

New York State Ski Racing Association Alpine, Inc. By-Laws

As of May 2014

Article I—Purpose

Section 1: Authority and Responsibility

1. New York State Ski Racing Association (NYSSRA) functions under United States Ski & Snowboard Association (USSA).
2. NYSSRA, working in conjunction with USSA, is authorized to develop, manage and control competition schedules and advancement systems that are consistent with and where possible will align ourselves with the USSA By-Laws, USSA Alpine Sport Committee Operating Procedures and the Ted Stevens Olympic and Amateur Sports Act.
3. NYSSRA coordinates and implements the policy of USSA for all aspects of sanctioned alpine ski racing within the State of New York.
4. New York State Ski Racing Association (NYSSRA) is an association of individuals formed exclusively for educational and charitable purposes within the meaning of Section 501 c (3) of the Internal Revenue Code as now in force or afterwards amended. Any provision of these By-Laws that may be or may become in conflict with the laws of the State of New York shall be deemed to be amended or modified to the minimum extent necessary to eliminate such conflict without affecting the validity or force of any other provision hereof.

Section 2: Mission

The mission of NYSSRA, under the auspices of USSA, is to foster well developed programs and athletes by providing the structure, direction, resources and support required for athletes to reach their individual potential without regard to race, color, religion, sex or national origin.

Article II—NYSSRA Membership

Section 1: Member Qualification

Any resident of New York State is eligible for membership, as defined by USSA rules. In addition, individuals not residing in New York State are eligible providing (i) residency elsewhere is temporary; or (ii) such persons are members of a ski club affiliated with

NYSSRA. A person under suspension at the time of application shall be deemed ineligible.

Section 2: Voting Age Qualification

Each voting member of the NYSSRA General Assembly must be 18 years or older and a current member in good standing. The members of NYSSRA are those individuals who meet all eligibility requirements.

Article III – Finances

Section 1: Schedule

The Fiscal year shall be July 1 to June 30 of each year.

Section 2: Audit

The financial records of NYSSRA shall be audited by an independent agency selected by the Board of Directors at the end of each fiscal year.

Section 3: Non-Budgeted Expense

Any non-budgeted expense in excess of \$1000 mandates approval of the NYSSRA Executive Committee. The Association may not incur a non-budgeted expense in excess of \$3000 without approval of the General Assembly.

Article IV – Composition of NYSSRA

Section 1: Board of Directors (BOD)

The Board of Directors may appoint other NYSSRA members to serve as non-voting members for a limited term. The Board of Directors shall be the governing authority of the Association and is composed of the following:

1. President
2. Immediate Past President
3. 1st Vice-President
4. 2nd Vice-President
5. Secretary
6. Treasurer
7. Alpine Officials Committee Chairperson
8. Coaches Committee Chairperson
9. Athlete Representative

Section 2 – Duties of Board of Directors (BOD)

The Board of Directors shall be responsible for the conduct of the activities of the General Assembly that are approved by the General Assembly and for the management of the affairs of NYSSRA. The Board of Directors shall act on behalf of the General Assembly providing circumstances demand such action and the General Assembly is not in session. Any such action shall be subject to ratification at the next General Assembly meeting.

1. President

The duties of the President shall include, but not be limited to:

- a. Serve on all committees of NYSSRA
- b. Preside at all general annual meetings and Board of Directors meetings
- c. Determine time and place of such meetings
- d. Oversee planning, coordination and supervision of all NYSSRA activities and affairs
- e. Call special meetings of NYSSRA & Executive Committee as needed

2. Immediate Past President

The duties of the Past President shall include but not be limited to:

- a. Serve on the Board of Directors
- b. Attend NYSSRA annual Spring Meeting as requested
- c. Manage the process for nomination and election of officers

3. Two (2) Vice Presidents

The duties of the Vice Presidents shall include, but not be limited to:

- a. Serve on the Board of Directors
- b. Vice Presidents, in order, shall perform the duties of the President in the absence or inability of the President
- c. Perform such duties as are assigned to by the President
- d. First Vice President - Attend NYSSRA committee meetings in an advisory position and serve on the Executive Committee.
- e. Participate fully at the annual Spring Meeting

4. Alpine Officials Chairperson

The duties of the Alpine Officials Chair shall include, but not be limited to:

- a. Serve on the Board of Directors
- b. Assign officials at all scheduled USSA/NYSSRA competition events. Shall provide officiating and race organization training clinics, and shall be responsible for recruiting new officials and enhancing the skills of all officials
- c. Provide an annual written report of Alpine Officials Committee activity since the previous meeting
- d. Participate fully at Spring NYSSRA Meeting

5. Coaches Committee Chairperson

The duties of the Coaches Committee Chairperson shall include, but not be limited to:

- a. Serve on the Board of Directors
- b. Provide written report of Development Committee activity since the previous meeting
- c. Report on behalf of the Coaches Committee
- d. Participate fully at Spring NYSSRA Meeting

6. Secretary

The duties of the Secretary shall include, but not be limited to:

- a. Serve on the Board of Directors
- b. Provide written report of Board of Directors activity since the previous meeting
- c. Participate fully at the annual Spring NYSSRA Meeting

7. Treasurer

The duties of the Treasurer shall include, but not be limited to:

- a. Serve on the Board of Directors
- b. Participate fully at the annual Spring Meeting
- c. Work with other NYSSRA Board of Directors members to fulfill the mission of NYSSRA
- d. Oversee accountant, all financial decisions and tax reports
- e. Provide written report of activity since the previous meeting

8. Athlete Representative

The qualifications and duties and/or the Athlete Representative shall include, but not be limited to:

- a. 18 years of age or older
- b. Must have competed in USSA and/or FIS racing within the past ten (10) years
- c. Serve on the Board of Directors
- d. Participate fully at the annual Spring Meeting
- e. Work with other NYSSRA Board of Directors members to fulfill the mission of NYSSRA
- f. Serve on all Development committees in an Advisory Role
- g. Actively participate and contribute to the completion of work on committees and working groups

Section 3: Board of Directors and Standing Committees

1. Board of Directors

- 1) The Board of Directors shall consist of the President, Immediate Past President, in an advisory position, two (2) Vice-Presidents, Secretary, Treasurer, Alpine Officials Chairperson, Coaches Committee Chairperson and Athlete Representative.
- 2) The Board of Directors shall act for the general membership, providing circumstances demand such action and that the NYSSRA membership is not in session.
- 3) The Board of Directors shall also exercise such responsibilities and powers as are delegated to it from time to time by resolution NYSSRA membership.
- 4) The Board of Directors' President shall be the chairperson of the Executive Committee.
- 5) The Board of Directors selects the Alpine Officials Chairperson and Coaches Committee Chairperson.
- 5) Minutes of all meetings of the Board of Directors shall be taken and duly filed. Meetings may be held by conference call or email.
- 6) In the event an officer is unable to serve a full term, the Board of Directors shall fill the vacancy for the balance of the term.

2. NYSSRA has various committees: Board of Directors, Development Committees, Coaches Committee, Nominating Committee, Racer Support Committee, Executive Committee and Officials Committee.

The quorum for any special committee of NYSSRA – shall be one more than half of the entire voting membership of that committee.

a. Executive Committee

- 1) The Executive Committee shall consist of the President 1st Vice President, and two more members from the Board of Directors and elected by the Board of Directors for two year terms.
- 2) The Executive Committee shall act for the Board of Directors, providing circumstances demand such action.
- 3) The Executive Committee shall exercise such responsibilities and powers as are delegated to it from time to time by resolution of NYSSRA.
- 4) The NYSSRA President shall be the chairperson of the Executive Committee.
- 5) The Executive Committee shall approve all Standing Committee Chairpersons to include age appropriate Development Committees.

b. Development Committees

- 1) The Development Committees track current USSA/FIS age structure.
 - 2) The Development Committees shall report to the NYSSRA Board of Directors.
 - 3) The Development Committees shall exercise such responsibilities and powers as are delegated to it from time to time by resolution of the Board of Directors.
3. The Board of Directors, by resolution, may designate from among the Board of Directors members such special working groups, as it deems necessary and proper.

Each working group, to the extent provided in the resolution, shall have authority as the Board of Directors determines. The Board of Directors may also designate additional members to any such working group from among the general membership of NYSSRA in order to obtain special expertise.

The President shall be a member of all special working groups. The quorum for any special working group of the Board of Directors shall be by one more than half of the entire voting membership of that working group.

Article V - Election Procedures, Terms and Voting

Section 1: Nomination Procedure

General Nomination Procedure for NYSSRA Officers – Nominations shall be received and processed by the Immediate Past President. In addition, on the day of the meeting, nominations will be accepted from the floor.

1. Candidates for the positions of the NYSSRA President, Vice-Presidents, Treasurer, Secretary and Athlete Representative shall be elected by the NYSSRA members at the annual Spring Meeting.
2. NYSSRA Executive Director has the responsibility via email of announcing open positions to the NYSSRA members at least 30 days prior to the Spring Meeting and shall accept nominations during this time. The nominating-chairperson, the NYSSRA immediate Past President, shall be responsible for managing the nominating process. On the day of the Spring Meeting as new business 1) ask for any additional nominations from the floor, day of vote and 2) lead the nomination procedure and the election of officers.
3. Nominees for the NYSSRA Board of Directors must be current NYSSRA members in good standing.
4. Nominees for Athlete Rep must be 18 years or older, and have actively raced USSA Alpine Division within the past ten years.
5. Terms for elected officials shall be set at two years. Treasurer and Secretary to have a maximum of 4 terms. Terms for appointed officials shall be set at two

years with a maximum of 4 terms. Treasurer and Secretary to have a maximum of 4 terms. Terms for appointed officials shall be set at two years with a maximum of 4 terms. Athlete Representative term shall be 3 years with a max of one renewable term.

6. Each member of the Board of Directors shall have one vote. Votes shall be taken by a show of hands, ballot or via email. In addition, the names and votes of individual members may be recorded by roll call vote at the request of NYSSRA President.
7. A quorum shall be one more than half of the voting NYSSRA members physically present. Actions taken by the Board of Directors shall be made by a one more than half of the total vote of a duly constituted meeting.

If a Board of Directors member has missed 2 consecutive Spring Meetings without notice of reasonable cause, that Board of Directors member shall be considered for removal at the second missed meeting.

Article VI—Meetings

Section 1: Annual Spring Meeting

The Annual Spring meetings of the Development Committees, General Assembly & Board of Directors shall be held on a date between April 1 and June 30 of each year and at such time and place as shall be designated by the Board of Directors' President. Notice for the General Assembly's Annual Spring Meeting shall be sent to NYSSRA members via email and posted on the NYSSRA website not less than four weeks prior to the meeting.

The agenda of the annual Spring Meeting shall include if appropriate, but not be limited to:

1. Approval of previous meetings minutes
2. The Board of Directors report on NYSSRA activities, including ratification of committee actions and members, if appropriate
3. NYSSRA Executive Director's report
4. NYSSRA Budget financial report
5. Committee member review
6. NYSSRA committee reports and motions
7. Alpine Officials' representative report
8. Membership report
9. Annual review of NYSSRA procedures
10. Special committee reports and motions
11. Election of NYSSRA officers if applicable
12. Old business
13. New Business

Minutes of all General Assembly meetings of NYSSRA shall be taken, duly filed and posted on NYSSRA website.

Article VII – NYSSRA Member Resignation, and Vacancy

Section 1: Member Resignation

1. Any Board of Director or committee member may resign at any time by submitting their resignation in writing to the President of the Board of Directors.
2. In the event of a midterm resignation by an elected Board of Directors member, the Board of Directors by majority vote, may appoint an interim replacement for the balance of the term.

Article VIII - Parliamentary Authority and Rules

Section 1: Robert's Rules

The President, in accordance with Robert's Rules of Order, will decide questions of order, except in the event of a conflict between these By-Laws and Robert's Rules of Order. In all cases, By-Laws governing the actions of the Board of Directors and the sub-committees, will prevail.

Article IX—Amendments

Section I: Process

Any member of the General Assembly may propose amendments to these By-Laws. All such amendments to the By-Laws are subject to the approval of NYSSRA members by a two-thirds vote at a regular meeting.

Section II: Time Line

Proposed amendments shall be presented to the Board of Directors President in writing at least 30 days prior to a meeting of NYSSRA. The President shall make public via email or NYSSRA website to all members of NYSSRA at least 15 days before the next scheduled meeting of NYSSRA.

Section III: Presentation of Proposed amendments

1. State who is proposing the amendment(s).

2. State in writing that portion of the existing text in its entirety, inclusive of all portions that are to be considered for change.
3. Within the text of the above statement, show any new phrases or addenda with all words to be added underlined.
4. Within the text of the above statement, show any new phrases or addenda with all words to be deleted stricken through.
5. A brief explanation of the reasons for the proposed amendment and the effect of the change, if adopted, must accompany the proposed amendment.

Article X: Additional Items

1. NYSSRA shall maintain an annual manual that further outlines the organization's conduct of competition procedures.
 - a. NYSSRA specific competition and disciplinary rules are found in the NYSSRA Alpine Competition Manual, available on the NYSSRA website.