

# **New York Ski Racing Association Alpine, Inc.**

**Bylaws** approved April 28, 2018

## **Article I - Purpose**

### **Section 1: Authority and Responsibility**

1. New York State Ski Racing Association (NYSSRA) operates in conjunction with US Ski and Snowboard (USSS).
2. NYSSRA is authorized to develop, manage and control competition schedules and advancement systems that are consistent with and where possible align with USSS bylaws, USSS Alpine Sport Committee operating procedures and the Ted Stevens Olympic and Amateur Sports Act of 1978.
3. NYSSRA coordinates and implements the policies of USSS for all aspects of sanctioned alpine ski racing within the state of New York.
4. NYSSRA is an association of individuals formed exclusively for educational and charitable purposes within the guidelines of Section 501 (c) (3) of the Internal Revenue Service as now in force or afterwards amended. Any provision of these bylaws 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 thereof.

### **Section 2: Mission and Vision**

The mission of NYSSRA is:

***To provide leadership and structure for high quality, sustainable and affordable programming, and communicate the competitive, recreational and lifestyle benefits of ski racing to the community.***

The vision of NYSSRA is:

***To promote lifelong enjoyment of and excellence in alpine ski racing.***

## **Article II - NYSSRA Membership**

### **Section 1: Member qualification**

Any resident of New York State is eligible for membership as defined by USSS rules. In addition, individuals not residing in New York 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 of age 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: Review**

The financial records of NYSSRA shall be reviewed 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 \$2500 requires approval of the NYSSRA executive committee. The association may not incur a non-budgeted expense in excess of \$5000 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:

President  
Immediate Past President  
1st Vice President  
2nd Vice President  
Secretary  
Treasurer  
Alpine Officials Committee Chairperson  
Coaches Committee Chairperson  
Athlete Representatives (2)

### **Section 2 - Duties of the Board of Directors (BOD)**

1. President - The duties of the President shall include, but not be limited to:
  - a. Serve on all committees of NYSSRA in an advisory role
  - b. Preside over the annual meeting and BOD meetings
  - c. Determine time and place of such meetings with the NYSSRA Executive Director
  - d. Oversee planning, coordination and supervision of all NYSSRA activities and affairs with the NYSSRA Executive Director
  - e. Call special meetings of NYSSRA, BOD and executive committee as needed
  - f. Serve as the chairperson of the NYSSRA executive committee
  
2. Past President - The duties of the Past President shall include, but not be limited to:
  - a. Serve on the BOD
  - b. Attend NYSSRA annual meeting
  - c. Manage the process for nomination and election of officers

- d. Serves on the executive committee
3. Vice Presidents (2) The duties of the Vice Presidents shall include, but not be limited to:
  - a. Serve on the BOD
  - 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 by the President.
  - d. First Vice President - Attend NYSSRA committee meetings in an advisory position and serve on the executive committee
  - e. Participate fully in the annual meeting
4. Secretary - The duties of the Secretary shall include, but not be limited to:
  - a. Serve on the BOD
  - b. Provide written report of BOD activity (minutes)
  - c. Participate fully in the annual meeting
  - d. Serves on the executive committee
5. Treasurer - The duties of the Treasurer shall include, but not be limited to:
  - a. Serve on the BOD
  - b. Oversee financial activity, all financial decisions and tax documents
  - c. Provide written report of activity since the previous meeting
  - d. Serves on the executive committee
6. Alpine Officials Chairperson - The duties of the Alpine Officials Chairperson shall include, but not be limited to:
  - a. Serve on the BOD
  - b. Assign Technical Delegates for all scheduled USSS/NYSSRA events
  - c. With the NYSSRA Executive Director, create officiating and race organization training clinics, and is responsible for recruiting new officials and enhancing the skills of all officials
  - d. Provide an annual written report of the Alpine Officials Committee activity since the previous meeting
  - e. Participate fully at the annual meeting.
7. Coaches Committee Chairperson - The duties of the Coaches Committee Chairperson shall include, but not be limited to:
  - a. Serve on the BOD
  - b. Provide an annual written report of development committee activity since the previous meeting
  - c. Report on behalf of the coaches committee
  - d. Participate fully at the annual meeting
8. Athlete Representatives (2) - The duties of the Athlete Representatives shall include, but not be limited to:
  - a. Serve on the BOD
  - b. Serve on all development committees in an advisory role

- c. Actively participate and contribute to the completion of work on committees and working groups.
- d. Participate fully at the annual meeting
- e. Requirements for Athlete Representatives
  - i. Must be 18 years of age or older
  - ii. Must have competed in USSS and/or FIS racing within the past ten (10) years

### **Section 3: Board of Directors and Standing Committees**

#### **1. Board of Directors (BOD)**

The board of directors shall consist of the President, Immediate Past President, two (2) Vice Presidents, Secretary, Treasurer, Alpine Officials Chairperson, Coaches Committee Chairperson and Athlete Representatives.

- a. The BOD shall act for the general membership providing circumstances demand such action and that the NYSSRA membership is not in session
- b. The BOD shall also exercise such responsibilities and powers as delegated to it from time to time by resolution of the NYSSRA membership
- c. The BOD selects the Alpine Officials Chairperson and the Coaches Committee Chairperson
- d. Minutes of all meeting of the BOD shall be taken and filed by the Secretary. Meetings may be held by conference call, email or in person.
- e. In the event an officer is unable to serve a full term, the BOD may fill the vacancy for the balance of the term

#### **2. Committees - NYSSRA has several committees which are defined in either these bylaws or the NYSSRA competition guide. These are:**

- a. Executive Committee
- b. Children's Development Committee
- c. Development Committee
- d. Racer Support Committee
- e. Nominating Committee
- f. Officials Committee
- g. Discretionary Committees
- h. Appeals Committee

##### **i. Executive Committee**

- 1. The Executive Committee shall consist of the President, 1st Vice President, Past President, Secretary and Treasurer
- 2. The Executive Committee shall act for the BOD providing circumstances demand such action
- 3. The Executive Committee shall exercise such responsibilities and powers as delegated to it from time to time by the BOD.
- 4. The NYSSRA President shall be the chairperson of the Executive Committee
- 5. The Executive Committee shall approve all Standing Committee chairpersons including age appropriate Development Committees

- ii. Development Committees
  1. The Development Committees follow current USSS/FIS age structure
  2. The Development Committees shall report to the NYSSRA BOD
  3. The Development Committees shall exercise such responsibilities and powers as are delegated to it from time to time by resolution of the BOD
3. The Board of Directors, by resolution, may designate from among its members such special working groups as it deems necessary and proper.
  - 1) Each working group, to the extent provided in the resolution, shall have the authority as the BOD determines. The BOD may also designate additional members to any such working group from among the general membership of NYSSRA in order to obtain special expertise
  - 2) The President shall be a member of all special working groups in an advisory position.
  - 3) The quorum for any special working group of the BOD shall be 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 annual meeting, nominations will be accepted from the floor.

1. Candidates for the positions of NYSSRA President, Vice Presidents, Treasurer, Secretary and Athlete Representatives shall be elected by the NYSSRA members at the annual meeting.
2. NYSSRA Executive Director shall announce open positions to the NYSSRA members at least 30 days prior to the annual meetings via email and shall accept nominations during this time. The nominating chairperson, the NYSSRA Immediate Past President, will manage the nominating process. On the day of the annual meeting as new business:
  - a. Ask for any additional nominations from the floor
  - b. Lead the nomination procedure and the election of officers
3. Nominees for the NYSSRA BOD must be current NYSSRA members in good standing.
4. Terms for Officers and Committee Chairs shall be two years. Athlete Representatives term shall be three years.
  - a. Secretary, Treasurer, Alpine Officials Committee Chair and Coaches Committee Chair shall have a maximum of four (4) terms.
  - b. Athlete representatives shall serve a maximum of two (2) terms.
5. Succession Plan
  - a. The 1st Vice President shall automatically succeed to the office of President upon the expiration of the President's term of office. The 2nd Vice President shall automatically succeed to the office of 1st Vice President upon the expiration of the 1st Vice President's term of office. The 1st Vice President shall succeed the President should the office become vacant for any reason. The 2nd Vice President shall succeed the 1st Vice President should the office become vacant for any reason.

6. Elimination of the 2nd Vice President
  - a. At the 2020 NYSSRA annual meeting, the 2nd Vice President shall be eliminated. The normal succession outlined in Article V, Section 1, Item 5a continues without a 2nd Vice President.
7. Each member of the BOD 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 the NYSSRA President.
8. Quorum - a minimum of six (6) BOD members must be present at any BOD or annual meeting in order for business to be conducted.
9. If a BOD member has missed two (2) consecutive annual meetings without notice of reasonable cause, the member shall be considered for removal at the second missed meeting.

## **Article VI - Meetings**

The annual meetings of the development committees, general assembly and BOD 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 President. Notice for the general assembly annual meeting shall be sent to the members via email and posted on the NYSSRA website not less than four (4) weeks prior to the meeting.

The agenda for the annual meeting shall include, but not be limited to:

1. Approval of previous meeting minutes
2. BOD report on NYSSRA activities, including ratification of committee actions
3. NYSSRA Executive Directors report
4. NYSSRA Youth Development Coach report
5. NYSSRA financial report
6. Committee membership review
7. NYSSRA committee reports and motions
8. Alpine Officials Chair report
9. Membership report
10. Annual review of NYSSRA procedures
11. Special committee reports and motions
12. Old Business
13. New Business
  - a. Election of NYSSRA officers if applicable

Minutes of all annual meetings of NYSSRA shall be taken, duly filed and posted on the NYSSRA website once approved.

## **Article VII - NYSSRA BOD member resignation and vacancies**

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

## **Article VIII - Parliamentary Authority and Rules**

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

## **Article IX - Amendments**

### **Section 1 - Process**

Any member of the NYSSRA general assembly may propose amendments to these bylaws. All such amendments to the bylaws are subject to the approval of the NYSSRA members by a two thirds majority vote at an annual meeting.

### **Section 2 - Timeline**

Proposed amendments shall be presented to the President and Executive Director in writing at least 60 days prior to a scheduled annual meeting. The President shall make public via email or NYSSRA web site at least 15 days before the next annual meeting.

### **Section 3 - 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**

NYSSRA shall maintain an annual competition guide that further outlines the organization's conduct of competition procedures. NYSSRA specific competition and disciplinary rules are found in this guide and is available on the NYSSRA web site.