

# San Gabriel Mountains Backcountry Ski Patrol Bylaws

## 1 Preamble

The following document is the governing bylaws of the San Gabriel Mountains Back Country Ski Patrol. It is written to bring order and consistency to the affairs and functions of this organization. The San Gabriel Mountains Back Country Ski Patrol is a duly registered patrol of the National Ski Patrol (NSP) and, as such, is guided by the rules, regulations, policies and ideals of the bylaws of the NSP, a nonprofit federally chartered organization. The San Gabriel Mountains Back country Ski Patrol bylaws were written in accordance with the National Ski Patrol's bylaws and are subject to NSP bylaws as they are amended from time to time.

## Article I: Name

The official name of this organization will be the San Gabriel Mountains Backcountry Ski Patrol.

## Article II: Purpose

It is the philosophy of the San Gabriel Mountains Backcountry Ski Patrol (hereinafter "Patrol") to be organized and dedicated to the service of the Angeles National Forest and its winter visitors, and the San Bernardino National Forest and its winter visitors. As a registered member patrol of the congressionally chartered National Ski Patrol we will serve in the publics interest as laid out in the congressional record:

TITLE 36 - PATRIOTIC AND NATIONAL OBSERVANCES, CEREMONIES, AND  
ORGANIZATIONS  
Subtitle II - Patriotic and National Organizations  
Part B - Organizations  
CHAPTER 1527 - NATIONAL SKI PATROL SYSTEM, INCORPORATED

-HEAD-

Sec. 152703. Purposes

-STATUTE-

The purposes of the corporation are -

(1) to promote, in every way, patriotic, scientific, educational, and civic improvement activities and public safety in skiing, by such means as the dissemination of information and the formation of volunteer local patrols consisting of competent skiers trained in first aid for the purpose of preventing accidents and rendering speedy assistance to individuals sustaining accidents; and

(2) to solicit contributions of money, services, and other property for, and generally to encourage and assist in carrying out these purposes in every way.

## **Article III: Membership**

The Patrol will consist of members chosen for admittance who have met current NSP and local patrol requirements. All members may be invited to renew membership each year if, in the previous year, they have met all NSP requirements and all standards set forth by the NSP and the patrol in duly published operations manuals and have remitted such annual dues as established by the patrol's board of directors. All members of the patrol will be entitled to a single vote in all patrol elections in accordance with the policies established by these bylaws.

The Patrol will be inclusive of members of varying ages and skiing/boarding abilities. The Patrol will be in compliance with the National Ski Patrol's Equal Opportunity and anti-discrimination policies as expressed in NSP Policies and Procedures 7.2.2 Section C.

## **Article IV: Board of Directors**

### **Section A: Powers and Purpose**

The business and affairs of the Patrol shall be managed by a board of directors, which shall have authority only within the patrol organization. Members of the board of directors will be elected by the general membership of the patrol, according to the procedures set forth in these bylaws. The purpose of the board of directors will be to develop and define the policies that govern the operation of the patrol, to promote the implementation of these policies, and to provide counsel and advice to the patrol director in the operation of the patrol.

### **Section B: Membership of Board**

Membership of the board of directors will consist of at least four persons and not more than 6 persons who have been members of the patrol for at least one year, and who are elected by the patrol's general membership at the fall election. Each member will serve a three-year term. Terms will be staggered so that at least 1 new board member is elected each year. The board year will commence on January 1 of each year. Any member may resign by providing written notice of resignation to the chairperson of the board. In the event a board member has been absent from three consecutive regular board meetings, the remaining members may determine that a vacancy exists, and the member will be deemed to have resigned.

### **Section C: Board Officers**

The officers of the board of directors will consist of a chairperson, vice chairperson, secretary and treasurer-registrar. The patrol director shall serve as chairperson. The assistant patrol director will serve as vice chairperson. All other board officers shall

be elected annually by the board membership at the first regular meeting of the board year. The duties of the officers will include the following:

1. The chairperson will (a) preside at all regular and special meetings of the board, (b) direct scheduling so that the board has ample opportunity to consider proposals before taking final action, and (c) have authority to assign, with board approval, additional duties and responsibilities to individual board members in support of the purposes of the board.
2. The vice chairperson, in the absence of the chairperson, will perform all of the duties of the chairperson.
3. The secretary will (a) prepare and distribute an agenda for all members, (b) conduct all official correspondence on behalf of the board, (c) maintain written records of all meetings and distribute copies of minutes as directed by the board, (d) preserve and maintain all the reports, documents, and records of the board committed to the secretary's care, and (e) perform any other duties directed by the board.
4. The treasurer-registrar will (a) maintain all financial records of the Patrol, (b) maintain all registration records of the Patrol, and file all registration forms and other documents required to be filed in connection with the registration of patrollers with the NSP, (c) with the assistance of the patrol director, submit an operating budget to the board at the September meeting and a financial report to the board at the end of each year. This report may be audited, at the discretion of the board, by two other board members. The treasurer must also render a financial report to the general membership at the fall meeting.

#### **Section D: Term Limits**

Board officers will be limited to one consecutive term per office. Non-officer board members will be limited to 2 consecutive terms.

To establish staggered elections, the founding board will have the following terms. Secretary 1 year, treasure-registrar 2 years, Chairperson 3 years, Vice Chairperson 3 years.

#### **Section E: Board Meetings**

The board will meet at least quarterly on dates and at places to be arranged by the chairperson. The chairperson or, in the absence of the chairperson, the vice chairperson may call special meetings, as needed. Except as otherwise provided in these bylaws, all meetings of the board will be conducted pursuant to the current edition of Robert's Rules of Order.

All board meetings will be open to attendance by the membership and announced to the membership at least 1 week in advance.

## **Section F: Quorum**

For the purposes of transacting official business, at least half of the board members must be present to vote. Although a quorum may be present, if one or more members abstain from voting leaving less than half of the members to vote on a particular issue, the vote must be postponed until the necessary quorum is available.

## **Section G: Voting**

Each member of the board will have the right to one vote and must be present to exercise that vote.

## **Section H: Responsibility and Authority**

All policies developed and defined by the board of directors and these bylaws as established or amended must be consistent with the policies and directives of the NSP.

## **Section I: Vacancies**

Vacancies occurring on the board of directors, for any reason, must be filled within 60 days. The remaining members of the board must submit a list of qualified candidates to the chairperson. The vacancy must then be filled by an individual who has received the affirmative vote of a majority of the remaining members of the board.

## **Section J: Committees**

The chairperson, with the approval of the board, may appoint chairpersons and members of committees. Membership on any committee need not be limited to members of the board. Special committees will cease to exist upon acceptance of their final report or by affirmative action of the board.

## **Article V: Administrative Officers**

### **Section A: Patrol Director**

The highest-ranking administrative officer of the patrol will be the Patrol Director.

This person will be responsible to the general membership for all administrative activities of the patrol. The Patrol Director must be a patroller. Elections for this office will be held every three years by the general membership, and the Patrol Director will serve a maximum of one consecutive three-year term. The election of this officer must be in accordance with the provisions set forth in these bylaws under Article VI: Elections. The patrol director shall also serve as chairperson of the board of directors of the patrol.

1. **Vacancy of Office.** A vacancy that occurs in the office of patrol director due to resignation, death, or disqualification will be filled by an interim patrol director selected by majority vote of the board of directors, which must meet within 10 days of the vacancy. The general membership will then elect a new patrol director at the next regular business meeting. Until the interim patrol director is named by the board, the vice chairperson of the board will act as patrol director.
2. **Removal from Office.** To remove a patrol director from office, a simple majority of the general membership must sign a petition calling for the board of directors to hold a special election for the removal of the patrol director. After this petition has been presented to the board of directors, the board must hold an election within 10 days. Voting will be by mail. An affirmative two-thirds majority vote of all members voting will be required to remove a patrol director from office.

## **Section B: Assistant Patrol Director, Candidate Trainer, Ombudsman, Other Officers and Advisors**

The assistant patrol director will report to the patrol director, serve at the patrol director's prerogative, and be accountable to the patrol director. The assistant patrol director must be a patroller. Elections for this office will be held every three years by the general membership, and the assistant patrol director will serve a maximum of one consecutive three-year term. The election of this officer must be in accordance with the provisions set forth in these bylaws under Article VI: Elections. The assistant patrol director shall also serve as vice-chairperson of the board of directors of the patrol.

The patrol director may appoint a candidate trainer, Ombudsman, administrative officers, and advisors as needed. The appointments must be confirmed by the board of directors. All such officers will report to the patrol director, serve at the patrol director's prerogative, and be accountable to the patrol director. The patrol director, in turn, will be accountable for the actions of these appointed officers.

## **Section C: Committees**

The patrol director may appoint any number of special committees to assist in specific activities and to augment the expertise of the patrol advisors. These committees will serve only as long as their intended mission requires and will then be dismissed.

## **Article VI: General Meetings**

The patrol director must conduct at least one general meeting per year and also give the membership 30 days prior notice of the meeting. The purpose of the annual meeting will be to confirm election of a patrol director and board members as required in Article VI: Elections, and to conduct any other routine business of the patrol, including presentation of a financial statement and minutes of the previous general meeting. Additionally, the board of directors may call special meetings as needed. Except as otherwise provided in these bylaws, all meetings of the patrol will be conducted pursuant to the current edition of Robert's Rules of Order. Minutes of all meetings of the general membership and board of directors must be recorded and filed in a permanent binder.

## **Article VII: Elections**

### **Section A: Qualifications for Election**

To be eligible for the office of patrol director, an individual must be a patroller and must have been a member in good standing with the patrol for at least two years, not counting the candidate year. To be eligible for a position on the board of directors, an individual must have been a member in good standing of the patrol for at least one year, not counting the candidate year. An individual who is nominated for any position must agree to run and to serve if elected. All members of the patrol will be eligible for appointed offices without regard to patrol status designation.

### **Section B: Nominations for Election**

On or before July 1 of each year, the chairperson of the board of directors will appoint a nominating committee consisting of the patrol director, past patrol director(s) and at least one patrol member not on the board of directors. The nominating committee, working with appropriate input from the general membership, will select one appropriate, qualified candidate for each office about to be vacant. The nominees will be selected based on the majority decision of the nominating committee. No member of the nominating

committee may be considered for nomination.

### **Section C: Notification or Nominations**

When the committee has selected its candidates and the candidates have indicated their willingness to stand for election and to serve if elected, the nominating committee will announce its recommendations in the patrol newsletter, or by a special mailing to Patrol members. This announcement must be made on or before September of each year.

### **Section D: Nominations from the Floor**

Additional nominations will be accepted from qualified Patrol members between October 1 and October 15. Nominees not recommended by the nominating committee must accept or reject the nomination and must meet all qualifications for the office for which they have been nominated.

### **Section E: Elections**

The registrar shall conduct all elections by mail. On or about November of each year the registrar shall forward a written ballot to each qualified member. These ballots shall be numbered to assure validity. Members shall have until November 18 to mark and return their ballots to the registrar. Ballots postmarked after November 18 shall not be valid. On or about December 1 the registrar will count the ballots and report the results to the chairperson of the board. The ballots will be retained until the board is sure that the general membership is satisfied with the count. A simple majority of the votes cast will be sufficient to win an office where a single position is at stake (i.e., patrol director). Where the election is for more than one equal office (i.e., seats on the board of directors), the candidates receiving the highest numbers of votes, consistent with the number of seats available, will be deemed the winners.

### **Section F: Quorum**

At least 30 percent of the total membership will constitute a quorum for the purposes of electing officers or transacting other routine business.

### **Section G: Qualifications to Vote**

All members of the patrol will be eligible to vote.

## **Section H: Voting Procedures**

In cases where there is no contest, the chairperson of the board will rule that the election is by acclamation. In cases of contested elections, all voting will be done by secret written ballot. In the event of a tie vote, the registrar will immediately order a run-off vote between the tied candidates. The run-off will be done by secret written ballot. A newly elected patrol director or board member will assume office on January 1.

## **Article VIII: Financial Administration**

### **Section A: Dues**

To exist as an organization, the patrol has certain financial requirements that must be met by membership fees and various fundraising activities. To be considered a member in good standing able to vote in elections and take advantage of membership privileges, a member must pay all required dues by the date established each year by the patrol director and the treasurer of the board of directors. The amount of dues will be established by the board of directors. These dues will be added to the national, division, and region assessments, and each member will be given a breakdown of the amount that goes to the national level and to each subunit of the organization. Every member will pay the total of all dues in one lump sum, and every member will pay the same amount of dues.

### **Section B: Fiscal Year**

The fiscal year of the Patrol will be January 1 through December 31. The treasurer of the board of directors, as the chief financial officer of the patrol, must prepare a comprehensive, end-of-year financial statement for presentation to the general membership at the annual fall meeting.

The financial records of the patrol must be available for formal audit by other higher NSP bodies as required, and for review by any voting member upon 20 days prior request. Should the Patrol be dissolved, all funds remaining in the treasury will pass to the National Ski Patrol.

## **Article IX: Amendments**

These bylaws may be amended at any general membership meeting upon at least two



weeks prior written notice to the membership. Such notice will include the original bylaw wording, proposed changes, reasons for the changes, and the date when the matter will be voted upon. Amendments may be proposed in writing to the board of directors by any patrol member.

Amendments must be accompanied by a petition signed by at least 5 Patrol members and must be presented to the general membership for consideration.

A two-thirds majority of the qualified voting patrol members who attend the meeting and vote on the amendment will be sufficient to carry the amendment. Where more than one bylaw amendment is presented, each amendment must be considered separately, unless there is unanimous agreement by those voting to the contrary.