

# **LAST CHANCE NORDIC SKI CLUB BYLAWS**

Updated 12/16/2021

## **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 grooming and maintenance;
- (3) Training and education of Nordic skiing technique.

## **Article III – Membership**

Section 3.1 Types of membership shall consist of individual and family.

Section 3.2 Dues for membership in the club are payable annually, in the amounts set by the club at the general membership 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 not less than seven (7) nor more than nine (9) members, including the elected officers as defined in Section 4.5, and not less than three (3) nor more than five (5) members elected by the Board of Directors.

Section 4.2 The Board of Directors shall direct the regular business of the club, including, but not limited to, trail maintenance and grooming, 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 constitute the executive committee and shall include: President, Vice President, Treasurer, and Secretary.

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

- Section 5.1 The officers shall be nominated at the November Board meeting and elected by a simple majority of the club membership at a general membership meeting.
- 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 Board members shall oversee the programs necessary for operation of the club and designate program coordinators. Club programs typically include:
- Equipment Maintenance
  - Grooming
  - Parking lot plowing and maintenance
  - Grants
  - Trails
  - Forest Service Agreements
  - Webpage and Communications
  - Fundraising
  - Special Events
  - Golf Course
  - Youth
- 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 If 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.

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

- Section 6.1 The President shall:
- a. Preside at all executive committee meetings and Board 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;
- Section 6.4 The Treasurer shall:
- a. Manage the club bank relationship. This includes:
    - i. oversee the collection of all revenues of the club, whether cash, checks or electronic credits
    - ii. Making check payments or authorizing any electronic debits to the account on a timely basis upon receipt of documentation of appropriate expenditures
    - iii. Use the club credit card for certain payments and paying the charges incurred on a timely basis to avoid finance charges
  - b. Obtain receipts (or other written statements of expenses) of authorized expenditures incurred in the operation of the club. Maintain these records for use in documenting expenses of the club in general, and as needed to make claims under reimbursable grant programs
  - c. Expenditures in excess of \$1,000 must be approved by assent of the President, with the exception of those already assumed under an existing grant contract which are approved by the granting authority.
  - d. Provide needed documentation to support any grant reimbursements
  - e. Coordinate with club accountant who prepares payroll statements and make payments on a timely basis (monthly) to paid groomers.
  - f. Collect any donations made at MacDonald Pass or the Bill Roberts Golf Course donation points, or coordinate the collection with other designated individuals who have access.
  - g. Establish an annual budget for the club to be approved by the Board early in the fiscal year, and report on the status of revenues and expenditures vs. budget to the Board periodically throughout the fiscal year.
  - h. Maintain insurance (both general liability and equipment casualty coverage) and pay associated premium charges.
  - i. Maintain documentation of all volunteer hours to support the club's cost share agreement and requirements of any in-kind labor

## **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 \$250 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. Hire and supervise trail groomers to groom the ski trails;
  - b. Recruit and coordinate volunteer groomers to supplement the grooming work of the hired trail groomer(s)
  - c. Train all grooming personnel in the safe and proper use of the club's equipment.
  - d. Schedule grooming activities as set forth in the grooming policy and assure compliance with the Annual Financial and Operating Plan.
  - e. Document grooming personnel time/hours and submit bills to the Treasurer for payment.
  - f. Provide the club accountant with hours worked, hourly rate, and mileage for each paid groomer.

- Section 7.3 The Grants Coordinator shall:
- a. Review potential grant opportunities and recommend to the Board specific grants be pursued when available and needed by the club to assist in meeting its mission.
  - b. Write and submit grant applications as directed by the Board. Work with other board members, volunteers, and the relevant land owner (e.g., the U.S. Forest Service) in defining the scope and costs associated with proposed projects to be funded in a grant application.
  - c. Administer any grants received by the club
    - i. Maintain appropriate records of project expenditures needed for documentation under grant requirements
    - ii. Submit grant claims for reimbursement periodically as expenditures occur depending on the specific project
    - iii. Prepare and submit any periodic grant reports as required by grant sponsor

- d. Current grant programs that the club actively pursues, with its sponsoring entity, include
  - i. RAC (Resource Advisory Committee) – U.S. Forest Service
  - ii. RTP (Recreational Trails Program) – MT FWP
  - iii. MTS GP (Montana Trail Stewardship Grant Program) – MT FWP

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 trail maps as needed.
- c. Print and stock small trail maps and membership forms at cabin kiosk.
- d. Obtain Forest Service approvals as needed for trail maintenance.
- e. 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 the current Challenge Cost Share Agreement (CCS) with the Helena-Lewis & Clark 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 Webpage and Communication Coordinator shall maintain the club's website including social media posts, listserv and member records

Section 7.7 The Special Events Coordinator shall, with the approval of the executive committee, coordinate all activities related to planning special events and clinics

Section 7.8 The Golf Course Coordinator shall coordinate all efforts necessary for Nordic skiing grooming and maintenance of Bill Roberts Gold Course.

Section 7.9 The Youth Program coordinator shall manage the rental equipment, schedule activity days for program participants, and recruit and manage volunteers to assist in the youth program. In addition, the coordinator shall report youth program receipts and expenditures to the treasurer.

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

Section 8.1 General membership 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, Youth 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 membership meeting of the club, provided that the proposed amendment shall have been presented for action at a previous board meeting and stated in the notice for the current general membership meeting.
- Section 10.2 Any bylaw amendments will be effective immediately upon successful vote by the members.