

# **Miramichi Cross Country Ski Club By-Laws (Revisions - AGM '04)**

## **Article 1 - Membership**

1. Class -there shall be four (4) classes of membership
  - a. General Membership - available to all adults
  - b. Child/Student Membership - available to children age 6 to 17 and individuals ?1 or under who are enrolled full time in an educational institution.
  - c. Family Membership - available to families and to include individuals who fulfill the criteria of b. above.
  - d. Senior Membership - available to individuals 56 and over.
  - e. Honourary membership -presented to deserving club membership life.
2. Fees - to be set annually by the club executive.
3. Membership Year and Renewals
  - a. Due Date Renewals - 15 December
  - b. Membership Year -1 October to 30 September
  - c. Due Date New Members -Anytime (new members joining after 1 April are paid up through the next year)

**Article 2 - Executive Responsibilities:** (in addition to attending and providing a report (verbal) at executive meetings convened at the discretion of the president, usually on a monthly basis just prior to and during the skiing season.)

1. President - shall be charged with general supervision of the administration, management and control of the club, calling of and presiding at meetings, therefore, ensuring that the aims of the club are continually furthered.
2. Vice President - shall be responsible for the clubhouse and general improvement planning. The vice president shall also be responsible for up-dating and distributing constitution and by-laws.
3. Past President - shall be available to provide continuity in club operations. The past president will also be responsible for creating and administering the nomination committee for club executive positions and to report at the AGM.
4. Club Secretary - shall keep minutes of all executive meetings and general meetings. The secretary shall maintain club records and shall be referred to as the recording secretary. The secretary shall also be responsible for receiving club mail and ensuring its distribution to appropriate executive members.
5. Treasurer/Membership Secretary - shall maintain auditable accounts of club funds and pay all bills as directed by the executive in accordance with constitutional requirements. The treasurer shall also ensure dues are collected, membership cards are issued and maintain an up-to-date list of all member addresses and telephone numbers. The treasurer shall also ensure that listing of general, family, child/student and senior members are sent to Cross Country New Brunswick. The treasurer is to provide the executive with a written monthly report that accurately indicates the club's financial position.
6. Loppet Coordinator - is responsible for creating and running an organizing committee for the club's annual loppet. The loppet coordinator shall also encourage members to participate in CCNB sanctioned events and the distance award program.
7. Social Coordinator-shall organize social activities as required.

8. P.R. Officer/Newsletter Editor - shall from time to time produce and distribute to all members the club's newsletter, shall forward club newsletters to affiliated clubs and CCNB, shall ensure that adequate publicity is given both within and without the club of the activities of the club: shall use various means of communication to keep the membership aware of trail conditions. Avenues of publicity include local and provincial media, e-mail and the internet.
9. Youth Development/Jackrabbit Coordinator - shall endeavor to make all youth of the area aware of the club's programs and are given opportunity to participate: shall also coordinate between the club and school and youth groups wishing to participate: shall also be responsible for the planning and implementation of the Cross Country Canada's Jackrabbit children's instruction program. Racing programs will be arranged as required.
10. Trails coordinator - shall work towards the development and maintaining of ski trails, shelters, training grid: shall be responsible for seeing that the grooming of the trails for daily use and special events is carried out through the coordination of the grooming team members: shall be responsible with the cooperation of the grooming team members for maintaining the grooming equipment and equipment shed: shall also be responsible for reporting trail conditions to the P. R. officer on a regular basis.
11. Instruction and Coaching Director - shall organize, with the assistance of other instructors and appointed club members, both dry-land and snow instruction as required and be responsible for the training administration.
12. Director at large - is a position of learning and preparation for future office. The director may be assigned specific duties as may be required. The director should be sensitive to the concerns of the general membership and as their representative advise the executive accordingly. The director must be aware of the responsibilities of other executive members and in cases of absence may be appointed to fulfill those duties.

**Article 3 - Financial year**

Shall be from April 1<sup>st</sup> to March 31<sup>st</sup> .

The treasurer shall prepare a year end report for presentation at the AGM.

**Article 4 - The Annual General Meeting**

The Annual general meeting shall be held during the month of April.

**Article 5 - Honourary Membership**

The MCCSC executive will annually consider a maximum of two individuals to receive a lifetime Honourary Membership in recognition of long term participation and leadership in the club's programs. For the inaugural year a maximum of five such awards shall be considered for that year only. The award shall have the title " Honourary Membership " .