

**BY-LAWS OF THE
SASKATOON NORDIC SKI CLUB**

**Came into Force: October 11, 2012
Amended: October 20, 2016**

I. MEMBERSHIP

1. Any person may become a member of the club upon application for membership, and payment of the prescribed fee.
2. Any member may withdraw from the club at any time by notice to the club, but on withdrawal, the member shall not be entitled to a refund of any portion of the fees that he/she may have paid.
3. Any member in good standing, aged 18 or over as of 31 December of the current year, shall be eligible to vote at general meetings and be eligible to serve as a director of the club.
4. The annual membership fees of the club shall be reviewed annually and approved by the Executive. On the recommendation of the Executive, the membership fees shall be approved by the members at a general meeting.

II. DIRECTORS

1. Directors shall form the Executive. The Executive will consist of the President, Vice-President, Past-President, Secretary, Treasurer, and up to 5 additional directors. The position to be assumed by each director may be indicated at the time of election. Either the Vice-President or Past-President positions can be replaced by a President-Elect position.ⁱ
2. Additional Program and/or Committee Chairs may be appointed by the Executive to perform specific functions determined by the Executive. These Program and/or Committee Chairs will be accountable to the Executive.
3. Directors shall be elected at a general meeting to hold office for a term of one year. A director may not be re-elected for the same office for more than five consecutive terms.
4. Nominations for directors shall be made by a nominating committee composed of the president and the two immediate past presidents, or other past directors as required. The current president may not chair the nominations committee.
5. Nominations may also be made by any two members at a general meeting.
6. In the event of a vacancy, the Executive may appoint a replacement for the balance of the term.
7. Notice of Executive meetings shall be given to the directors at least one week prior to the date of the meeting, provided, however, that the directors may, with unanimous consent, meet at any

time or place without notice. The agenda should be provided 1 week in advance, in addition to motions, etc., to be carried forward.

8. A majority of directors present shall constitute a quorum for the purpose of an Executive meeting.

9. Subject to the conditions of the Non-profit Corporations Act, the Articles of Continuance, and the By-Laws of the Club, the Executive shall conduct the business and the affairs of the Club and exercise all its powers.

10. The directors may delegate such powers, as they think fit, to an individual director or to a committee chair.

11. The President shall preside at all general meetings and at all Executive meetings.

12. The Vice-President shall perform the duties of the President in his/her absence or inability to act. In the event that the Vice-President is unavailable or unable to act, the Executive may designate a director to perform the duties of the President.

13. A majority of directors present at an executive meeting can vote to remove a director for non-attendance or non-performance of duties. It will be an item on the agenda distributed to directors one week in advance.ⁱⁱ

III. GENERAL MEETINGS

1. The annual general meeting of the club shall be held in October of each year on a date to be determined by the Executive.

2. A special general meeting of the club may be called by the President as and when he/she considers it necessary, but he/she shall call a special general meeting when requested to do so in writing by at least five percent of the membership, or by the Executive.

3. Notice of a general meeting, including the proposed agenda approved by the Executive, shall be sent to the members a minimum of fifteen days prior to the date of the meeting.

4. Fifteen members, or 10 percent of the membership, whichever is less, shall constitute a quorum at any general meeting.ⁱⁱⁱ

5. Voting shall be by a show of hands except where a ballot is requested by at least five members.

IV. FINANCES

1. The fiscal year-end shall be 30 June of each year.

2. At each annual general meeting, an auditor, or a person to review the financial statement for the current fiscal year will be appointed, unless, under certain circumstances, the members waive this requirement.

3. At least two signing authorities appointed and authorized by the Club Executive shall be required to sign all cheques drawn on, or payments made from, the club's accounts.

V. BY-LAWS

1. The Executive may propose, amend or repeal any by-laws. The bylaws, amendment or repeal are effective from the day of the resolution of the Executive.

2. The bylaws, amendments, or repeal, must be submitted to the next meeting of the members. The members, by a majority vote of the members present, may approve, reject or amend such action.

OPERATING PROCEDURES

I. MEMBERSHIPS

1. Memberships are valid from November 1st to October 31st of the following year (October 26, 2006).

2. To be considered in good standing, club members must have paid the annual membership fee, and abide by any and all policies established by the club.

3. Membership dues paid after April 30th are carried to the following season. Subsequent dues are paid prior to November 1st of the following year. Note: Some flexibility with the April 30th date has been applied if the ski season ends early.

4. Membership fees shall be as follows (April, 2012):

Youth \$35
Adult \$40
Family \$70

5. Membership cards will be distributed to all club members for the period of November 1 to October 31 of each year.

II. YOUTH

1. An activity fee will be charged for each child participating in the Youth Instruction Program (October 26, 2006).

2. An activity fee will be charged for each child participating in the Track Attack Program (October 28, 2010).

III. COMPETITION

1. An activity fee will be charged for each Grapefruit Cup race.

IV. DIRECTORS

1. A special general meeting of the club may be held in April of each year on a date to be determined by the Executive. The Executive may be elected for the following year at this meeting.

2. In addition to the President, Past-President, Vice-President, Secretary, and Treasurer, any of the following chairs may be directors: Youth, Hiking and Touring, Eb's Trails, Equipment, Membership, Adult Instruction, Competition, Kivilski, Blind Skiers, Publicity, Loppet, Website, Volunteers, Vision 2020, etc.

V. FINANCES

1. At least three signing authorities will be appointed by the Executive and granted authority for all cheques drawn on, or payments made from, the club's accounts.

2. A preliminary budget for the expenses anticipated during the period of July 1 to the date of the annual general meeting will be approved by the Executive prior to the expenses being undertaken.

VI. MEETINGS

1. A proposed agenda including all proposed motions should be sent to the Executive at least one week prior to an executive meeting by the President or Vice President.

2. A proposed agenda for a general meeting including all proposed motions will be approved by the Executive at an executive meeting prior to the meeting notice and agenda being sent to the membership.

3. Where practical, the notice for the general meeting and a call for agenda meeting is preferred to be sent 30 days prior to a general meeting in order to allow time for the membership to review.

4. A call for agenda items will be sent to the membership at the time the general meeting notice is sent. A minimum of five days will be allowed for the membership to propose agenda additions. The executive will meet to discuss proposed agenda additions if required.

VII. KIVILSKI

1. Kivilski publication dates and general format will be standardized, with dates as follows (September 6, 2012).

a. November 15 – 1st issue. Submission deadline: November 1. Distributed to current members and members from preceding year. Issue provides results of hiking program with photos, membership reminder, info on adult & youth registration, loppet registration, competition programs, hiking/touring to January 15

b. January 15 – 2nd issue. Submission deadline: January 2. Distributed to current members and previous year members with warning that membership registration is overdue. Issue provides more info on registration for lessons, competition, loppet, hiking-touring up until March 15, results of race events held prior to December 25, more current loppet information.

c. April 15 – 3rd issue. Submission deadline: April 1. Distributed to current members only. Focuses on summary of year with loppet results, race results, photos of programs, stories related to sport of cross country skiing. Advertise spring general meeting, provide spring hiking program schedule and hiking information. Longest Kivilski of the year – 10 pages or more.

d. September 15 – 4th issue. Submission deadline: September 1. Current members only. Focuses on results of spring hiking, fall hiking schedule and hiking information, information about youth program registration, membership info, advertise annual general meeting (fall) in October.

ⁱ Amended on October 20, 2016.

ⁱⁱ Added on October 20, 2016.

ⁱⁱⁱ Amended on October 20, 2016.