

Fort McMurray Competitive Ski Society: BY-LAWS



Objective of the Society is:

To provide the youth of Fort McMurray and the Municipality of Wood Buffalo an opportunity to participate in alpine ski racing programs. The programs are divided into a Nancy Greene Ski League Program (N.G.S.L.) and Juvenile/Junior (Alpine) Racing Programs.

The programs are coherent with the mission statement of Alberta Alpine Ski Association and Alpine Canada Alpin.

1. Organization

1.1 The Executive Board of Directors

The Board consists of 10 Voting Directors elected bi-annually at the annual Spring General Meeting of the Membership. 50% of the executive positions are eligible for election each year to ensure continuity.

The President's position is to be filled by a current or previous board member. If there is no candidate for the position, the current Vice-President will assume the position for the remainder of the term.

Board member positions available and member intentions need to be declared two weeks ahead of the Spring AGM and communicated to all members to permit others the opportunity to consider nomination for the open positions. If members of the board are not fulfilling their duties the board reserves the right to ask the individual(s) to resign.

The Board meets approximately every other week from October 1 to March 31 and once each month during the remainder of the year or as required.

Each member of the Board has one vote in all matters brought before the Board. Board membership is limited to one representative from each family. Six voting executive members constitute a quorum.

Each Director sponsors submissions to the Board on behalf of his/her area. The decisions of the Board are binding within all areas.

The Board approves the annual Budget before the first meeting in October. Annual membership fees, coaching fees, and expense budgets for each program (N.G.S.L., & Alpine) must be reviewed and approved by the Board.

The Board organizes two General Meetings of the Society Membership each year: in Spring, no later than 45 days after completion of the ski season and in Fall no later than 30 days prior to start up of the new season.

The General Meetings shall be announced in advance to all its members and for elections at least 14 days in advance in the local newspaper.

1.2 By-Laws

The by-laws may be rescinded, altered, or added to by a Special Resolution passed by a majority vote of not less than three-fourths of the members entitled to vote who are present at a general meetings of which 14 days published notice specifying the intention to propose the Special Resolution has been given.

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1.3 Voting

Any member in good standing has the right to vote at any meetings of the Society. Such votes must be made in person and not by proxy or otherwise. A "member entitled to vote" is a parent or guardian of a registered child in the program. Voting is limited to one vote per family.

1.4 Auditing

Any two directors of the Society shall audit the books, accounts, and records of the Secretary and Treasurer at least once each year.

1.5 Remuneration

1.5.1 No officer or member of the association shall receive any remuneration for his/her services, unless authorized by the Board of Directors.

1.5.2 Notwithstanding subsection 1.5.1 herein, each member of the Board in good standing shall be entitled to reduce their fundraising commitment by 3 credits.

1.6 Fees

The Board establishes annual fees. The fee consists of two components - Membership and Coaching. Annual fees are established by the Board for the N.G.S.L., Juvenile and Junior programs upon review of the budgets prior to the fall general meeting. Budget fee and projections should be completed by May 31

1.7 Volunteers

Each member family is required to participate in the volunteer activities of the Society. The participation requirements will be provided in the program outline.

1.8 Coaching

The coaching contracts are to be reviewed and approved by the Executive Board and signed by the Society and coach by Sept 1

For additional rules on coaching see section "3.1 Coaching" under "3. Society Rules and Regulations"

1.9 Conflict of Interest:

Definition: Where a member is in a position to receive clear benefit or gain, direct or indirect, from the decision or vote.

If a member from Vista Ridge Board is on the ski club Board and an issue of potential conflict of interest arises, that member will excuse himself or herself from the discussion or vote.

If a member from Vista Ridge staff is on the Board and an issue of potential conflict of interest arises, that member will excuse himself or herself from the discussion or vote.

1.10 Presentations to the Board:

Members may address the board at an open forum at the start of each board meeting. Prior notification of the board is required.

1.11 Confidentiality:

Confidentiality of all matters discussed by the board will be strictly maintained unless the board deems it necessary to bring an issue before the general membership.

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2. Responsibilities

2.1 The President

The President is responsible for the day-to-day operation of the Society.
The President tables policies, changes in Bylaws, and changes in organization to the Board.
The President chairs all Executive Board meetings and supervises the activities of the other Board members.

2.2 Vice-President

The Vice-President is to act as a backup for the President, to fill in for the President in the absence of the President. The Vice President will co-ordinate the hiring of the coaches and administer the coach's contracts.

2.3 Secretary

The Secretary has responsibility for all matters of record (correspondence, files, by-laws etc.). The Secretary schedules all Executive Board and General meetings of the Society.
The Secretary records and distributes the record of proceedings of each meeting (minutes) of the Board and the society in a timely manner.

2.4 Treasurer

The Treasurer is responsible for the recording of all financial transactions and the issuance of periodic reports of Financial Status to the Society. (Bingo /Casino Reports, Fundraising Report, Control of cheques, etc.)
The Treasurer will prepare the annual Alpine and Nancy Green budgets with input from the program directors.
The Treasurer is to keep auditable books in accordance to general accounting practices and is to assist in budget preparation and monitor expenditure of the Society.
The Treasurer is responsible for maintaining the status as a registered society.

2.5 Alpine Director

The Alpine Director is responsible for the supervision and administration of the Alpine Racing Programs. The Director liaises with the governing bodies (AASA, ACA, etc.) and in cooperation with the Alpine Head Coach establishes the annual Training and Racing schedules for the Racing Programs.

The Alpine Director is responsible for enrollment within the Alpine Racing Programs.
In co-operation with the Media & PR Director, the Alpine Director will publicize and promote participation in the Alpine Programs for the youth of Fort McMurray.

The Alpine Director is responsible for the communication to the alpine participants and member families of plans, results and issues.

The Alpine Director is responsible for handling issues and concerns from coaches, parents and racers and if required will communicate concerns to the Executive Board.
The Director sponsors all issues requiring resolution by the Board for the alpine programs.

The Alpine Director assists the Treasurer with the preparation of the Alpine budget.

In cooperation with the coach, the Alpine Director is responsible for all travel and race registration arrangements. The Director must insure reservations for races and accommodations travel, for racers, coach and Chaperons are completed on time and in accordance with the policy on out of town races.

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2.6 Regional Director

The Regional Director is responsible for the supervision and administration of the Regional Racing Programs. The Director liaises with the governing bodies (AASA, ACA, etc.) and in cooperation with the Alpine Head Coach establishes the annual Training and Racing schedules for the Racing Programs.

The Regional Director is responsible for enrollment within the Regional Racing Programs. In co-operation with the Media & PR Director, the Regional Director will publicize and promote participation in the Regional Programs for the youth of Fort McMurray.

The Regional Director is responsible for the communication to the regional participants and member families of plans, results and issues.

The Regional Director is responsible for handling issues and concerns from coaches, parents and racers and if required will communicate concerns to the Executive Board. The Director sponsors all issues requiring resolution by the Board for the regional program.

The Regional Director assists the Treasurer with the preparation of the regional budget.

In cooperation with the coach, the Regional Director is responsible for all travel and race registration arrangements. The Director must insure reservations for races and accommodations travel, for racers, coach and Chaperons are completed on time and in accordance with the policy on out of town races.

2.7 Nancy Greene Director

The Nancy Greene Director is responsible for the supervision and administration of the Nancy Greene Program. The Director liaises with the governing bodies (AASA, ACA, etc) and in co-operation with the Nancy Greene Head Coach establishes the annual Training and Racing schedules for the local Nancy Greene Ski League.

The Nancy Greene Director is responsible for enrollment within the Nancy Greene Ski League. In co-operation with the Media & PR Director, the Nancy Greene Director will publicize and promote participation in the Nancy Greene Ski League with the youth of Fort McMurray.

The Nancy Greene Director is responsible for the communication to the Nancy Greene Ski League participants and member families of plans, results and issues.

The Nancy Greene Director assists the Treasurer with the preparation of the Nancy Greene budget.

The Nancy Greene Director is responsible in cooperation with the coach for all travel and race registration arrangements. The Director must insure reservations for races and accommodations travel, for racers, coach and Chaperons are completed on time and in accordance with the policy on out of town races.

2.8 Fund Raising Director

The Fund Raising Director is responsible for researching possible fund raising projects and submitting proposals to the Board. The Director will supervise the Fund Raising Event Coordinators.

The Director will encourage member participation in fund raising projects. Together with the Society Executive Board, the Director will solicit corporate participation through sponsorship.

The Fund Raising Director is responsible for completion of all submissions and applications to governing bodies for fund raising projects (Govt. of Alberta, Govt. of Canada, Alberta Sports Council, Municipal Govt.).

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2.9 Media & Public Relations Director

The M & PR Director is responsible for liaison with the media to ensure that the image of the Society encourages public support and participation in fund raising projects.

The M & PR Director has responsibility to prepare and distribute the Society Newsletter twice annually.

The M & PR Director will invite the News media to races and events and will provide them with results and emphasize program accomplishments, on a timely and effective basis.

The M & PR Director will assist the Alpine and Nancy Greene Program Directors with enrollment promotions. He/She will work in co-operation with the Fund Raising Director for publicizing fund raising projects.

The M & PR Director will organize social events to promote good relationships amongst the general membership.

2.10 Bingo / Casino Director

The Bingo / Casino Director is responsible for all bingo/casino-related activities including scheduling and tracking bingo/casino attendance. He/She is to coordinate bingos/casinos, applications, bingo/casino staffing, and liaison with the gaming authorities.

The Director is to attend (or send a representative) all the bingo and casino association meetings.

The Bingo/Casino Director will work the Treasurer to establish the bingo/casino credits.

2.11 Past President

The Past President is to provide guidance to the Board to ensure continuity of procedures and practices.

2.12 Dissolution of the Society

In the event that the Fort McMurray Competitive Ski Society dissolves, any excess gaming proceeds shall be dispersed to the Ft McMurray United Way as per Alberta Gaming regulations.