

# **SKI COOPER SKI PATROL**

## **BY-LAWS**

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# SKI COOPER SKI PATROL BY-LAWS

## PREAMBLE

The By-laws of the Ski Cooper Ski Patrol (hereinafter referred to as the Patrol) are established by the approval of the Patrol membership. Ski Cooper Ski Patrol is a not for profit corporation registered with the National Ski Patrol System, Inc. This document defines the government of the Patrol and duties of the Patrol officers, provides for elections and appointments of committees and delineates membership requirements. These By-laws supplement and are in compliance with the provisions of the Ski Patroller's [Operational] Manual of the National Ski Patrol System, Inc. (hereinafter referred to as NSP) and the By-laws of the NSP.

## ARTICLE I GOVERNMENT

**SECTION 1.** Except as otherwise required by law or provided in these By-laws, the policies of the Patrol and its affairs and property shall be vested in the Patrol officers. The Patrol Director shall be the chief administrative officer of the Patrol and he/she shall be directly responsible to the NSP Section Chief and the Ski Cooper Professional Patrol Director.

**SECTION 2.** The Annual Meeting of the Patrol shall be held during the month of March or on the next to last ski weekend of the season, whichever is later. Regular and special meetings of the Patrol may be called by the Patrol Director or any person acting in his/her place under the provisions of these By-laws. In addition to the Annual Meeting, there shall be no fewer than five other regular meetings of the Patrol each year.

## ARTICLE II OFFICERS

**SECTION 1.** The Patrol Officers shall consist of three elected officers: the Patrol Director (PD), The Secretary and the Treasurer. The PD may appoint from one to three Assistant Patrol Directors (APDs).

**SECTION 2.** The PD and Treasurer shall be elected for two-year terms in odd numbered years. The Secretary shall be elected for a two-year term in even numbered years.

**SECTION 3.** All Patrol officers shall be at least 18 years of age and have been active members of the Patrol for two complete seasons. Time spent as a candidate does not count towards this requirement.

**ARTICLE III  
DUTIES AND RESPONSIBILITIES OF OFFICERS**

**SECTION 1.** The Patrol Director shall:

- a. Interface with the NSP, Ski Cooper Area Management and other organizations and persons.
- b. Schedule and preside over all Patrol meetings or designate another Patrol officer or APD to preside at such meetings.
- c. Appoint committees of the Patrol as needed, to include a first aid committee and a training committee.
- d. Conduct the operational affairs of the Patrol. This includes scheduling an OEC refresher, an On-The-Hill Refresher, a summer work party and season patrol days.

**SECTION 2.** The Assistant Patrol Director(s) shall:

- a. Assist the PD in conducting the affairs of the Patrol as directed.

**SECTION 3.** The Treasurer shall:

- a. Account for and keep accurate records of all monies received or disbursed by or on behalf of the Patrol.
- b. Maintain a property inventory of Patrol assets.
- c. Prepare and present a current financial statement at each scheduled Patrol meeting or via the Patrol newsletter.
- d. Make available for inspection, the Patrol records and correspondence, at the request of any Patrol member in good standing.

**SECTION 4.** The Secretary shall:

- a. Keep minutes of all regular and special meetings of the Patrol.
- b. Preserve the records of the Patrol.
- c. Provide timely notice of the date, time and place of all regular meetings to active members of the Patrol.
- d. Compile, edit and distribute (after PD approval), a newsletter at various times during the ski season.
- e. Maintain and distribute a current Patrol roster showing name, address, telephone number, classification and other relevant information for all registered patrollers.
- f. Provide the Patrol membership with a slate of nominees for Patrol offices prior to the Annual Meeting.
- g. Perform other related clerical duties.

## **ARTICLE IV ELECTIONS**

**SECTION 1.** Election of designated Patrol officers shall be held at the Annual Meeting each year.

**SECTION 2.** Voting will be by secret, electronic ballot with a simple majority of all Patrol members authorized to vote required for election.

**SECTION 3.** All voting must be performed prior to the Annual Meeting. Proxy voting is not allowed.

**SECTION 4.** Installation of the new officers will be at the Annual Meeting.

**SECTION 5.** Should a Patrol officer resign or be removed from office (ARTICLE 7, SECTION 1) prior to the completion of the term, an APD will be directed by the PD to fulfill that officer's duties until a special election can be held at the next regular Patrol meeting. In the event the PD resigns or is removed from office, the Secretary shall select an APD to fulfill the PD's duties until a special election can be held at the next regular Patrol meeting.

## **ARTICLE V COMMITTEES**

**SECTION 1.** There shall be two categories of committees: Standing Committees and Temporary Committees. Each committee chairman shall be responsible for reporting the activities of that committee to the PD.

**SECTION 2.** Standing Committees:

a. Training Committee:

- (i) The primary responsibilities of the Training Committee shall be to screen applicants for membership in the Patrol who have met NSP, OEC, and CPR requirements, and to prepare such applicants for the appropriate NSP skiing and toboggan handling tests.
- (ii) Other responsibilities shall be delegated by the PD.
- (iii) A chairman shall be appointed annually by the PD.
- (iv) The chairman of the Training Committee, with the approval of the PD, may appoint assistants and promulgate such rules, operating procedures and training program as necessary.

b. First Aid Committee:

- (i) The PD shall appoint a first aid committee to review all annual first aid supply costs.

**SECTION 3.** Temporary Committees.

- a. May be appointed by the PD as necessary and shall consist of at least three Patrol members. Such committees automatically dissolve upon completion of their assigned duties.

**ARTICLE VI  
MEMBERSHIP**

**SECTION 1.** To qualify for initial membership in the Patrol, the following steps will be completed:

- a. The applicant must successfully complete the OEC and CPR requirements prescribed by the NSP.
- b. The applicant must successfully complete applicable skiing and toboggan handling tests prescribed by the NSP and Ski Cooper Ski Patrol (Except Auxiliary applicants).
- c. The applicant shall be approved by a two-thirds majority vote of the Patrol membership.

**SECTION 2.** Member In Good Standing has met the following requirements:

- a. Completed the steps in SECTION 1 of this Article.
- b. Completed the annual On-the-Hill Refresher.
- c. Completed the annual NSP, OEC, and CPR requirements.
- d. Paid annual dues to the Patrol by October 15th.
- e. Worked the minimum number of patrol duty days assigned each quarter.

**SECTION 3.** Patrollers are classified as follows:

- a. Basic (Stage I) Alpine or Nordic
- b. Senior (Stage II) Alpine or Nordic
- c. Certified (Stage III) Alpine or Nordic
- d. Professional
- e. Auxiliary
- f. Senior Auxiliary
- g. Young Adult
- h. Veteran
- i. Alumnus

**SECTION 4.** All patrollers in the above referenced categories (except Alumnus) are entitled to one vote in Patrol matters.

**SECTION 5.** A patroller may voluntarily inactivate (Voluntary Inactive) for a period not to exceed two years. Such request shall be in writing to the PD. During such time, the patroller must remain current in OEC and CPR. At the end of the inactive period the patroller may reactivate by paying annual dues to the Patrol and completing an area re-familiarization.

**SECTION 6.** Applicants may obtain Patrol membership in the following ways:

- a. National Transfer.
  - (i) The Patrol will accept transfer membership from other NSP patrols.
  - (ii) The applicant must have a letter of recommendation from his/her former patrol and be in good standing with that patrol upon application. Membership is subject to a two-thirds vote of the Patrol. Transfer members must complete four orientation days on the hill with a patroller prior to assuming unassisted duties.
- b. Candidate.
  - (i) Potential candidates will be currently enrolled in an OEC course and must pass a skiing proficiency test. Once accepted as Candidates, they must complete the requirements enumerated in ARTICLE V1, SECTION 1 (above).
- c. Reinstatement of Alumnus
  - (i) Must be current in all OEC, CPR and other NSP required skills at time of application. Membership requires a two-thirds vote of the Patrol. Must pay annual dues and complete an area re-familiarization.
- d. Reactivating from Voluntary Inactive Status.
  - (i) Comply with the provisions of ARTICLE VI, SECTION 5.

**ARTICLE VII  
REMOVAL/SUSPENSION/TERMINATION/APPEAL**

**SECTION 1.** Removal of Patrol Officers.

- a. A Patrol officer may be removed for cause upon submission of a written complaint from a member in good standing which is verified by investigation. The PD (or Secretary if the PD is the subject of the complaint) shall appoint a committee of three members, including one officer, to investigate the complaint. Upon approval of the PD, the committee may hold a hearing and request persons connected with the complaint to appear before it and offer pertinent facts and/or defenses. The officer on the committee shall preside over any hearing held. The committee shall present a report of its findings to the PD (or Secretary) with recommendations as to what action should be taken. Pending disposition of the complaint, the officer will continue to perform his/her duties. The Patrol will be notified in writing that a complaint has been filed, the allegations, the officer's defense/rebuttal, and the committee's findings. Removal action will be discussed and voted on at the next scheduled meeting. The decision whether to remove the officer will be by secret, electronic ballot and must be passed by a majority vote of the eligible voting members of the Patrol. If the decision is to remove, the PD (or Secretary) shall appoint an APD to assume the removed officer's duties pending a special election pursuant to ARTICLE IV, SECTION 5. Removal from officer status may also result in suspension/termination

from the Patrol. Any suspension/termination action will comply with the provisions of SECTIONS 2 and 3 of this Article.

**SECTION 2.** Suspension of Membership.

- a. Upon complaint in writing made to the PD by any Patrol member in good standing against any member of the Patrol, except an officer of the Patrol, the PD shall appoint a committee of three members, including at least one officer, to investigate the complaint. With concurrence PD, the committee may hold hearings and request persons connected with the investigation to appear and state pertinent facts and/or defenses. The officer on the committee shall preside over any hearing held by the committee. The committee shall present a report of its findings to the PD with recommendations as to what actions should be taken. The PD is authorized to take any appropriate action including suspension of the member in question for a specified period of time.
- b. Suspended members shall not have voting privileges or be eligible for complimentary passes.

**SECTION 3.** Termination of Membership.

- a. If a member fails to meet the requirements set forth in ARTICLE VI, SECTION 2 or fails to submit a written request for inactive status as set forth in ARTICLE VI, SECTION 5, he/she is subject to dismissal from the Patrol by a majority vote of the eligible voting membership. Such vote shall be by secret, electronic ballot.
- b. Any member may be dismissed from the Patrol for improper conduct or for not adhering to the standards, rules and regulations of the NSP or the Ski Cooper Operating Directive. Removal of the member or the privileges of the member shall be by the PD after compliance with the provisions of SECTION 2 of this Article.

**SECTION 4.** Appeal Procedures.

- a. Appeals from suspension of membership by action of the PD may be made to the Patrol membership at any scheduled meeting. The appellant may present his/her case to the Patrol at large. A two thirds vote of the membership is required to override the suspension imposed under SECTION 2 of this Article.
- b. Appeals from termination of membership may be filed through the NSP organizational structure, from Section Chief through the Regional Director to the Divisional Director.
- c. The above referenced procedures in no way limit or abridge the grievance procedures available to a patroller under the BY-LAWS OF THE NATIONAL SKI PATROL SYSTEM, INC., ARTICLE Xa.

**ARTICLE VIII  
AMENDMENT OF BY-LAWS**

**SECTION 1.** The By-laws of the Patrol may be amended in the following manner:

- a. At any regular meeting of the Patrol, a member in good standing may submit a motion requiring the PD to appoint a committee to consider proposed amendments to the Bylaws.
- b. If the motion is carried, the PD shall appoint a committee of not less than three members to consider the proposed amendment(s) and to formulate them properly in writing.
- c. The proposed amendment(s) along with the committee's comments favoring or opposing such amendment(s), shall be distributed in writing by the PD to the membership at least twenty days prior to the regular meeting at which they will be considered.
- d. The PD shall then present them to the members at such regular meeting and the adoption of such amendments shall be finally effected by a two-thirds majority vote of the eligible voting members of the Patrol. Voting may be done electronically after this regular meeting.

**ARTICLE IX  
PARLIAMENTARY AUTHORITY**

**ARTICLE X  
ADOPTION**