

# BY-LAWS OF THE TANNENBAUM SKI CLUB

## ARTICLE I: General

**SECTION I:** These By-laws and rules governing the operations of Tannenbaum Ski Club (TSC) are established to implement provisions of the Constitution of TSC and for the information and guidance of all concerned. TSC Members are instructed to observe the spirit and intent of the By-laws and procedures.

**SECTION II:** Copies of the Constitution and By-laws shall be made available to TSC members. The webmaster will maintain a copy of the current Constitution and By-laws on the TSC web page.

**SECTION III:** TSC will maintain an active and positive relationship with the Outdoor Recreation facilities located on the various military installations within the Kaiserslautern Military Community (KMC).

## ARTICLE II: Fees

**SECTION I:** Each active member of TSC will pay membership dues to the Membership Committee of TSC which will be deposited by the Treasurer, or designated representative, into the TSC bank accounts. Members of the TSC Board of Directors (TSC Board) and their families are exempt from paying dues while serving in office.

**SECTION II:** TSC recognizes reciprocal membership in other ski clubs within the US military community in Europe. Individual members from these clubs can join in TSC activities with full rights and privileges of a regular member without paying guest fees. This privilege is **not** extended to other ski clubs unless they recognize reciprocal membership with TSC.

**SECTION III:** Yearbook advertisers receive a free membership for the trip season in which they purchase an advertisement.

**SECTION IV:** If a member is on leave or vacation status away from the KMC for a period of 90 consecutive days or longer during the active trip season, they can request reimbursement of their membership dues in writing to the President or Treasurer, to be voted upon by the Elected Officers. A copy of TDY orders, PCS orders, or leave paperwork must be attached to the request. Reimbursement of the dues will be prorated.

**SECTION V:** Unused dues are non-transferable.

**SECTION VI:** A guest may participate in TSC activities if accompanied by an active member of TSC. The member is responsible for ensuring the guest fee is paid.

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## ARTICLE III: Government

**SECTION I:** The operations of TSC shall be under the general supervision of the TSC Board.

**SECTION II:** The TSC Board shall:

1. Control all financial operations and establish and maintain such records for the proper accounting of funds and property as required by applicable DoD, Air Force, Army, and KMC directives and instructions. This includes but is not limited to the following:

A. Establish and maintain appropriate bank accounts.

B. Establish appropriate procedures to ensure all bank transactions are signed for by a person(s) authorized by the TSC Board.

C. Collect and file receipts for reimbursement.

2. Maintain a current roster of voting members.

3. Execute contracts and agreements obligating TSC.

4. Advise and publicize the dates and locations of general membership meetings and socials and maintain records of the proceedings of TSC Board meetings.

5. Appoint qualified TSC Board Members to act as Trip Captains (TCs) and Assistant Trip Captains (ATCs). General TSC members may be appointed as per TSC Board policy titled *Trip Captain (TC) and Assistant Trip Captain (ATC) selection process*.

6. Follow all general Board Policies and Procedures.

## ARTICLE IV: Rules of Conduct

**SECTION I:** TSC is established to promote the widest possible enjoyment of TSC activities by TSC membership. TSC members are expected to act responsibly and to be sensitive to the rights of others. Inappropriate actions that infringe on the rights and enjoyment of other persons will not be tolerated. TCs, preferably with the advice of any TSC Board members immediately available, will employ verbal warnings to correct minor infractions. However, TSC will deal with repeat infractions, serious infractions, and unsafe behavior promptly and firmly. Safety is the paramount concern on all occasions.

**SECTION II:** Members are responsible for their actions and the actions of their guests at all times while participating in TSC activities. This includes monetary responsibility for damage they cause to buses, or hotels, and any other consequential expense (e.g., phone bills) they cause

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TSC to incur. All members and guests will comply with established TSC Board policy titled *Members' Conduct*.

### **ARTICLE V:** **Meetings/Socials**

**SECTION I:** TSC will hold regular general membership meetings or socials twice a month during the active trip season and as necessary in other months. In addition to conducting any special business, these meetings/socials will afford members an opportunity to sign up for scheduled trips.

**SECTION II:** TSC will hold at least two special purpose membership socials as follows:

1. A picnic/sports day to be held any time between June and August on a date selected by the TSC Board.
2. A special open-access social to encourage recruitment of new members to be scheduled at a date/time convenient to encourage maximum participation and recruitment.

**SECTION III:** The TSC Board may schedule other special general membership meetings or socials during the calendar year as circumstances warrant.

**SECTION IV:** The TSC Board will usually meet at least once each month during the active trip season and as necessary in other months to discuss issues and to act on those matters regarding the governing of TSC. The President or Vice-President may call additional membership or Board meetings with at least 10 days' advance notice. The President or Vice-President may also cancel meetings at their discretion. A meeting of the TSC Board will be called if it is jointly requested by at least five members of the TSC Board.

**SECTION V:** All business meetings will be recorded and will indicate the members in attendance, financial conditions, committee reports, and any actions taken or votes conducted.

### **ARTICLE VI:** **Suggestions**

Suggestions for changes or improvements to TSC operating procedures are actively encouraged. TSC members may make suggestions in writing addressed to either the TSC President or Secretary.

### **ARTICLE VII:** **Election & Voting**

**SECTION I:** The TSC Board will establish and publicize dates for the annual election. Elections will be held after the second general membership meeting (third week) in March and no later than the second general membership meeting (third week) in April. The outgoing President, Vice-President, or Secretary will preside over the election meeting.

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**SECTION II:** The names of the candidates for the TSC Board shall be taken from a slate submitted by the previous TSC Board and presented to the general membership on election night. At this time only, nominations shall be accepted from the floor. Floor nominations will not be accepted unless the candidate is present and verbally accepts, or has given previous written acceptance of the nomination.

**SECTION III:** At any time during the nomination and/or appointment process any TSC member in good standing may challenge any candidate or appointee for the TSC Board. Any challenge so voiced must be resolved before the nomination/appointment process for that appointee can continue. Challenges may be presented orally on election night or in writing to a member of the Elected Officers who is then required to forward the challenge to the President as expeditiously as possible. The challenge should be specific in nature and describe the basis for the assertion that the appointee is not suitable for inclusion on the TSC Board.

**SECTION IV:** Voting for the TSC Board will be by majority vote of the members present at the scheduled election meeting. Voting shall be by written ballot. Ballots will be issued to all active members in attendance at the election meeting. Each candidate's name will appear on the ballot. Each member who votes may make a check mark for each person nominated until he or she has checked up to 27 names. The 27 candidates receiving the most votes will constitute the new TSC Board. In the case of a tie for the 27th position, the names will be announced and a tie-breaking vote will be taken either on additional written ballots or by voice vote.

1. If there are 27 or fewer candidates for the TSC Board, the entire slate may be approved upon voice vote of the members, provided a quorum is present in accordance with Const. Article VII, Section III.2.
2. Absentee ballots will be considered if the written request is made to one of the Elected Officers no later than the business meeting prior to the election.

**SECTION V:** The term of office for each TSC Board member is through the duration of the trip season for which they were elected. The new TSC Board replaces the old TSC Board at the Board meeting following their election, no later than on the second Wednesday of May.

**SECTION VI:** Election of individuals to fill specific TSC Board positions is conducted by vote of the Board members as follows:

1. **Elected Officers.** The Elected Officers will be elected by the TSC Board from among the Board members. To promote continuity, nominees for Elected Officers will be restricted to members with prior TSC Board service, unless fewer than three members with prior Board service are available as nominees for a particular Elected Officer position. Secret ballots will be used to elect the five Elected Officers (President, Vice President, Secretary, Treasurer, and Trips Chairperson).
2. **Other Board Positions.** The TSC Board will create positions and committees to perform various functions. TSC Board members may volunteer to serve as committee chairpersons and assistants on committees. If more than one person volunteers for a position, the Board will conduct a vote on which member should hold the position. A TSC Board member may be an assistant on more than one committee. Selection of

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these positions may be made in any order. If a vote for any such position is required, it may be by voice vote, secret written ballot, or show of hands.

**SECTION VII:** Board vacancies that occur throughout the year may be filled with replacement Board members at the discretion of the TSC Board. Another Board member will nominate a prospective candidate or candidates. After discussion and upon a second of the nomination, the TSC Board will vote on whether to add this person to the current Board by majority vote. The vote can either be by voice vote, secret written ballot, or show of hands.

**SECTION VIII:** It is understood, with any volunteer organization associated with the military, that duty constraints will periodically preclude a TSC Board member's participation. When such periods become extended, to the detriment of TSC's operations, the Board member is encouraged to offer their resignation. If a resignation is accepted under these circumstances, that Board member may be accorded priority to rejoin the TSC Board (in the first available slot) upon their return.

**SECTION IX:** To recall a Board member, a motion will be presented at any regularly scheduled membership or Board meeting. The recall vote will be conducted at the next scheduled general membership or Board meeting. A two-thirds majority vote of the members present is required to remove the TSC Board member from office. The recall vote will be announced via all official TSC processes normally used to disseminate information to the Membership prior to being voted upon.

### **ARTICLE VIII:** **Conducting Business Via E-Mail**

**SECTION I:** Frequently, it may be necessary for the TSC Board to conduct TSC business via e-mail.

1. **Minor Actions:** Most of the business that TSC conducts via e-mail will be specific committee actions, minor discussions, and day-to-day conversations that do not need the input of the entire TSC Board and can be resolved quickly.
2. **Major Actions:** Major Board decisions via e-mail will be kept to a minimum. Ideally, any long-term decisions or efforts that require input from the entire TSC Board will be reserved for the regularly scheduled or emergency Board meetings. However, when the need for major action arises and schedules dictate that a meeting is impossible, major decisions can be reached via e-mail.

**SECTION II:** All business conducted via e-mail will be binding as though it were conducted during a formal Board meeting.

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## ARTICLE IX: Other TSC Policies

**SECTION I:** Other Policies and Procedures enacted by the TSC Board may include but are not limited to the following:

1. Board of Director Roles and Responsibilities
2. Trip Captain (TC) and Assistant Trip Captain (ATC) Selection Process
3. Trip Captain Guide
4. Purchase of Lift Ticket Policy
5. Early Bird Discount Policy
6. Board Member in Good Standing Policy
7. Member in Good Standing Policy
8. Challenge Process
9. Determination of Trip Schedule
10. Payment Methods
11. Members' Conduct

**SECTION II:** TSC Policies and Procedures will be maintained by the Vice President and updated as necessary and as approved by the TSC Board.

THE BY-LAWS OF THE TANNENBAUM SKI CLUB WERE AMENDED BY THE TSC MEMBERSHIP ON ?? 2010.

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Jennifer Spencer  
President

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John Hereford  
Vice President