

Pine Knob Ski Patrol



SCOPE:

The following bylaws policies, procedures, and information are solely related to the Pine Knob Ski Patrol, Clarkston Michigan. The Pine Knob Ski Patrol is registered as a unit of the National Ski Patrol, a non-profit, federally chartered organization. The Pine Knob Ski Patrol is guided by the rules, regulations, policies, procedures and ideals of the National Ski Patrol

Definitions:

NSP	National Ski Patrol
PKSP	Pine Knob Ski Patrol
Local patrol	Pine Knob Ski Patrol
Area Management	Pine Knob Ski and Snowboard Resort
Patrol Director	Patrol Representative
Absolute Majority	51% of the votes cast

BYLAWS

Article I: Organization Name

The official name of the organization covered by these bylaws, policies, and procedures is the Pine Knob Ski Patrol.

Article II: Purpose

The Pine Knob Ski Patrol is a voluntary organization whose primary purpose is to serve the skiing public, as well as the Pine Knob Ski and Snowboard Resort area management. This service includes promotion of ski safety and provision of first aid to injured individuals, including transportation, when necessary to the Pine Knob Ski Patrol building.

Article III: Membership

Pine Knob Ski Patrol is comprised of members who have met both the current National Ski Patrol requirements and the local patrol requirements. Each calendar year, membership in good standing, is contingent upon the satisfactory performance of duty from the previous year, completion of all annual refreshers and payment of all dues.

Article IV: Annual Meeting

At least one patrol organizational meeting open to the entire membership of the Pine Knob Ski Patrol, shall be held each calendar year, The meeting shall address the organizational affairs of the patrol, (e.g., approving or amending bylaws). A minimum quorum of fifty percent of the Pine Knob Ski Patrol registered membership must be present for the purpose of conducting this meeting. The timing of this annual meeting will be at the discretion of the patrol director.

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Article V: Patrol Officers

Section A: Patrol Director

The Patrol Director is the Chief Executive Officer of the patrol. He or she is responsible for the overall administration of the patrol. The Director is the primary liaison between the patrol and the ski area management. The Director may delegate administrative responsibilities as he or she determines necessary.

1. **Qualification:** The Patrol Director must have a NSP classification of Senior Patroller as a minimum requirement.
2. **Term of Office:** The term of office of Patrol Director is two years, commencing on July 1st after the spring elections.
3. **Removal from Office:** At any time, a Patrol Director may be removed from office by a two-thirds majority vote of the entire Board of Governors.
 - A. A Patrol Director may be removed from office by the decision or direction of the ski area management.
 - B. A petition for removal signed by an absolute majority of the general patrol membership will mandate that the Board of Governors vote on the removal question within 14 days.
4. **Vacancy of Office:** A vacancy in the office of Patrol Director due to resignation, death or removal from office, shall be filled by an interim Patrol Director, selected by a simple majority of the Board of Governors within 10 days of the vacancy.

Section B: Assistant Patrol Directors

The Patrol Director may appoint up to four assistant Patrol Directors as needed. The Patrol Director shall delegate responsibilities to each Assistant Patrol Director as he or she deems necessary.

1. **Qualifications:** Any registered patroller or auxiliary patroller may serve as an Assistant Patrol Director. Any person that has a candidate, (i.e., Pre-K, K1 or K2), status may not serve as an Assistant Patrol Director.
2. **Term of Office:** The office of Assistant Patrol Director expires each year on June 30th, and may be extended annually by the Patrol Director.
3. **First Assistant Patrol Director:** The Patrol Director shall designate one Assistant Patrol Director as the First Assistant Patrol Director. This person shall assume the responsibilities of the Patrol Director in the absence or temporary incapacitation of the Patrol Director.
4. **Removal of Assistant Patrol Directors:** An Assistant Patrol Director may only be removed from office by the Patrol Director.

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Section B: Assistant Patrol Directors con't.

5. **Advisors:** Each Assistant Patrol Director shall appoint advisors as needed for the various responsibilities under his or her area of authority. These appointments are subject to approval by the Patrol Director.

Section C: Hill Leaders:

Hill Leaders are selected by the responsible Assistant Patrol Director and are subject to the approval of the Patrol Director prior to appointment. There shall be one appointed Hill Leader per duty shift.

1. The on duty Hill Leader is responsible for patrol operations on his/her duty shift, and serves as the Patrol Director's representative.
2. The Hill Leader is expected to interface with management as necessary during their shift.
3. The Hill Leader may consult with the Patrol Director as required.

Section D: Treasurer:

The Treasurer is appointed by the Patrol Director from the general membership. The duties of the Treasurer include satisfactory records of:

1. Patrol finances
2. Maintaining patrol checking and savings accounts
3. Depositing and disbursing funds
4. Completion of the financial statement in the required format as prescribed by the Central Division Treasurer.
5. Completion of a detailed annual financial statement for the annual general membership meeting.

Section E: Administrative Assistant:

An Administrative Assistant is appointed at the discretion of the Patrol Director from the general membership. The duties of the Administrative Assistant include:

1. Assist the Patrol Director with patrol correspondence.
2. Publication or duplication of patrol documents
3. Recording and publishing minutes from the Board of Governors meetings.

Section F: Board of Governors:

The board of governors shall assist the Patrol Director in establishing patrol policy and procedures. This board shall consist of members elected from the general patrol membership and board members appointed by the Patrol Director. The board is responsible for:

1. Maintaining and updating the Pine Knob Ski Patrol Policies and Procedures.
2. Providing a Policy and Procedures manual to each member

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Section F: Board of Governors cont.:

A. Chairperson:

The Patrol Director shall serve as the Chairperson for the Board of Governors. The chairperson shall have the deciding vote on all policy or administrative matters. In all matters concerning the policy or administration of the PKSP that cannot be resolved by a simple majority vote of the board of governors, the chairperson shall have the authority to cast the deciding vote, overriding the board of governors if necessary.

B. Appointed Members:

All Assistant Patrol Directors, the Treasurer, and the Administrative Assistant, shall be voting members of the Board of Governors.

C. Elected Members:

1. The most recent previous Patrol Director, (who is a current member of the Pine Knob Ski Patrol), shall be a voting member of the board.
2. A Candidate Patroller representative shall be elected from and by the candidate members of the PKSP. A candidate representative shall be elected each year. The Candidate Patroller Representative shall not be a voting member on the Board of Governors. A candidate representative, who has obtained the classification of Basic Patroller, shall become a voting member on the Board of Governors until June 30th of the same year as obtaining their Basic Patroller classification.
3. Three at-large representatives shall be elected from and by the general membership of the PKSP for a two year term. Each elected member shall be considered a voting member of the Board of Governors. EXEMPTION, Four at-large representatives may be elected to the board, see Article VI, Section C, Item 5.

D. Other Members:

The Chairperson may designate or delegate others PKSP members to attend meetings of the Board of Governors, (e.g., fund raising advisor, awards advisor). These attendees shall not have a vote during any meeting of the Board of Governors.

Article VI: Elections:

The Assistant Patrol Director with responsibility for patrol registration shall be responsible for overseeing and conducting all patrol elections. The Assistant Patrol Director shall:

1. Post and make available to the general membership all notifications of upcoming elections
2. Seek, record and maintain nominations and all nomination documents
3. Distribute and collect ballots.
4. Publish election results

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A. Election Timing:

All election notifications shall be made available to the general membership by February 15 of each election year. Nominations for office, that are open for election, shall be given to the Assistant Patrol Director in charge of the election no later than two weeks from the date of posting, and closing of nominations shall be no later than February 28. All election ballots shall be distributed within two weeks after closing the nominations and collected no later than four weeks from the closing of nominations or no later than March 31. The election results shall be made available at the Spring Awards Banquet each calendar year.

B. Patrol Director:

Election for the position of Patrol Director shall be held every two years. Each candidate shall submit a resume in a format set forth by the Board of Governors. In situations where there is only one candidate available for the office, a resume shall not be required by the Assistant Patrol Director in charge of elections. The Assistant Patrol Director in charge of elections shall distribute a copy of each candidates resume and a ballot to each registered member of the PKSP who is in good standing. Elections for this office shall follow the guidelines of Article VI, Section A.

1. All registered members of the PKSP in good standing are eligible to vote in each election.
2. The candidate who obtains the absolute majority of the votes cast shall win the election.
 - A. In situations where there is more than one candidate running for the office of Patrol Director, the candidate who obtains the absolute majority of the votes cast shall win the election.
 - B. When an absolute majority of votes can not be applied, the two candidates obtaining the most votes will have a run-off election.
 - C. The candidate who then obtains an absolute majority of votes cast in the run-off election shall win the election.
3. In cases where the Assistant Patrol Director, in charge of registration is a candidate for the office of Patrol Director, the Patrol Director, or a delegated Assistant Patrol Director, (not running for office), shall administer the election.
4. A newly elected Patrol Director shall assume the Patrol Director office on July 1st of the election year.

C. Board of Governors:

Representatives shall be elected every two years, concurrent with the election for Patrol Director. Elections for this office shall follow the guidelines of Article VI, Section A.

1. A resume' will not be required with the nomination for this position.
2. Nominations may be submitted either by the candidate or on the behalf of another eligible patroller.
3. Newly elected members of the Board of Governors shall assume their positions on July 1st of the election year.

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4. The candidates receiving the most votes cast shall win the election. An absolute majority shall not be required.
5. If there is a tie between the third and fourth candidates, there shall be four Board of Governors representatives for that 2 year period eliminating the need for a run-off election.

D. Candidate Representative:

The candidate representative shall be elected each year. Elections for this office shall follow the guidelines of Article VI, Section A.

1. A resume' will not be required with the nomination for this position.
2. The candidate representative shall be elected only from the body of patrollers who maintain the status of Candidate Patroller.
3. The candidate receiving the most votes cast shall win the election. An absolute majority shall not be required.
4. A newly elected Candidate Representative shall assume his/her position on the Board of Governors on July 1st of the election year.

Article VII: Finance:

Membership in the Pine Knob Ski Patrol requires payment of all local, section, region, division and national dues. The Board of Governors shall determine and set the amount of local dues, as well as the deadline for payment and any late fees required. Fiscal year for the PKSP runs from July 1st to June 30th.

Article VIII: Amendments:

1. These bylaws may be amended at any meeting of the general membership of the PKSP that has a minimum of fifty-one percent of all registered members, (in good standing), present.
2. Bylaw amendments must be approved by a two-thirds majority of the membership present at the general membership meeting.
3. A mail ballot maybe substituted in lieu of Item 1. A mail ballot must be sent to all PKSP registered members in good standing.
4. Bylaws amendments approved by mail must be approved by two-thirds of all ballots received.
5. Amendments may be proposed by the Board of Governors, or by a petition signed by twelve registered PKSP members in good standing.
6. A written or electronic notice to the general membership must be made at a minimum of two weeks prior to voting on the amendment.
7. Revisions to these bylaws must include the original wording, proposed changes and reasoning for the proposed change.