

### **Article VI – Duties of Officers**

Section 6.1 The President shall:

- a. Preside at all executive committee meetings and general meetings of the club.
- b. Appoint program coordinators, with the approval of the Board.
- c. Serve as an ex-officio member of all committees.

- d. Call all regular Board meetings, general membership meetings, and special meetings as necessary.

Section 6.2 The Vice President shall:

- a. Assume the duties of the President in case of his/her absence or disability
- b. Act as an aide to the President and assist in the performance of the President's duties as needed.

Section 6.3 The Secretary shall:

- a. Record the minutes of all proceedings of executive committee, special, and general meetings.
- b. Ensure the preservation of all minutes of the club's proceedings;
- c. Prepare and maintain copies of all correspondence written on behalf of the LCNSC.
- d. Maintain a current membership list and membership form.
- e. Maintain the listserv.
- f. Keep documentation of all volunteer hours.
- g.

Section 6.4 The Treasurer shall:

- a. Safely keep all monies of the club and maintain appropriate bank accounts and bank records for the club.
- b. Pay bills on a timely basis. All club expenditures for less than \$200 must be approved by at least 2 club officers. Expenditures for more than \$200, but less than \$1,000 must be approved by a majority of the Board of Directors. Expenditures of \$1,000 or more must be approved by a majority of the club members present at a general meeting. Payments for grooming labor, insurance premiums, and emergency equipment repairs are exceptions to the above and may be paid by the Treasurer, with the assent of the President.
- c. Keep full and accurate account of all receipts, disbursements, and bank accounts, and communicate that information to the club accountant..

**Article VII – Duties of Program Coordinators**

Section 7.1 The Equipment Maintenance Coordinator shall:

- a. Coordinate routine and periodic maintenance of all equipment owned by the club in a timely manner for fall trail maintenance and the grooming season.
- b. Submit bills for equipment maintenance to the Treasurer in a timely manner.
- c. Notify the President of any anticipated expense of \$100 or more.
- d. Coordinate parking lot snow removal.
- e. Ensure transportation of club equipment to the trails and golf course prior to the grooming season.
- f. Store club equipment for the summer months.
- g. Report all anticipated and completed activities to the executive committee.

Section 7.2 The Grooming Coordinator shall:

- a. Procure qualified grooming services for operation of the club's equipment.
- b. Train all grooming personnel in the safe and proper use of the club's equipment.
- c. Schedule grooming activities as set forth in the grooming policy and assure compliance with the Annual Financial and Operating Plan.
- d. Document grooming personnel time/hours and submit bills to the Treasurer for payment.
- e. Obtain and submit all W-2 forms to the club accountant for groomers.
- f. Make a monthly call to the club accountant and report hours and hourly rate for each paid groomer.

Section 7.3 The Grants Coordinator shall:

- a. Write and submit the Missouri River Resource Advisory Grant (RAC) Grant (due November 1 each year), as appropriate and directed by the Board.
- b. Write and submit the Recreational Trails Program (RTP) Grant (due July 1 each year), as appropriate and directed by the Board.
- c. Review other potential grant requests and submit the possible requests to the Board for consideration.
- c. Prepare grant draw requests.
- d. Prepare grant reports as required by granting agencies.

Section 7.4 The Trails Coordinator shall:

- a. Schedule with the executive committee trail maintenance days in the fall to prepare trails for skiing.
- b. Laminate and hang “You Are Here” trail maps as needed.
- c. Check donation box on a regular basis and provide donations to the Treasurer.
- d. Print and stock small trail maps and membership forms at cabin kiosk.
- e. Obtain Forest Service approvals as needed for professional trail maintenance.
- f. Obtain any necessary Forest Service approvals through the Forest Service Agreements Coordinator, including for volunteer trail maintenance, replacement, and repair of trail signs.
- f. Assess and maintain sign repair on trail system.

Section 7.5 The Forest Service Agreements Coordinator shall:

- a. Maintain current Master Stewardship Challenge Cost Share Agreement (CCS) with the Helena National Forest, Helena Ranger District.
- b. Write and submit the Annual Financial and Operating Plan (AOP), typically due July 1.
- c. Meet with the Forest Service prior to July 1 to discuss the development of the AOP.

Section 7.6 The Social Media Coordinator shall maintain current web-based ski club information.

Section 7.7 The Fund Raising Coordinator shall, with the approval of the executive committee, plan and coordinate any fundraising efforts of the club.

Section 7.8 The Special Events Coordinator shall, with the approval of the executive committee, coordinate all activities related to planning special events and clinics

Section 7.9 The Golf Course Coordinator shall coordinate all efforts necessary for Nordic skiing grooming and maintenance of Bill Roberts Gold Course:

## **Article VIII – Meetings and Fiscal Year**

Section 8.1 General meetings shall be held at least once per year.

Section 8.2 Special meetings shall be held as deemed necessary or useful by the president or executive committee.

Section 8.3 Board of Director meetings shall be held as necessary to carry out the business of the club.

Section 8.4 The fiscal year shall be from October 1 to September 30 of the following year.

#### **Article IX – Community Outreach**

Section 9.1 Community outreach opportunities may include, but are not limited to, Master's Group ski training, Junior Group ski training, and club sponsored/organized races and festivals. Interested club volunteers will fill leadership roles for these groups.

#### **Article X – Amendments**

Section 10.1 These bylaws may be amended by a majority vote of the members present at any general meeting of the club, provided that the proposed amendment shall have been presented for action at a previous meeting and stated in the notice for the current meeting.

10.2 Any bylaw amendments will be effective immediately upon successful vote by the members.