

## **SNO-GOPHERS SKI CLUB CONSTITUTION (2021)**

(This document, when ratified, supersedes any and all previous Constitutions and By-Laws and renders them null and void.) (January, 2021)

### **ARTICLE I NAME OF ORGANIZATION**

#### **Section 1.**

- A. The name of the Organization is “SNO-GOPHERS SKI CLUB” (SGSC)

### **ARTICLE II CLUB OBJECTIVES**

- A. To encourage participation in the sport of skiing and related activities.
- B. To provide an economical means to members for the pursuit of the sport.
- C. To encourage participation of youth through the “Junior Sno-Gophers Ski Club” (JSGSC).
- D. Further, it is the purpose of the SGSC and its officers to support safety, education, and courtesy in the sport of skiing.

### **ARTICLE III MEMBERSHIP**

#### **Section 1. Qualifications for Membership**

Membership in the SGSC will not be restricted because of race, creed, color, sex, national origin, disability, sexual orientation, or age. Any person desiring to become a member of the SGSC must: Be at least 21 years of age; be of sound moral character; submit an application along with any amount equal to the first year's annual dues.

- A. Active Member
  - 1. Definition: An active Member is one who must support the objectives and activities of the SGSC.
  - 2. Requirements:
    - a. Must be current with dues
    - b. Must participate on at least one (1) committee per dues paying year.
    - c. Must be present at ¼ of all meetings during the dues paying year.
  - 3. Privileges:
    - a. Is entitled to full voting privileges
    - b. Is entitled to a Membership Roster, Club Newsletters, a SGSC Constitution, discounts on trips per club policy, and all other benefits set forth by club policy for that year
    - c. Is eligible to hold office
- B. Inactive Member
  - 1. Definition: an Inactive Member is one who must be unable to participate in any Club function and has been an Active member for the preceding two (2) years and supports the objectives of the SGSC.
  - 2. Requirements and/or Procedures:
    - a. Must submit a written petition for Inactive Status to the Executive Board through the Membership Chairperson
    - b. stating the reason for requesting Inactive Status prior to the Annual Membership Meeting as set forth in the Constitution

- c. Inactive status will be granted by a simple majority vote of the Executive Board
  - 3. Privileges
    - a. Is entitled to a Membership Roster, Club Newsletters, and a SGSC Constitution
    - b. Retains Inactive Status for one (1) year
    - c. Inactive Status may be annually renewed upon acceptance of petition to the Board
    - d. Is entitled to change status prior to the Annual Membership Meeting
  - 4. Restrictions:
    - a. Shall have no voting privileges
    - b. Shall not hold office
    - c. Shall not receive any privileges other than those stated above
- C. Honorary Member
  - 1. Definition: An Honorary Member is one singled out for such membership due to noteworthy accomplishments
  - 2. Requirements and/or Procedures
    - a. Must be referred to the Executive Board via a signed recommendation letter from the membership
    - b. Recommendation must be accepted by a majority vote of the Executive Board
    - c. Recommendation must be presented to the body at the next General Meeting and accepted by a majority vote of those present
  - 3. Privileges
    - a. Is a member for life
    - b. Is entitled to a SGSC Constitution
    - c. Is not a dues paying member
    - d. Is not required to meet financial obligations
    - e. Is not required to participate in Club functions
- D. Vested Member – 25 Years of Service
  - 1. Definition – A Vested Member is one who has maintained membership in the SGSC for 25 years collectively, beginning in the 1992-93 ski season
  - 2. Requirements and/or Procedures
    - a. Established at the time of initial membership and tallied by the Membership Chairperson and cross-referenced by the Recording Secretary
    - b. Current members are to notify the Membership Chairperson of their initial membership for verification
  - 3. Privileges
    - a. Any member meeting the requirements, becomes VESTED
    - b. Dues are waived for life
    - c. Extended all rights and privileges of “Active” Member (see Section 1, Paragraph A)
    - d. Receive “25-Year Member” pin at Annual Awards Banquet, beginning May, 1993

## **Section 2. Dues and Financial Responsibilities**

### **A. Dues**

1. Dues are a matter of club policy to be set annually by the Executive Board according to the club needs
2. Dues will be due according to the following schedule:
  - a. Discounted Renewal dues June 1- October Ski Show
  - b. New membership and renewal dues payable after October Ski Show until May 31st
3. Membership privileges will expire if renewal dues are not paid by August 1<sup>st</sup>
4. Renewal dues will not be accepted unless past monies due the SGSC have been paid

## **Section 3. Delinquent Status**

- A. When a member fails to meet a financial obligation, he/she will be placed in delinquent status and remain in such status for a period of thirty (30) days. After this time if financial obligations have not been met, the individual automatically loses all membership privileges, including the right to participate in activities or club trips.
- B. If said person wishes to regain membership, that person in delinquent status must pay all past financial obligations.
- C. If not in the same dues paying year, a person in delinquent status must meet all past financial obligations and return to the Club as a new member.

## **Section 4. Ground and Procedures for Expulsion**

- A. A member of the SGSC who uses the name or facilities of the Club for personal profit or who patronizes same is subject to expulsion from the Club
- B. If a member is charged with improper conduct, the member will be subject to suspension or expulsion from the Club
- C. Anyone making a charge against another **Club member** must submit it to the Membership Committee in writing. The Committee will investigate the charges(s) and submit a written report to the Executive Board within thirty (30) days. If an unfavorable report is made by the Membership Committee to the Board, the individual has the right to appeal to the Board. If the Board then decides against the individual (who is to be suspended or expelled), the decision must be sustained by a  $\frac{3}{4}$  majority vote of the assembled Body at the General Meeting, if the individual(s) decides to have it to the Body for a decision.

## **Section 5. Membership Cancellation**

- A. Membership can be cancelled and dues refunded within thirty (30) days if the applicant is found to be unworthy of membership or fails to uphold the Constitution and By-Laws of this Club.

## **Section 6. Club Liability**

- A. The SGSC will not be held responsible for any accident(s) occurring to any person(s) at the Club activities. A Disclaimer Clause shall be signed by all members to that effect whether renewing or new members.

## **ARTICLE IV OFFICERS**

### **Section 1. Elected Officers**

- A. The elected officers of the SNO-GOPHERS SKI CLUB are:
  - 1. President
  - 2. Vice President
  - 3. Recording Secretary
  - 4. Treasurer
  - 5. Financial Secretary
  - 6. Midwestern Trip Chairperson
  - 7. Jetliner Trip Chairperson
  - 8. Social Chairperson
  - 9. Membership Chairperson
  - 10. Editor of the Newsletter
  - 11. Jr. Club Advisor
  - 12. Racing/Safety Chairperson
  - 13. Business Manager

### **Section 2. Appointed Officers**

- A. The following officers will be appointed by the President:
  - 1. CMSC Representative
  - 2. NBS Representative
  - 3. Historian

### **Section 3. Qualifications and Conduct of Elected/Appointed Officers**

- A. To be eligible to run for office or appointment to office a person must be an active member for a period of one (1) year prior to the date of nomination and must have attended at least ten (10) meetings during the twelve (12) month period. The person must have also served on at least one (1) committee within the last two (2) calendar years.
- B. Officers shall hold their office for one (1) term and until their successor is elected or appointed. Said term shall be for two (2) years, at which time he/she may stand for re-election. No officer shall remain in the same office for more than two (2) consecutive terms.
- C. Officers and committee chairpersons shall attend  $\frac{3}{4}$  of all meetings and may not be absent from three (3) consecutive meetings without good cause.
- D. An officer whose acts or conducts are inconsistent with this Constitution and By-Laws or whose acts of conduct may be deemed injurious to the welfare, interest, reputation or harmony of the SGSC may be impeached.
- E. Impeachment proceedings may be initiated by twenty percent (20%) of the Executive Board or upon written petition signed by twenty percent (20%) of the assembly setting forth the reasons therefore. Upon initiation of impeachment proceedings, the Executive Board shall notify the officer charged and an officer other than the one charged shall conduct a hearing at the next regularly scheduled meeting of the Executive Board which is at least twenty (20) days from the date the officer charged was given notice that impeachment proceedings were initiated. At the conclusion of the hearing the presiding officer shall call for a vote of the Executive Board. A decision by a majority of the Executive Board present and voting, shall determine the issue. This decision will be by secret ballot.
- F. If an officer is impeached, he/she may appeal that decision to the body if he/she files a request for a hearing with the Executive Board within thirty (30) days from the date of the Executive Board's decision. The Executive Board shall schedule a hearing before the Body at the next scheduled meeting which is at least twenty (20) days from when the

request is received. The Body may reverse the decision of the Executive Board by a  $\frac{3}{4}$  majority vote, otherwise, the decision of the Executive Board shall stand.

- G. All officers and chairpersons must turn over all books and records, equipment, etc, at the Annual meeting to the Recording Secretary to become permanent club property.

#### **Section 4. President**

- A. The presiding officer of the Club will be called the President, and will be chosen principally for his/her ability to preside.
- B. Duties
  1. To know parliamentary law and procedure, and the rules and By-Laws of the Organization
  2. To call the meeting to order, to preside and to maintain order throughout the proceedings
  3. To direct business of the assembly, and to control the conduct of the members
  4. To announce and take up each piece of business in proper turn unless otherwise voted, and to entertain every admissible motion
  5. To assign the floor to those properly entitled to it
  6. To recognize everyone who seeks the floor, and when several arise to claim the floor at the same time to patiently counsel them that only one (1) member at a time can be recognized and to explain that in due course the floor will be assigned to each in turn, unless it is voted to close the debate.
  7. To entertain and repeat all motions properly coming before the assembly; to permit no one to debate them before they are seconded and stated; to make sure that the rules of debate are followed; to put motions to vote properly, and to announce the rules distinctly
  8. To enforce the rules of decorum and discipline
  9. To decide points of order and to answer all questions of parliamentary inquiry
  10. To adjourn or recess a meeting in the event of uncontrollable disorder or other contingency menacing the safety, health, integrity or property of the members of the club
  11. To entertain all legitimate appeals
  12. To stand (1) when he/she first convenes, and when he/she adjourns a meeting; (2) when he/she addresses the Body; (3) when he/she puts a motion to vote; (4) when he/she discusses an appeal from his/her decision; (5) when he/she speaks on a point or answers a question of parliamentary inquiry
  13. To refrain from discussing (in the main Body, but not in Board or Committee) a motion while presiding unless he/she first surrenders the chair which he/she does not resume while the question on which he speaks is still before the Body. He/she need not surrender the chair if no one objects to his/her speaking without so doing.
  14. To permit the Vice President to put motions to vote if he/she himself/herself has a direct personal or pecuniary interest.
  15. To state motions in the language in which the members propose them, unless he/she is sure he can improve upon the wording (but he/she must not change their sense of meaning); to require that lengthy or complicated motions be submitted in writing before he/she will entertain them.
  16. To vote with members when the vote is taken by ballot, to vote on a roll call; but he/she cannot cast two (2) votes unless authorized by the By-Laws or by unanimous consent of the Body.

17. To protect the assembly and the speakers from annoying, frivolous, obstructive, and dilatory tactics.
18. To perform such other duties as are prescribed in the By-Laws.
19. To sign the minutes of each meeting, and when necessary other acts,; orders and proceedings.
20. To enlighten and guide the assembly impartially, and to avoid taking sides while presiding.
21. To provide the incoming President with an inventory and location of all the Club's possessions at the Annual meeting.
22. To preside at the Executive Board meeting.
23. To fill vacancies as stated in ARTICLE IV, SECTION 24.
24. To represent (or his/her designee) the SGSC at funerals and/or wakes of deceased members or their immediate families and make hospital visitations to members of their immediate families.
25. Represent at all mandated NBS, National and Midwest Regional meetings

C. The Privileges of the President are:

1. To give reasons for his/her decisions to debate an appeal from his/her ruling without leaving the chair.
2. To exercise informally, such prudent leadership and initiative (without strict compliance with the rules) as in the exercise of sound judgment that no one would be likely to object to (as when suggesting cessation of further debate, or allowing only one or two more shakers on each side of the question, or taking some necessary routine or informed action as to expedite accomplishment of business) but to instantly desist if anyone objects and to put to a vote for approval.
3. To preside during nominations and elections even if he/she is a candidate unless he/she cares to leave the chair.
4. To call upon the Vice President or the Recording Secretary to preside anytime he/she is not available.
5. To be admitted free to all club functions
6. To receive 50% discount on Midwest trips and 20% on all Jetliner trips
7. To be subsidized, but not necessarily 100%, at all Midwest meetings where his/her presence is deemed appropriate or necessary

### **Section 5, Vice President**

- A. The Vice President automatically becomes President in the case of removal of the President from office, or of the President's death, resignation, or inability to discharge the powers and duties of said Office unless these By-Laws provide to the contrary. When the Vice President becomes thus vested with the office of President, by virtue of the By-Laws, the assembly cannot proceed to elect someone else as president. He/She should serve for the remainder of the term. A Vice President is a "standby" President, and should know all the duties of the President's office and should especially know parliamentary procedures. The Vice President will be the Chairperson of the Ways and Means Committee.

### **Section 6, Recording Secretary**

A. Duties

1. To preside over the meeting in the absence of the President and Vice President
2. To keep a record of all the proceedings of the Organization, usually called the minutes
3. To keep on file all committee reports
4. To make minutes and records available to members upon request

5. To notify officers, committee members, and delegates of their election or appointments, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting, a list of all committees and their members
6. To maintain record books in which these By-Laws, special rules of order, standing rules, and minutes are entered, with amendments to those documents properly recorded, and to have the current record books on hand at every meeting
7. To prepare, prior to each meeting, an order of business known as an agenda, for the use of the presiding officer, showing in their exact order, under heading, all matters known in advance that are due to come up, and if applicable, the times which are set for each matter.
8. To retain custody of all Club records except those specifically assigned to others
9. To annually cross-reference "25-Year Members" with Membership Chairperson, beginning 1992-93 ski season

### **Section 7, Treasurer**

#### **A. Duties**

1. To deposit all monies in designated accounts, in the Club's name, separate from his/her personal account, and to never co-mingle the two
2. To be prepared to give a statement of the condition of the treasury at each meeting. (Technically, this is called a report. Such statements are given purely for the information of the members, and need not be accepted or adopted, because this would be certifying accuracy and completeness without proper audit).
3. To prepare financial books, vouchers, and records for the Auditing Committee of members or for paid auditor. (Such audits can be made quarterly, semi-annually as designated by the recommendation of the Board and/or the vote of the body).
4. To make an annual report. (If it has been previously audited, the vote for its final approval or adoption is taken, not on the report, but on the auditor's or Auditing Committee's report, which when adopted automatically also adopts the report of the Treasurer without additional action).
5. To be present at fund raising affairs to collect revenues and issue receipts.

### **Section 8, Financial Secretary**

#### **A. Duties**

1. To be responsible for keeping the Club's financial books and records, and to keep an accurate account of the financial status of all Club members.
2. To work closely with the Treasurer in order to keep an accurate picture of the Club's finances.
3. To make a financial report at each scheduled Board meeting.
4. To be responsible for collecting delinquent funds, in conjunction with the appropriate chairperson.
5. To accept all monies from the committee chairpersons, issue receipts, and turn these funds over to the Treasurer and get a receipt for same.
6. To be present at fund raising affairs to collect revenues and issue receipts.
7. To provide Internal Audit Committee with copies of all financial reports.

### **Section 9, Midwestern Trip Chairperson**

#### **A. Duties**

1. To develop the Midwestern trip schedule for the ski season and to be responsible for trip arrangements
2. To appoint a trip assistant for each additional bus needed.

3. To appoint a trip leader for any particular trip from which the trip chairperson will be absent. The appointed trip leader will assume the duties of the trip chairperson and receive the trip chairperson's privileges.
4. To submit a tentative schedule for the ski season to be approved by the Body.
5. To determine if changes are to be made relative to trip location based on skiing and/or weather conditions and the general opinion of members participating on the trip, and to be responsible for meeting deadlines so that the Club members will not be penalized.
6. To make a detailed financial report at each Board meeting following a trip which will include the number of persons participating on the trip, total revenues, and detailed expenses. A written copy will be submitted to the Financial Secretary.
7. To turn in all monies held by the trip committee at every meeting to the Financial Secretary.
8. To turn over to the Recording Secretary all books and reports of the committee (not previously required) at the Annual Report Meetings.
9. To set guest fees and trip policy according to existing economic conditions.

**B. Privileges**

1. To get free transportation, lifts, and lodging on the trips. When an assistant is required, the assistant gets free lift tickets.

**Section 10, Jetliner Trip Chairperson**

**A. Duties**

1. To develop the Jetliner (non-midwestern) trip schedule for the ski season and be responsible for trip arrangements
2. To appoint a trip assistant for each additional bus when ground transportation is needed.
3. To appoint a trip leader for any particular trip the Jetliner Trip Chairperson cannot make. The appointed trip leader will assume all duties and receive the privileges of the trip chairperson.
4. To submit a tentative schedule for the ski season to be approved by the Body.
5. To determine if changes are to be made relative to trip location based on skiing and/or weather conditions and the general opinion of members participating on the trip and be obligated to meet deadlines so that the Club members will not be penalized.
6. To make a detailed financial report at each Board meeting following a trip which will include the number of persons participating on the trip, total revenues, and detailed expenses. A written copy will be submitted to the Financial Secretary.
7. To turn in all monies held by the committee at every meeting to the Financial Secretary.
8. To turn over to the Recording Secretary all books and records of the committee (not previously required) at the Annual Meeting.
9. To set guest fees sufficient to offset trip administrative costs, and to set trip policy according to existing economic conditions.

**B. Privileges**

1. Jetliner Trip Committee Chairperson shall receive their own airfare, lodging, and lift tickets from complimentary only. Any complimentary beyond this should be used to offset expenses and to reduce the cost for those members participating and should be listed in the Trip Committee report. It should be up to the Trip Committee to determine complimentary discounts given for services rendered by volunteers or committee members. All complimentary should be reported with a breakdown of what complimentary and/or discounts were received, who benefited and why.



## **Section 11, Social Chairperson**

### **A. Duties**

1. To plan, direct, and coordinate the activities of the Club that are primarily social, entertaining, and fund raising in nature on ski trips, outings, holidays, during the summer months, etc.
2. To develop new ideas as needed
3. To be responsible for Club parties and refreshments on ski trips, and holiday outings
4. To make a written financial report at each Board meeting, detailing income and expenses
5. To report to the Body after each affair in detail all incoming expenses and outstanding funds. A written copy will be submitted to the Financial Secretary and Internal Audit Committee
6. To turn in all monies held by the Social Committee to the Financial Secretary at every regular club meeting
7. To be admitted free to all fund raising events

## **Section 12, Membership Chairperson**

### **A. Duties**

1. To collect membership dues and before accepting said dues to determine the applicant's financial standing in the club
2. To issue club packets such as rosters, patches, membership cards and the Constitution and By-Laws to members within 60 days of the Membership Meeting
3. To maintain accurate records of the membership and provide copies of these records to the appropriate officers
4. To maintain accurate attendance records at Club meetings
5. To make financial reports to the Body when necessary
6. To make a written financial report at Board meetings which detail all income and expenses and a written copy submitted to the Financial Secretary
7. To coordinate the Membership Meeting
8. To turn into the Financial Secretary at each meeting all monies held by the Membership Committee
9. To introduce new members and guests at each regular meeting
10. To notify members, and the appropriate chairpersons, of changes in their membership status
11. To list initial membership date, thus becoming their Anniversary Date, for each member in the Club Roster for the "25-Year Member" tally
12. To annually cross-reference each member and their Anniversary Date with the Recording Secretary for the "25-Year Member" status
13. To notify each member of their upcoming 25<sup>th</sup> Anniversary, one year prior to their actual 25<sup>th</sup> year for recognition as a "25-Year Member" beginning the 1992-93 ski season

## **Section 13, Editor of the Newsletter**

### **A. Duties**

1. To write, edit, and e-mail the Newsletter. The Newsletter may be mailed to members without e-mail addresses upon request
2. The Newsletter Editor may solicit revenue producing ads for the newsletter (See below)
3. Private businesses and other organizations may not place ads in the Newsletter or include any material in our mailings unless approved by the Executive Board in advance.

#### **Section 14, Junior Club Advisor**

##### **A. Duties**

1. To assist in planning and coordinating the activities of the Junior Sno-Gophers Ski Club(JSG)
2. To be the liaison between the Sno-Gophers Ski Club and the Junior Sno-Gophers Ski Club and keep the Executive Board and Body informed of the JSG's activities
3. To assist and set guidelines for the election of officers and the Board of Directors of the JSG and be guided by, but not exclusively, the Constitution of the SGSC.
4. To assist in planning the trip schedule for the JSG
5. To maintain accurate records and submit a detailed report of the activities and financial transactions of the Junior Division at the Annual Report Meeting.
6. To submit a detailed financial report to the Executive Board of the SGSC following each Junior Division activity.

#### **Section 15, Racing Chairperson**

##### **A. Duties**

1. To develop and supervise a schedule of competitive intra and inter club racing
2. To keep accurate records of each member's performance in racing
3. To make a financial report
4. To encourage membership to ski safely

#### **Section 16, Business Manager**

##### **A. Duties**

1. To coordinate services and maintain control of the VISA/MASTER Card and PAYPAL systems, which includes all card charges and credits
2. To maintain corporate records, property control of said properties
3. Maintain a list of all Club properties by controlling, with written record, the acquisition and disposition/use of said properties at all times
- 4.

#### **Section 17, Chicago Metropolitan Ski Council (CMSC) Representative and National Brotherhood of Skiers (NBS) Representative**

##### **A. Duties**

1. To keep the Club apprised of activities of the CMSC and the NBS

#### **Section 18, Records**

- A. Officers and Committee Chairpersons must keep detailed and accurate records of all Club business. Such records are property of the Club and must be turned over to the Financial Secretary at the Annual Report Meeting
- B. After providing the Internal Audit Committee with copies of these reports, the Financial Secretary then turns the records over to the Recording Secretary for safe keeping

#### **Section 19, Officer Discounts**

- A. Elected and appointed officers are entitled to a twenty percent (20%) discount on Midwestern ski trips and a ten percent (10%) discount on Jetliner ski trips

#### **Section 20, Vacancies**

- A. Any officer who fails, refuses, or is unable to perform the duties of their office for three (3) consecutive meetings shall have said office declared vacant by the President who will appoint an active member to complete the unexpired term of the office subject to the Executive Board's approval

### **Section 21, Bonding of Officers**

- A. The following officers shall be bonded with a Fidelity Bond during their term of office:
  - 1. President
  - 2. Treasurer
  - 3. Financial Secretary
  - 4. Business Manager
  - 5. Social Chairperson
  - 6. Membership Chairperson
  - 7. Midwestern Trip Chairperson
  - 8. Jetliner Trip Chairperson

## **ARTICLE V: NOMINATIONS AND ELECTIONS**

### **Section 1, Nominations**

- A. At the February general meeting, the President shall appoint a Nominating Committee composed of a chairperson and a maximum of four (4) other active members.
- B. The chairperson of the Nominating Committee must determine that the candidates fulfill the requirements of office as stated in ARTICLE IV, SECTION 3, and are willing to accept the office to which they have been nominated
- C. A member may be nominated for one office only. When elected to one he/she must withdraw their name for consideration of the other office
- D. Nominations are closed at the March general meeting.

### **Section 2, Elections**

- A. Elections will be held during the Annual Meeting in April.
- B. All officers will be elected by secret ballot
- C. Only active, inactive, and affiliate members may vote
- D. All votes must be cast in person
- E. To be elected, a candidate must receive a majority vote (a number equal to at least one more than half of all votes for that office). If more than two (2) candidates are nominated for one office and no one candidate receives a majority on the first ballot, a second ballot shall be taken composed of the two (2) top candidates of the first ballot
- F. Officers assume office at the first meeting in June
- G. No member shall hold more than one office at a time

### **Section 3, Term of Office**

- A. The term of office is from June 1<sup>st</sup> to May 31<sup>st</sup>

## **ARTICLE VI: COMMITTEES**

### **Section 1, Standing Committees**

- A. A separate committee shall work under the direction of the following chairpersons to assist in the performance of the duties of said office. These will be known as Standing Committees:
  - 1. Midwestern Trip Chairperson
  - 2. Jetliner Trip Chairperson
  - 3. Social Chairperson
  - 4. Racing Chairperson
  - 5. Membership Chairperson
  - 6. Newsletter Editor
  - 7. Jr. Club Advisor
  - 8. Business Manager

## **Section 2, Ways and Means Committee**

- A. The Vice President will be the chairperson of this committee which will work on projects assigned by the President

## **Section 3, Internal Audit Committee**

- A. This will be a permanent committee and shall be called "The Internal Audit Committee". It is solely responsible to the membership
  1. The initial chairperson will be selected by the Body, and thereafter will select his/her successor chairperson from the committee who shall be approved by the Body
  2. There shall not be less than three (3) nor more than five (5) Audit Committee members selected by the Chairperson. Each member shall serve for a period of two (2) years and cannot succeed him/herself
  3. The chairperson's term will be three (3) years without succession rights and without Board membership
  4. All appointments must be approved by a majority vote of the Body
  5. Any persons responsible for handling Club funds cannot serve on this committee
- B. Duties
  1. To receive written verifiable reports from officers and committee chairpersons who handle finances of the Club
  2. To audit the reports according to a system agreed upon by the Audit Committee members
  3. To contact businesses, etc., if necessary, only after final reports are made and such reports are found to be inconclusive
  4. To bring to the attention of the membership any information regarding discrepancies in the report that is irreconcilable with the chairperson
  5. To verify all records and evaluate all systems used by officers and committee chairpersons
  6. To have and maintain an on-going audit book to be available to the membership for reviewing
  7. To make a summary of the final audit available to the membership
  8. To conduct the committee's activities in such a manner so as not to interfere with the SGSC's normal and regular Club activities

## **ARTICLE VII: MEETINGS**

### **Section 1. Regular Meetings**

- A. The regular meetings of the SGSC will be held at 7:00 on the third Tuesday of each month
- B. Visitors may attend two (2) meetings after which they must become active members in order to attend further meetings

### **Section 2. Annual Meetings**

- A. The April meeting shall be known as the Annual Meeting and shall be for the purpose of electing officers, and for any other business that may arise.
- B. The May meeting shall be known as the Annual Report Meeting and will be primarily for the purpose of receiving Annual Reports of officers and committee chairpersons and for any other business that may be on the agenda. The Recording Secretary shall give written notice of the Annual Meetings to active and inactive members at least ten (10) days in advance. The Annual Meetings are open to members only.

### **Section 3. Membership Meetings**

- A. The Membership Meeting will be held on the first General meeting in October of every year unless requested otherwise by the Membership Chairperson and approved by the Body

### **Section 4. Call Meetings**

- A. Special meetings can be called by the President, Executive Board, or by written request of ten (10) active members. The purpose of the meeting must be stated in the call and no other business should be dealt with or discussed. At least three (3) days notice of such meeting shall be given except in cases of emergency. Call meetings are open to members only unless otherwise specified.

### **Section 5. Quorum**

- A. A quorum shall consist of one-fourth (1/4) of the active membership present

## **ARTICLE VIII: EXECUTIVE BOARD**

### **Section 1. Composition**

- A. The Board shall consist of elected and appointed Club officers and the immediate past president.
- B. The appointed officers shall have the same privileges as the elected officers

### **Section 2. Duties**

- A. To supervise and act upon all Club matters which arise between the regular meetings of the Club
- B. To limit each disbursement to a value equal to \$1.00 per member (active and inactive) of the Club's funds without a vote from the Body
- C. To meet prior to each regular Club meeting. A special meeting may be called by the President whenever necessary. One-half (1/2) of the members of the Board constitute a quorum
- D. To keep written minutes of the meeting
- E. To guide and/or advise the Club in all financial matters
- F. To recommend the amount of Club dues and special assessments to the Body
- G. To establish such procedures or regulations as are necessary for the successful conduct of Club affairs, but not in conflict with these By-Laws
- H. To prepare the annual operating budget for the consideration of the assembly
- I. To establish an agenda for the regular Club meetings
- J. To enter into contractual relationships and to represent the Club in such legal matters that may arise
- K. To develop long range plans for the Club
- L. To be responsible for the filing of Government reports
- M. To review this Constitution and By-Laws as needed
- N. To determine the Club's policy relative to dues, discounts, member benefits, etc., subject to Club approval

## **ARTICLE IX: AMENDMENTS**

### **Section 1.**

- A. The Constitution and By-Laws of the SGSC may be amended or repealed at any regular meeting by two-thirds (2/3) majority vote to the assembled Body providing that the proposed amendment or repeal was submitted in writing at a regular Club meeting and tabled until the next regular Club meeting

**Section 2.**

- A. The Recording Secretary must notify all active and inactive members that an amendment or repeal will be voted on at the next general meeting following the meeting at which it was submitted to the Club

**Section 3.**

- A. Any amendments to the Constitution and By-Laws ratified by the membership will be in full force and effective on and after the day of passage unless otherwise specified

**ARTICLE X: PARLIMENTARY AUTHORITY**

**Section 1.**

- A. The current edition of Robert's Rules of Order shall be the compendium for organizing and conducting the Club's meetings and business when it does not conflict with this Constitution and By-Laws.

**ARTICLE XI: DISSOLUTION**

**Section 1.**

- A. The SGSC will be considered dissolved if after a period of one (1) fiscal year there has been no organizational activity and the membership is less than ten (10) active members. Any person who served as an officer within the proceeding two (2) years is qualified to make such a determination

**Section 2.**

- A. It will be the responsibility of the persons so qualified to place any surplus funds in trust for the SGSC. The funds will be held in trust for one (1) year. If the SGSC has not been reorganized within the year, the funds will be distributed by the disbursing body to those who are still active members