

# AEA SKI CLUB BYLAWS

June 2003

## ARTICLE I – NAME

This Club shall be officially known as the ‘AEA Ski Club’, and commonly as the ‘Aerospace Ski Club’. It is formed under the Charter of the Aerospace Employees Association (AEA), a California non-profit corporation.

## ARTICLE II – OBJECT AND PURPOSE

### Section 1

The primary object of the Club shall be to provide a means for furthering the enjoyment of its members in snow skiing as members of a group.

### Section 2

This club shall be governed by the AEA Ski Club Bylaws contained herein. Club operations shall comply with the AEA Bylaws which shall take precedence in the event of a conflict.

## ARTICLE III – MEMBERSHIP

### Section 1

#### MEMBERSHIP CATEGORIES.

- A. Category M1 - Any current employee of The Aerospace Corporation is eligible for Full membership and full voting privileges in the Club.
- B. Category M2 – Any retired employee of The Aerospace Corporation is eligible for Full Membership and full voting privileges in the Club.
- C. Category A1 – Any dependant of any Full Member (Category M1 or M2) is eligible for Associate Membership and partial voting privileges in the Club (ref. Article III, Section 2).
- D. Category A2 – Any Military or civil service person permanently assigned to the Space and Missile Systems Center (SMC) is eligible for Associate Membership and partial voting privileges in the Club (ref. Article III, Section 2).
- E. Category A3 – Any sponsored individual of a Member (category M1, M2, A1, or A2) is eligible for Sponsored Associate Membership and partial voting privileges in the Club (ref. Article III, Section 2).
- F. Others - Children (under 18 years of age) of Full, Associate, or Sponsored Associate members are granted Honorary membership status. They may accompany their parents in any Club activities, save those designated for adults only, or where prohibited by law or regulation.
- G. Others - A majority of the general membership at a Club meeting may bestow non-voting Honorary membership status upon individuals who have benefited the Club.

## Section 2

EXTENSION OF MEMBERSHIP PRIVILEGES. Membership privileges shall be extended to individuals upon payment of annual membership dues, in accordance with membership category. Full voting privileges are extended to M1 and M2 Full Members only. Partial voting privileges, extended to A1, A2, and A3 Associate Members, exclude any funding or budgetary items. Honorary Members have no voting privileges.

## Section 3

### DUES.

- A. The Club shall establish the dues schedule for each membership year. In accordance with AEA Bylaws, there shall be a differential in the dues paid by Full members and Associate or Sponsored Associate members.
- B. Annual dues shall cover the period from 1 October of one year to 30 September of the next. The dues may, at the discretion of the Executive Board, be prorated on a quarterly or semi-annual basis.
- C. A thirty-day grace period shall be allowed, during which members whose annual dues are delinquent shall retain membership privileges.
- D. Honorary members shall not be assessed for dues in the year of award.

## Section 4

EXPULSION. Willful failure to abide by the Club rules and Bylaws; Local, State, or Federal laws; or conduct detrimental to the Club; or disregard for the Club interest or property, or the safety and welfare of other members or guests, shall be grounds for the summary expulsion on any Full, Associate, Sponsored Associate, or Honorary member by a majority vote of the Executive Board.

## ARTICLE IV - OFFICERS

### Section 1

The officers shall consist of a President, Ski Vice-President, Social Vice-President, Secretary, Treasurer and Past President. An office may be shared. Each office, not officer, receives one vote on the Executive Board. Split votes are not allowed. The term of office shall be one year, commencing on 1 May. No officers shall be eligible to serve more than two consecutive terms in the same office, except by a vote of two-thirds of the members present at the regular business meeting at which the nominations are made.

### Section 2

The duties of the officers shall be:

- A. **PRESIDENT.** The President shall be responsible for the coordination of all club activities, and shall preside over all club meetings. The President shall preside over sessions of the Executive Board.
- B. **SKI VICE-PRESIDENT.** The Ski Vice-President shall coordinate the activities of the trip planning committee, the super trip planning committee, and the skiing committee. He shall assume the duties of the President in his absence.
- C. **SOCIAL VICE-PRESIDENT.** The Social Vice-President shall coordinate the activities of the publicity committee, the membership committee, the activities

committee, and the meetings committee. He shall assume the duties of the Ski Vice-President in this absence.

- D. SECRETARY. The Secretary shall be responsible for providing written minutes for all regular business meetings as well as meetings of the Executive Board. He shall also be in charge of preparing all correspondence which is required for conduct of club business. He shall assume the duties of the Social Vice-President in his absence.
- E. TREASURER. The Treasurer shall be responsible for the handling of the monies of the club and keep records of all monetary transactions of the club. He shall prepare an annual report which shall be presented at the annual meeting. He shall assume the duties of the Secretary in his absence.
- F. PAST PRESIDENT. The Past President shall provide continuity to the management of the Ski Club. The Past President shall assume the duties of Treasurer in his absence.

### Section 3

The elected officers and Past President shall serve as the Executive Board to expedite the business of the club by taking all necessary actions consistent with the expressed desire of the club. Each officer shall also accept any additional duties delegated to him by the Executive Board.

### Section 4

All actions of the Executive Board must be taken by a vote of a majority of its members. The Secretary shall keep minutes of the Executive Board meetings and these shall be available to the membership. Among other actions, the Board shall be specifically authorized to:

- A. Order disbursements of the club funds in amounts not to exceed \$100.00 for expenses incurred in club operations other than for trip expenses for which the treasury is reimbursed by members.
- B. Fill vacancies on the Executive Board.

## ARTICLE V - ELECTION OF OFFICERS

### Section 1

Nominations for club officers may be made by any member prior to the regular March business meeting. Nominations from the floor will be accepted at this meeting. The names of all members duly nominated shall be placed on ballots to be used in the election and space will be provided for the names of "write-in" candidates.

### Section 2

The officers shall be elected by a majority of the members voting at the April meeting or by signed mail ballot prior to the April meeting. If none of the candidates receives a majority, a run-off election will be held at the April meeting.

## ARTICLE VI - MEETINGS

### Section 1

Unless otherwise ordered by the Club or Executive Board, regular business meetings shall be held at least once a month.

### Section 2

The May meeting shall be for the purpose of installation of officers, for receiving annual reports of officers and committees, and for any other business that may arise.

### Section 3

Special meetings may be called by the President or by the Executive Board and the Secretary must attempt to notify all members by any means possible in the time allowed. The notice for the special meeting shall state the purpose for which the meeting is called and that only special business will be discussed.

## ARTICLE VII – COMMITTEES AND APPOINTMENTS

### Section 1

STANDING COMMITTEES. The Club shall have such standing committees as are required to manage the Club, its functions, and help meet its objectives.

- A. Committee chairpersons shall be appointed by the Executive Board.
- B. Membership in standing committees is open to all members of the Club.
- C. Standing Committees shall include, but not be limited to:
  1. A Nominating Committee, whose function is to manage activities relating to the annual election of Club officers.
  2. A Super-Trip Planning Committee, whose purpose relates to the selection of an annual Super-Trip destination, and making of initial trip arrangement.
  3. A Skiing Committee, whose purpose is to advise and assist the Ski Vice-President in planning and managing Club ski trips (excluding the annual Super-Trip).
  4. A Membership Committee, whose purpose is to solicit members, and handle administrative processing of Club memberships.
  5. A Publicity Committee, whose purpose is to prepare and distribute a monthly Club newsletter, and advertise Club activities to members and non-members.

### Section 2

APPOINTMENTS. The following special appointments shall be made by the Executive Board:

- A. Nominating Committee Chairperson
- B. Super-Trip Planning Committee Chairperson
- C. Club representatives to league and area ski organizations.
- D. Membership Committee Chairperson
- E. Newsletter Editor
- F. Other appointments, as required.

## ARTICLE VIII – CONDUCT OF BUSINESS

### Section 1

The rules contained in “Robert’s Rules of Order”, revised edition, shall govern all meetings of the club when applicable and when not inconsistent with the Bylaws.

### Section 2

All Club members shall have the privilege of presenting suggestions and criticisms to the Club. It shall be the duty of the President to report these comments to the Executive Board. All members of the club are invited to attend meetings of the Executive Board.

### Section 3

The fiscal year shall begin on 1 July.

### Section 4

Any and all fees, gratuities, gifts, or special considerations (such as free or reduced fares, tickets, participation, lodging, etc.) arising out of a member’s involvement in any ski club sponsored activity, shall be considered to be given to and belong to the Club.

## ARTICLE IX – TRIPS

### Section 1

TYPE. The club shall sponsor three types of trips: regular trips, defined as any snow skiing trip of duration less than five (5) days; super trips, defined as any snow skiing trip of five (5) days or longer duration; and special trips, defined as any non-snow skiing trip.

### Section 2

CHAIRPERSONS.

- A. Trip chairpersons shall be selected by the appropriate Vice-President, with ratification by the Executive Board.
- B. Trip chairpersons shall arrange for, and be in direct charge of specific trips subject to limitations and guidelines imposed by the responsible Vice-President and Executive Board.
- C. Trip chairpersons shall handle such monies as are necessary to facilitate trips. They shall provide an itemized accounting of all receipts and disbursements to the Treasurer, not more than one week following the event.

### Section 3

PARTICIPATION. Adults and children may participate in Club trips.

- A. Minors must be accompanied by a parent or guardian, or another adult who has the consent of the parent/guardian. Non-parents must have parental permission to authorize emergency care for minors.
- B. The Executive Board may, at its discretion, impose non-member fees for participation in club trips and activities.
- C. Willful failure to abide by the Club rules and Bylaws; Local, State, or Federal laws; or conduct detrimental to the Club; or disregard for the Club interest or property, or the safety and welfare of other members or guests, shall be grounds

for exclusion of any member or non-member from any future Club activity by a majority vote of the Executive Board.

#### Section 4

##### COST.

- A. Trip charges shall be set by the Executive Board such as to completely cover expenses.
- B. Trip charges shall be equal for all participants, except as follows:
  - 1. Individuals may be charged for options, beyond what standard trip offers.
  - 2. A non-member surcharge may be levied.
  - 3. The cost of reimbursement to trip leaders shall be borne equally by other trip participants.
- C. Trip parties shall be open to all Club members, whether on the trip or not (except for the annual Super-Trip), and shall be funded separately from the Club treasury.

#### Section 5

REIMBURSEMENTS. The Executive Board may authorize reimbursement of Trip chairpersons, or others, for services rendered.

- A. The reimbursement rate for Trip chairpersons shall be established at the beginning of each membership year, but shall in no case exceed 100% of the cost charged a participant.
- B. Factors bearing on reimbursement include extent of services required and performed, and size and receipts of trip.
- C. In the event that trip receipts do not cover trip costs plus Trip chairperson's reimbursement, then said reimbursement shall be reduced to preclude a cost overrun.
- D. Trip chairpersons may elect to share any reimbursements with others, however, said reimbursements shall not exceed those which would normally have been paid by the Club.
- E. The Executive Board may authorize reimbursement of individuals for costs incurred in supporting club activities.

#### Section 6

PAYMENTS. The Trip chairman shall establish a payment schedule for the trip. This schedule shall be comprised of a minimum deposit to secure the reservation and one or more additional installments, each due at least five days prior to the dates when payments must be made by the club. The minimum deposit shall be at least \$10.00. The remaining installments shall be sized so that sufficient funds are collected to cover each club payment. All payments received will be deposited with the Club Treasurer. If a full installment is not received by the scheduled date, the reservation is subject to immediate cancellation. For refund purposes, this cancellation shall be interpreted as occurring after the payment date.

#### Section 7

RESERVATIONS. Reservations for the trip shall be accepted by the Trip chairman upon receipt of the specified deposit and a written request describing the number and type of reservations requested. On trips which offer multiple options, each option shall be treated as if it were a separate trip.

- A. The Trip chairman shall fill the available spaces in the trip in the same order in which requests for the reservations are received. This policy shall apply to both classes of members as well as to guests, with the following exception: the Trip chairman shall assign spaces prior to the final trip commitment and make appropriate adjustments in the reservations so that people of the opposite sex are not forced to room together.
- B. The Trip chairman shall maintain a standby list of those persons in excess of the trip capacity who have requested reservations. Payment in full is not required of persons on the standby list until they can be accommodated on the trip. Vacancies on the trip will be filled from the standby list according to the rules established in Section 7, paragraph "A". In the event that the appropriate person on the list cannot be contacted within a reasonable period of time, the space will be assigned to the next eligible person. The person by-passed shall retain his position on the standby list.
- C. Written confirmation shall be made by the Trip chairman to those holding firm reservations and those that are on standby. Notification of a change in status from standby to firm constitutes a demand for immediate payment equal to the past due payment schedule. Written confirmation of the reservation shall be made when the payment is received.

#### Section 8

CANCELLATIONS. Cancellations of reservations will be accepted only in writing. The order of cancellation shall be determined by the order in which cancellations are received by the Trip chairman. Cancellations will be subject to the following refund policies:

- A. If the vacancy is filled, a full refund will be made when the replacement's payment is received by the Treasurer. If there is no standby list, the responsibility for locating a replacement rests solely upon the person who cancels. Written notice that a particular person constitutes a replacement must be submitted by the canceling person within five (5) days of the replacement.
- B. If the vacancy is not filled, the Club will refund only the recoverable trip expenses, at such time as they are received by the Club.

#### Section 9

SAFETY. In the interest of safe skiing, if any Full member, Associate member, or Sponsored Associate member has never gone skiing, the Club will discount the price of his first club trip by the amount, up to \$25.00, off his first lesson. This lesson may be taken at a formal dryland school prior to his first club ski trip.

#### Section 10

INDEMNIFICATION. The Executive Board shall be indemnified and held harmless by the Club for their actions taken in the normal course and scope of their involvement in Club business.

## ARTICLE X - AMENDMENTS

### Section 1

The Bylaws may only be amended by a vote of two-thirds of the members (M1 and M2) present at a regular business meeting.

### Section 2

The proposed amendment must have been submitted at the regular meeting immediately prior to the one at which the vote is taken.

### Section 3

The meeting notice to the members must include the notice of the proposed action to amend the Bylaws.