SANCTUARY SKI CLUB CONSTITUTION

Amended: February 2026; Supersedes: 2016

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SANCTUARY SKI CLUB CONSTITUTION

ARTICLE I - ORGANIZATION

Section I The name of the organization shall be THE SANCTUARY SKI CLUB (Hereinafter referred to as “the Club").

Section II The official emblem of the Club shall be the stylized skier incorporating the name of the Club, similar to that pictured on the last page of this Constitution.

Section III The Club shall maintain registration with the Secretary of the State of Illinois as a not-for-profit corporation (originally filed on November 14, 1979).

Section IV The fiscal year of the Club shall begin on the 1st day of May and shall end on the 30th day of April.

ARTICLE II - PURPOSE

Section I The purpose of the organization shall be to promote the sport of skiing and other snow sports and to provide social and recreational functions for the membership.

ARTICLE III - MEMBERSHIP

Section I Membership shall be on an individual basis.

Section II Any person shall be considered a member in good standing after meeting the following requirements:

A. Be at least twenty-one years of age.

B. Annually submit a signed and dated application and waiver.

C. Annually pay any required membership dues and fees.

D. Has not been previously expelled by the Club.

ARTICLE IV - RIGHTS OF INDIVIDUAL MEMBERS

Section I Members in good standing shall have the right to:

A. Propose motions and business at meetings.

B. Participate in all Club functions for which space is available, providing all requirements are fulfilled.

C. Run for elected office or hold appointed committee chairmanship, providing all requirements for that office are fulfilled.

D. Address the membership at meetings.

E. Vote at any general meeting on any issue.

F. Appear before the Executive Board.

G. Request an updated membership directory containing contact information. The requesting member must agree not to use or redistribute this information for solicitation purposes.

Section II **Expulsion**

A member may be expelled from the Club for cause. Refer to Article I, Section II of the bylaws for procedures.

Section III Each member shall be responsible for any damage or harm done to other persons or property. Such member shall not hold the Club and/or its Executive Board responsible for such damage or harm.

ARTICLE V - EXECUTIVE BOARD

Section I The Executive Board shall consist of the Elected Officers as follows:

A. President

B. Vice President

C. Secretary

D. Treasurer

E. Sergeant-at-Arms

Section II **Duties of the Elected Officers**

A. ***President***

The President shall preside over all general and Executive Board meetings and shall have charge and control over the affairs of the Club, subject to the approval of the Executive Board.

B. ***Vice President***

The Vice President shall assist the President in the administration of the Club. In the absence of the President, the Vice President shall perform the duties of the President and shall be responsible for the proper functioning and coordination of all committees. The Vice President shall act as the Club Parliamentarian. The Vice President shall preside over and officiate elections.

C. ***Secretary***

The Secretary shall oversee all necessary correspondence of the Club and shall record the minutes of the general and Executive Board meetings and shall keep all such records. The Secretary shall be responsible for the content within all official Club documents.

D. ***Treasurer***

The Treasurer shall maintain and balance the Club's books, shall handle the collection of funds, and shall make all necessary payments. The Treasurer shall report on the Club's financial condition at the general and Executive meetings. The term of the Treasurer will be 13 months.

E. ***Sergeant-at-Arms***

The Sergeant-at-Arms shall maintain order at the meetings and shall remove disorderly persons at the request of the President or presiding officer. The Sergeant-at-Arms shall be responsible for preparing the meeting room before each meeting. The Sergeant-at-Arms shall be responsible for the inventory (condition and location) of all Club properties. The Sergeant-at-Arms shall make available an up-to-date inventory list of all Club properties just before the end of his term.

Section III The Executive Board shall be the controlling body of the Club and consist of the Elected Officers, each of whom shall have one vote.

Section IV The Executive Board shall have all powers permitted by the laws of the State of Illinois and shall include the following:

A. In general, to plan, supervise, and conduct all business and functions of the Club.

B. To purchase and dispose of Club properties and to make such reasonable expenditures as will further the purpose or goodwill of the Club.

C. To schedule regular and special meetings of the general membership, provided that reasonable notice shall be given of such meetings.

D. To appoint committee chairmen, including those for purposes which from time to time shall be deemed necessary or expedient (ad hoc).

E. To remove committee chairmen by a majority vote of the Executive Board.

F. To act as agents for the Club to collect any fees, penalties, monies, and/or properties owed to the Club by any current or past member, and/or other parties.

G. The Executive Board, in acting as agents for the Club, shall be governed by all federal, state, and local laws.

Section V Any decisions of the Executive Board may be overturned by a three-fourths (3/4) majority vote of those members in good standing present at a general meeting.

Section VI **Vacancy in the position of an elected officer.**

If a vacancy occurs in an elected office, the Executive Board shall appoint a person to fill that vacancy. This appointment shall be subject to the approval of the general membership.

Section VII **Impeachment and Removal**

Members of the Executive Board may be impeached and removed for cause. Refer to Article I, Section III of the by-laws for procedures.

Section VIII Terms of Office

A. The terms of office of the Executive Board will be one year and will begin at the opening of the first general meeting in May and end with the opening of the first general meeting the following May.

B. Members of the Executive Board shall serve no more than ten (10) consecutive terms on the Executive Board (a maximum of 10 years consecutive).

1. After the tenth (10^{th}) consecutive term, a board member must take at least one year off before running for office again.

C. The term of the Treasurer will be 13 months. The 13th month is to facilitate the closing of the previous year's records. The term of the Treasurer will overlap to maintain the efficient working of the Club.

ARTICLE VI – ELECTIONS: NOMINATIONS AND VOTING

A. Elections shall be held at the last meeting in March, provided there are no club conflicts (§A. 1.) interfering with the election date. Notice of elections shall be sent to all members preceding the elections.

1. In an instance of a club conflict, elections shall be moved to the next available meeting date with no club conflict, provided elections are held no later than the second meeting in April. An example of a club conflict is, but not limited to, trips scheduled to occur on, during, or return on the day of an election. The Executive Board shall have the final determination in moving an election, and the decision must be made no later than one week before a scheduled election.

B. Any candidate for an elected office shall be a current member in good standing and shall have been a member in good standing for at least one year prior to nomination.

C. Nominations shall be made from the floor at each general meeting in March.

D. Persons nominated must accept in person or in writing. For clarity, text messages are considered “in writing.”

E. Voting shall be done by a roll call with a special secret ballot.

F. Ballots shall be counted by the Vice President and the Secretary.

G. In the event of a tie, a runoff election will be held between the tied candidates.

H. For election procedures, see Article II of the bylaws.

Amended: February 2026; Supersedes: 2016

ARTICLE VII - COMMITTEES

Section I Suggested committees shall be as follows:

A. Trip

B. Membership

C. Publicity

D. Communications

E. Social

F. C.M.S.C. - Three (3) delegates and two (2) alternates

G. Ways and Means

H. Transition

I. Finance

J. Webmaster

Section II Duties of the committee chairmen shall be as follows:

A. ***Trip Chairman***

The Trip Chairman shall coordinate, plan, and/or arrange all ski trips, which are sponsored by the Club in accordance with Article VIII of this Constitution. A second "Midwest Trips Chairman" may be appointed, if applicable.

B. ***Membership Chairman***

1. The Membership Chairman shall coordinate all functions to secure new members for the Club.

2. The Membership Chairman shall maintain the membership records and carry out the functions appropriate to the membership committee.

C. ***Publicity Chairman***

The Publicity Chairman shall arrange for events, such as Ski Show, to publicize the Club.

D. ***Communications Chairman***

1. The Communications Chairman shall be responsible for sending out updates to members.

2. The Communications Chairman shall be responsible for the Club's electronic accounts (social media) to disperse information to current and potential members.

E. ***Social Chairman***

The Social Chairman shall coordinate all of the non-skiing trips and social functions of the Club.

F. ***Chicago Metropolitan Ski Council (C.M.S.C)***

Three (3) delegates and two (2) alternates. The C.M.S.C. delegates and alternates shall represent the Club at C.M.S.C. meetings in accordance with C.M.S.C. guidelines.

G. ***Ways and Means Chairman***

1. The Ways and Means Chairman shall coordinate all special funds raising projects of the Club.

2. The Ways and Means Chairman shall keep an inventory of "Lost and Found" items belonging to members. All items unclaimed by members after one (1) year become Club property.

H. ***Transition Chairman***

1. The Transition Chairman shall be the immediate preceding President.

2. The Transition Chairman shall be responsible for the transfer of all records and documents from the previous Executive Board and committees to the newly elected Executive Board and appointed committees.

3. All material shall be transferred to the new Executive Board by the first general meeting in May.

I. ***Finance Chairman***

1. The Finance Chairman shall assist the Treasurer with the collection of funds and the arrangement of payments.
2. The Finance Chairman shall NOT have signature authority for checks, but will have signature authority for approval of Check Requests and Receipt Logs.

J. ***Webmaster***

1. The Webmaster shall be responsible for maintaining and updating the official Sanctuary Ski Club website.
2. The Webmaster shall be in charge of all electronic accounts and passwords used by the Club.
3. The Executive Board shall have access to all passwords, and must approve any change in URL (domain) name, host company, or any other 3rd-party electronic service sites (online payments, cloud storage, etc), and have authority over all website content.

Section III Terms of Office

The terms of appointed committee chairmen will begin at the opening of the first general meeting in May and end with the opening of the first general meeting the following May.

ARTICLE VIII - SKI TRIPS

Section I For simplicity, all trips referred to in this Article will be limited to overnight ski trips that require bus, train, or air transportation, unless otherwise noted.

Section II The Trip Chairman will make available by the first meeting in April a questionnaire to serve as a guide in arranging the coming year's trip schedule.

Section III The Trip Chairman shall present a trip schedule to the Executive Board for approval prior to presentation to the membership.

Section IV The Trip Chairman shall present a trip schedule for the coming year to the membership on or before the first general meeting in August.

Section V The Trip Chairman shall be responsible for the determination and notification to the membership of the initial deposit and payment schedule for each trip.

Section VI Payments made less than 30 days prior to departure may be made only by cash, cashier's check, certified check, or money order unless other arrangements have been made with the Executive Board and Trip Chairman.

Section VII The Trip Chairman shall delegate and supervise a trip leader for each ski trip.

ARTICLE IX - FINANCIAL

Section I **Dues and Payments**

A. Membership dues and fees shall be a set amount as deemed by the Executive Board.

B. Membership dues are non-refundable, whether a member voluntarily leaves the Club or is expelled.

Section II **Payments for Trips, Social, and Club Functions**

A. Payment shall be governed by all pertinent by-laws.

B. The Executive Board shall charge the responsible member a fee equal to that incurred by the Club due to a non-sufficient fund penalty charge.

Section III **Auditing**

The Club's financial records shall be audited approximately one month after the end of each fiscal year.

ARTICLE X - MEETINGS

Notice of the time and location of all general meetings shall be given to members by mail (paper and/or electronic), by announcement at the preceding general meeting, and be listed on the Club's website.

A. General meetings shall be governed by "Robert's Rules of Order" and by the Club's by-laws.

B. A member of the Executive Board must be present to conduct a general meeting.

C. A quorum for conducting business shall be 20 members in good standing.

SANCTUARY SKI CLUB CONSTITUTION

ARTICLE XI - AMENDMENTS TO THE CONSTITUTION

Section I Any motion to amend the Constitution must be made at a general meeting.

A. Upon entrance of a valid motion, a hearing will be set for the next Executive Board meeting.

B. The motion shall be made public to all members.

C. The Vice President shall review the constitutionality of the new amendment and report to the membership before the vote is taken.

D. A three-fourths (3/4) majority of members present at the time of voting is needed for the amendment to be adopted.

E. No amendment shall be in conflict with the by-laws.

ARTICLE XII - DISSOLUTION

Section I Grounds for dissolution shall be brought before the Executive Board for consideration and discussion at an Executive Board meeting before presentation to the general membership, sent to all members, and published on the Club's website prior to being called for a vote at a general meeting.

A. Voting shall be done by proxy and a roll call with a special secret ballot.

B. Ballots shall be counted by the Vice President and the Secretary.

C. Dissolution will occur in the event of an affirmative vote by a three-fourths (3/4) majority of all members in good standing.

D. In the event of dissolution, the Executive Board will assume the responsibility of disposing of the assets of the Club in accordance with the General Not-for-Profit Corporation Act of the State of Illinois (latest edition).

ARTICLE XIII - BYLAWS

Section I The by-laws of the Club shall be the primary rules, which govern the day-to-day operation of the Club and its meetings.

A. No bylaws may be in conflict with this Constitution.

B. The by-laws may be added to, amended, or removed.

C. Any motion to amend the by-laws must be made at a general meeting.

D. After being seconded, the motion shall become valid, and upon verification of constitutionality, a vote will be taken.

E. A three-fourths (3/4) majority of those present at a general meeting is required to pass said motion.

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ARTICLES OF THE BY-LAWS

ARTICLE I - MEMBERSHIP

Section I Terms of Membership

The term of membership shall be August 1st through July 31st. Persons joining less than three (3) months prior to August 1st shall be considered as members for the following full term of membership.

Section II Expulsion

A. Upon receiving a complaint that a member may have committed acts detrimental to the club and/or a member, the Board Member receiving the complaint should determine if the claim is substantial enough to bring to the attention of the Executive Board. The Executive Board shall review complaints brought to it in a timely manner. If the complaint may merit expulsion of the member from the club, a motion to expel a member must be made at an Executive Board meeting.

B. Upon issuance of a motion to expel, the Executive Board shall notify the complainant, subject of the complaint, and other persons with knowledge of the facts contained in the complaint that a motion to expel has been issued along with a brief summary of the facts found by the Executive Board warranting expulsion and set a date to hear the complaint(s) and defense in Executive Session(s). Statements may be given in person, remotely, or in writing. Expulsion of a member requires the concurrence of four-fifths (80%) of the Executive Board.

C. Any member expelled by the board may appeal the expulsion at a general meeting. The expelled member must notify the Board of their intent to appeal in writing within thirty (30) days of receiving notice of expulsion. The Board and the expelled member will select a mutually agreeable date for the appeal. The expelled member must disclose to the members attending the general meeting the complaint(s) that led to their expulsion and provide a rationale for why the complaint(s) do not merit expulsion. The Board may choose to present its case for expulsion, rebut parts of the expelled member's rationale, or present nothing.

D. After the appeal has been heard, a three-fourths (75%) majority vote of members present in good standing at the general meeting is required to overturn the decision of the Board to expel the member.

Section III Impeachment and Removal

A. A motion to impeach an Executive Board member can be made at any general meeting. Upon being made and seconded, the motion shall be considered valid.

B. Upon issuance of a valid motion, a hearing shall be set by the Executive Board.

C. The Executive Board will hear the complaint and the defense. Three (3) yes votes will be necessary to pass the impeachment.

D. The Executive Board member who is under impeachment consideration shall have a vote in the issue.

E. A decision to remove must be made by a three-fourths (3/4) majority of those members present at the next general meeting after the issuance of the impeachment vote by the Executive Board.

F. No member of the Executive Board may hold elected office after being impeached and removed.

Section IV General

A. All participants in or at any Club function shall be at least twenty-one (21) years of age.

B. Copies of the Constitution and by-laws shall be available to any member who so requests.

ARTICLE II - ELECTION PROCEDURES

Section I Nominations and Elections shall be conducted by the Vice President in accordance with "Robert's Rules of Order."

Section II Nominations for an office shall come from a member in good standing who is present at the general meeting.

Section III A nominee shall be a current member in good standing for at least one full year.

Section IV A nominee may be nominated for more than one office.

Section V A nominee must accept each nomination in person.

Section VI Speeches shall be given in alphabetical order of the last names of the nominees.

Section VII Nominees not elected to an office may be nominated for subsequent offices.

Section VIII A list of nominees for each office shall be prominently displayed for the Election meeting.

Section IX A person may hold only one elected office.

Section X Results of voting for each office shall be known prior to the close of nominations for the subsequent offices.

Section XI The final results of the Elections shall be sent to all members and listed on the Club's website.

ARTICLE III - PAYMENTS

Section I **Dues**

A. Payment of membership dues shall entitle each member to all rights and privileges of a member.

B. Payment of membership dues shall constitute acceptance of the Club's Constitution and bylaws.

Section II **Club Functions**

A. No person shall be allowed to participate in any Club function unless full payment has been made prior to the function.

B. In the event that an individual who has signed up and paid for any Club function chooses to cancel his or her spot, any unrecoverable expenses due to the cancellation will be forfeited to the Club. In addition, persons will be charged a cancellation fee set by the appropriate chairman and approved by the Executive Board for any cancellation later than an established cutoff date. This cutoff date will normally be 30 days prior to any Club function, but may be revised by the Executive Board based upon contracts for the event.

C. Initial deposits and schedules of payments shall be set by the function organizer.

Section III **Bump Clause**

Person's delinquent in final payment for any Club function may be bumped by the appropriate chairman. There will be a 48-hour grace period. If, after 48 hours, payment has not been received, that person shall be replaced by the next person on the waiting list.

Section IV **Waiting Lists**

When all of the available spaces have been filled for any Club function, a waiting list shall be drawn up on a first-come, first-served basis, with members having priority over non-members. The waiting list will be made available for inspection upon request.

Section V **Returned Checks**

A. Any position for a trip, social function, and/or Club function secured by payment with a check is subject to that check clearing the bank from

which the check was drawn.

B. If a check does not clear said bank, the position may go to the first name on the waiting list, in which case the person who wrote the check that was returned because of insufficient funds shall go to the bottom of the list.

Section VI Emergency Expenditure Reimbursements

Funds spent on any Club function that is determined by the Executive Board to be of an emergency nature will be reimbursed no later than 30 days after submission of a formal expense report accompanied by receipts and/or proper backup.

ARTICLE IV - CONDUCT

Section I Executive Board

A. The Executive Board, as individuals and as a body, shall govern themselves in a businesslike manner.

B. The Executive Board shall conduct the meetings in a businesslike manner.

Section II Membership

A. Each member shall conduct themselves in a manner so as to allow others the opportunity to hear and be heard at any general meeting.

B. Conduct of a guest of a member shall be the responsibility of said member, and said member shall be held accountable to the Executive Board and to the rest of the membership.

C. No member or guest of a member shall behave at a Club function in such a manner as to be detrimental to the Club and/or its members.

D. No illegal substances will be allowed on or at any trip, social, or Club function.

SANCTUARY SKI CLUB CONSTITUTION

OFFICIAL EMBLEM OF THE CLUB

(Reference Article I - ORGANIZATION, Section II)

END OF DOCUMENT

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