

Prairie Nordic Ski Club Constitution

I. NAME

The Club shall be known as the "Prairie Nordic 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 unless specific limits have been approved by the executive and communicated to all members.
- (d) To register for any bus trip, multi-day 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) Membership renewals are due October 31 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
 - Member Communications
 - Social
 - Summer Program
 - New Members
- (b) The Executive shall be elected at the Annual Meeting, with the exception of the Summer Program Coordinator, 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.
- (f) At a minimum, the club executive will consist of President, Treasurer and Registrar (filled by either elected or appointed members).

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 multi-day trip programs;

(c) The Secretary shall:

- i) prepare and maintain a record of the minutes of all Club meetings.
- ii) ensure that work files are transferred from outgoing to incoming officers;
- iii) be responsible for the preservation of past records of the Club;
- iv) ensure that amended Constitutions are available 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) make all payments as required.
- 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) configure the online registration system
- ii) monitor the online registration process
- iii) produce membership and other lists
- iv) provide trip leaders with appropriate links into trip registration information
- v) 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 run for and hold the same office (except the office of Registrar or Treasurer) for no more than two terms consecutively, 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 made by club cheque or e-transfer.
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.
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.

IX. DISSOLUTION OF CLUB

1. Should one or all the Club Executive decide that dissolution of the Club is necessary or advisable, a meeting of the Executive Committee shall be scheduled with a minimum of 21 calendar days notice. Dissolution of the club shall be clearly noted as the main agenda item.

2. An announcement of the planned meeting shall be communicated to the membership with a minimum of 14 calendar days' notice, include a brief outline of the concerns of the Executive, and an avenue for comment. (e.g. email address)
3. In the meeting of the Executive, membership comments will be reviewed prior to any vote of dissolution. Dissolution of the Club must be approved by a two thirds majority of those Executive Committee members present and voting at the meeting. Remote attendance is allowable.
4. An announcement of the meeting result shall be communicated to the membership.
5. After a vote for dissolution, if there remain any assets after satisfaction of all debts, liabilities, and final tax estimations, including the return of any items advanced, these assets (cash, computers, equipment, supplies, etc.) shall not be paid or distributed to membership but shall be given to such organizations with objectives similar to those of the Club. The Club shall then be declared dissolved.
6. A follow up announcement explaining the asset disbursement shall be communicated to the membership.