

CLUB CONSTITUTION

Rensselaer Polytechnic Institute Ski & Snowboard Club (referred to herein as “RPI SSC”)

A club of Rensselaer Polytechnic Institute Student Union
(referred to herein as “the Union”)
a New York Not-For-Profit Educational Facility

PREAMBLE

We, students of Rensselaer Polytechnic Institute (referred to herein as “RPI”) affiliated with the Union do hereby ordain and establish this Constitution for the RPI Ski & Snowboard Club.

ARTICLE I – PURPOSE

Section I – Objectives

- I.I. To foster interest in the sports of Alpine Skiing and Snowboarding (referred to herein as “snowsports”).
- I.II. To provide members of the club with many opportunities to ski and snowboard throughout the season by arranging transportation, economical group rates, lessons, rentals and tuning of snowsports equipment.
- I.III. To provide members of the club with opportunities to learn and further develop their skills and proficiency in snowsports.
- I.IV. To allow the students of RPI to meet fellow students with similar interests in snowsports in order to grow a larger sense of community on campus.

ARTICLE II – MEMBERS

Section I – Membership

- I.I. Equal Opportunity and Hazing
 - I.I.I. It is the policy of RPI SSC to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the club's activities.
 - I.I.II. Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or continued membership of RPI SSC is strictly prohibited.
- I.II. Definition of Minimum Eligibility
 - I.II.I. It is the policy of the Union that all officers, appointed officers, committee chairs, and Voting Members of recognized clubs and organizations be full-time activity-fee-paying students and/or their spouses. Only Voting Members can vote in business and election matters. Only Regular or Voting members can run for and hold office.
 - I.II.II. The Executive Board of the Union (referred to herein as “Union E-Board”) may verify the eligibility of any member with the RPI’s Bursar or Registrar.
- I.III. Types of Membership
 - I.III.I. Each year, the Executive Committee of RPI SSC (referred to herein as “E-Comm”) will define each level of the available membership statuses. Voting members, regardless of

current/future membership types, shall be those members who have paid the RPI SSC membership fees as defined by the E-Comm for that year and meet the eligibility requirements defined in Article II – Section I.II.

I.IV. Attaining Membership

I.IV.I. Students of RPI must pay a set yearly fee to be considered a voting member of the RPI SSC. Additionally, members shall be required to submit certain information, including but not limited to their name, RIN, phone, email, address, and RPI Status, for club record keeping.

I.IV.II. All information gathered other than the names and level of membership shall be confidential and only released to the Union E-Board and the Union Full-Time administration staff as required.

I.V. Membership Term

I.V.I. A membership term lasts one (1) academic year, meaning a fall and spring term consecutively which will cover membership for the snowsports season of that academic year.

I.VI. Renewing Membership

I.VI.I. Membership status must be renewed each new academic year via the prescribed method above.

I.VII. Removal of Membership

I.VII.I. Members may voluntarily resign with a reimbursement of the membership fee under the following condition:

I.VII.I(a) Member does not use their membership privileges, (attending any RPI SSC sponsored event), within three academic weeks after the first RPI SSC event following their membership sign-up.

I.VII.II. Requests for reimbursement that do not qualify under Article II – Section I.VII.I(a) may be appealed to the E-Comm. The Treasurer shall decide whether to accept the appeal, and if accepted, the E-Comm shall decide via a majority vote whether to reimburse the member. All reimbursements appeals are to be looked at independently, and acceptance and review of an appeal shall not be considered precedent for future appeals unless determined by a majority vote of the Board.

I.VII.III. Members may voluntarily resign without reimbursement at any time by submitting their wish in writing to the Secretary.

I.VII.IV. Members may have their membership status removed without their consent under only the following two (2) circumstances.

I.VII.IV(a) The RPI SSC is no longer able to offer the privileges included as defined by their membership status. This will include a reimbursement down to the next most expensive option of which the RPI SSC can fulfill.

I.VII.IV(b) The E-Comm determines that the member has violated RPI SSC, the Union's, or RPI's policies, and upon a majority vote, the member shall lose their full membership status, without any reimbursement or compensation provided. Member shall have the right to attend and speak in their defense at the meeting of vote.

I.VII.V. A removed member may appeal their removal to the Union Judicial Board. The removal shall remain in effect until reversed by the Judicial Board.

- II.I. RPI SSC will host at least two (2) meetings open to the entire student body per academic year. One being prior to the start of snowsports season during the fall semester, and another being at the end of the snowsports season during the spring semester.
- II.II. Notice
 - II.II.I. RPI SSC will provide a minimum of fourteen (14) days' notice of any meeting, via multiple methods, which can include, but are not limited to, phone, email, posters, social media, or concerto.
- II.III. Quorum
 - II.III.I. There must be fifteen percent (15%) of the voting members in attendance to make a vote.
- II.IV. Organization
 - II.IV.I. Club meetings shall be presided upon by the RPI SSC President, or highest ranking officer in attendance.
 - II.IV.II. The official language of all business meetings shall be English, unless by unanimous vote of all those present in the meeting, an alternative language is preferred.
- II.V. Voting
 - II.V.I. Votes will be decided upon by raised hands, unless requested upon to make a formal count of raised hands by any voting member in attendance.
- II.VI. Absent Members
 - II.VI.I. If a member who will not be in attendance wishes to run for an elected position, they shall notify the Secretary of this interest, and shall pick a proxy to represent them and their goals at any meeting.

ARTICLE III – BOARD

Section I – Powers and Duties

- I.I. The RPI SSC Board (referred to herein as “Board”) shall determine events hosted, mountain location for trips, passes chosen to promote through the club, etc. The duty of the Board is to first and foremost provide the objectives as stated above in Article I – to the club. The Board shall also be charged with managing the day to day affairs of the RPI SSC in accordance with Union policy.

Section II – Composition

- II.I. The Board shall consist of the RPI SSC Officers, General Board members, committee members, and any other elected individuals.

Section III – Committees

- III.I. Standing
 - III.I.I. The E-Comm shall be a standing committee.
 - III.I.II. The Trip Committee shall be a standing committee.
- III.II. Working
 - III.II.I. Additional committees can be created by the E-Comm upon recommendation of the President by a two-thirds ($\frac{2}{3}$) vote.
 - III.II.II. Working committees shall be dissolved at the conclusion of each academic year unless their continued necessity is reviewed and approved via a majority vote by the E-Comm.
 - III.II.III. Working committees which have consisted for two (2) consecutive years shall be reviewed by the Board to determine their continued necessity. If the committees continued existence is determined necessary by a majority vote of the Board, the Board

may vote to make the committee a standing committee by a two-thirds ($\frac{2}{3}$) vote.

III.II.IV. Any working committee which has existed for more than two (2) years, but has not been made a standing committee shall be reviewed by the Board once per semester as per the method defined in Article III – Section III.II.III.

Section IV – Election, and Term of Office

- IV.I. RPI SSC shall host formal elections for E-Comm positions during the student body meeting each spring. Additional elections may be held at any time as deemed necessary by the E-Comm.
- IV.II. The officers shall be elected in the order listed in Article IV –.
- IV.III. Unless the student who held the position previously was removed per Article III – Section VI.II, each newly elected officer shall be required to meet with the previous officer within two (2) weeks of the election to receive all information relevant to that position.
- IV.IV. If any members suspect voting improprieties during the election, the members must notify the Union E-Board.

Section V – Vacancies

- V.I. In the circumstance that a Board position becomes vacant during the year, the E-Comm may select and vote upon a member to fill this position until the next election takes place.

Section VI – Resignation and Removal

VI.I. Resignation

- VI.I.I. Any Board member wishing to resign must submit written notification of resignation with two (2) weeks' notice. During the time of those two (2) weeks, the Board member must continue to fulfill all position duties and requirements.

VI.II. Removal

- VI.II.I. Any Board member can be removed with cause as voted upon by the E-Comm. The Secretary must be notified in writing of the wish for removal, unless the Secretary is the one to be removed, in which case the President shall be notified. Upon receipt of the above stated wish, the secretary shall inform the officer in question, and notify the E-Comm. The E-Comm shall meet to investigate if cause has been met, and render a decision via a majority vote. If cause has been met, a two-thirds ($\frac{2}{3}$) vote of the Board shall be taken to determine the removal of the officer. The Board member in question shall have the right to attend and speak at all meeting regarding their removal. Board member will not be given a vote in the matter.
- VI.II.II. Any Board member can be arbitrarily removed as per the voting guidelines as outlined in Article II – Section II.V. Upon receipt by the Secretary of a petition containing a minimum fifteen percent (15%) of the voting members' signatures, a membership meeting shall be called. For the purpose of an arbitrary removal meeting, quorum shall be defined as fifty percent (50%) of voting members. A two-thirds ($\frac{2}{3}$) vote shall be needed for the removal of the Board member.
- VI.II.III. A removed Board member may appeal their removal to the Union Judicial Board. The removal shall remain in effect until it is reversed by the Judicial Board.

Section VII – Board Meetings

- VII.I. The President shall determine, at the beginning of each semester, the time and place of Board meetings, and shall be required to hold a minimum of one (1) meeting per month prior to the snowsports season, and a minimum of one (1) meeting every two (2) weeks during the snowsports season. Any member of the E-Comm may request a vote of the E-Comm to

validate the time and place of the meeting. It is the expectation that the meeting shall be held at the same time and place unless otherwise notified the by President.

Section VIII – Special Meetings

VIII.I. The President may call a special meeting of the Board if deemed necessary that such a meeting is needed before the next regularly scheduled Board meeting.

Section IX – Notice of Meetings

IX.I. Membership meetings notice as defined by Article II – Section II.II.

IX.II. Board meetings as determined by the President and Board at the beginning of each semester.

IX.III. Special meetings as defined by Article III – Section VIII – via online medium within twenty-four (24) hours of a need becoming known.

IX.IV. The E-Comm may vote to close a meeting via a majority vote. Unless such a vote is taken, meetings shall be open to any member of the club who wishes to attend. Non-Board members in attendance shall not be granted vote.

IX.V. The E-Comm may vote to enter executive session via a majority vote. Those not on the E-Comm shall only be permitted to attend via a majority vote of the E-Comm.

Section X – Quorum

X.I. Two-thirds ($\frac{2}{3}$) attendance by members of the Board shall be necessary for any vote to be taken, unless in executive session, where two-thirds ($\frac{2}{3}$) attendance by members of the E-Comm shall be necessary.

Section XI – Organization

XI.I. Board meetings shall be presided upon by the RPI SSC President, or highest ranking officer in attendance.

Section XII – Voting

XII.I. Unless otherwise defined, all votes shall be majority rule. All Board members in attendance shall be entitled to one (1) vote. Voting shall be conducted via raised hands, unless a roll call is requested. Online voting shall only occur if a vote is deemed necessary and a meeting at that time would be impracticable.

Section XIII – Conference Calls

XIII.I. Board members may participate given a minimum two (2) days' notice to the Secretary via a voice or video presence system, i.e. conference call, VoIP, etc. Such a system must allow all Board members in attendance the ability to hear the “call-in” member. Any votes conducted during a meeting at which a non-video compatible system is being used must be via roll call.

ARTICLE IV – EXECUTIVE COMMITTEE

Section I – Composition

I.I. The E-Comm shall be a subset of the total Board membership. The E-Comm will consist of the Officers of the RPI SSC, in addition to the chairs of any standing committees.

Section II – Officers

II.I. There shall be a minimum of six (6) officers on the E-Comm.

II.II. President and Vice President

II.II.I. Each office shall have one (1) person elected to each office.

II.III. Secretary, Treasurer, Trip Coordinator, and Equipment Manager

II.III.I. Each office shall have at least one (1) person elected to each office.

II.IV. Club officers shall be required to attend mandatory Union activities throughout the year or face Board judgments.

Section III – President

- III.I. Powers: The President provides guidance of the primary operations of the club itself, including but not limited to: the mountains the club takes trips to, the events the club hosts or participates in, and operations of the club concerning membership recruitment. The President may exercise executive power to change the fundamental operations of the club at any given time, as per Article I –, if he or she deems these changes are necessary for the members of the club. Any executive decisions made by the President shall be brought before the Board as soon as feasibly possible.
- III.II. Duties: To be the face of the club for events and activities, provide vision, guidance, and establish goals for the club, lead Board meetings, delegate work to Officers and Trip Leaders, maintain club image and prosperity, and be knowledgeable about the club itself, its history, and its day to day operation. Should be able to fulfill the basic duties of any other E-Comm position.

Section IV – Vice President

- IV.I. Powers: The Vice President has the power to manage the external relations of the club pertaining to the choice of club sponsorships, on-campus club events, and ski club advertisements and correspondence.
- IV.II. Duties: Recruiting and managing club sponsorships, organizing general body meetings, organizing election events, planning Board meetings, managing Officers and delegating work, and to organize ski club media and ads.

Section V – Treasurer

- V.I. Powers: The Treasurer has the power to manage costs and set prices for club events. The Treasurer shall inform the Board of any club operation if he/she deems it not to be financially feasible to the club.
- V.II. Duties: Manages all club financial transactions, collects and delivers both charge sheets and cash, maintains and organizes the club budget, recommends prices for trips and events, and reports to the President.

Section VI – Secretary

- VI.I. Powers: Shall be the Parliamentarian of the club, receive recommendations for the removal of an officer or trip leader if they do not meet the duties of their position, and shall act as the liaison between RPI SSC members and the Board.
- VI.II. Duties: Takes meeting minutes and emails the minutes to officers and trip leaders after every meeting, submits minutes to club file system, takes attendance at Executive and General Board meetings, updates club websites and social media, in charge of general club emails, answers emailed questions, has well-rounded knowledge of the club, and reports to the VP.

Section VII – Trip Coordinator

- VII.I. Powers: The Trip Coordinator has the power to schedule trips, set bus arrival and departure times, cancel any planned trips within reason, and set trip bus and lift ticket prices to be approved by the Treasurer.
 - VII.I.I. The Trip Coordinator shall be the chair of the Trip Committee. The Trip Committee is responsible for making sure that all trips are promoted properly and sufficiently staffed in order to run properly.
- VII.II. Duties: Planning, updating, and posting the trip schedule and member sign-up, contracting and planning group rate passes with resorts, contacting and organizing transportation to the mountain, payment to resorts and transportation companies, canceling under-booked trips,

sending trip emails to members, and reports to the President

Section VIII – Equipment Manager

- VIII.I. Powers: The Equipment Manager can propose renovations/improvements to the club office, deem equipment as unsafe to be assessed by the Union, propose the purchase of new equipment if needed, and to certify officers and trip leaders for rental fitting and equipment tuning. If rental equipment from an external source is needed, the Equipment Manager shall solicit proposals from local rental shops. The Equipment Manager shall act as the liaison between the selected company, and the Board. The Equipment Manager can plan organization and tuning sessions of the club's equipment.
- VIII.II. Duties: Keeping the office clean and organized, certifying and notifying officers to tune equipment, late equipment management, checks inventory of wax and tuning equipment, updating office and maintenance, ordering and preparing new equipment, and reports to the VP.

ARTICLE V – GENERAL BOARD

Section I – Composition

- I.I. The General Board is composed of the E-Comm, trip leaders, committee members and any elected members at large.

Section II – Trip Leaders

- II.I. Trip Leaders powers and duties will be defined by the E-Comm each year. Some duties and powers may include but are not limited to attending meetings, supporting RPI SSC and promoting club functions.

ARTICLE VI – FINANCES

Section I – Union Policies

- I.I. The Treasurer shall be responsible for compiling and soliciting budgetary proposals from the membership of the club.
- I.II. The Treasurer shall be responsible for communicating with the Trip Coordinator and Equipment Manager regarding their budgetary needs for the upcoming year.
- I.III. The E-Comm shall review all the proposals collected and the Treasurer shall create the annual budget.
- I.IV. The E-Comm shall approve the budget.
- I.V. The Treasurer shall submit, and if necessary present, the annual budget to the Union E-Board.
- I.VI. The Treasurer shall oversee and manage the budget.
- I.VII. The Treasurer and the President shall have the authority to sign any club and financial document.
 - I.VII.I. The Treasurer shall maintain the authority, with the approval of the President, to authorize any E-Comm officer power to sign, in the name of RPI SSC, specific financial documents pertaining to their above stated powers and duties (prescribed in Article IV –).
 - I.VII.II. Any financial transaction with a value greater than \$500 shall require two (2) signatures, at least one (1) of which must be that of the President or Treasurer.
 - I.VII.II(a) Exception to the above shall be the payment for buses, or payments to a mountain for group tickets or rentals required for an RPI SSC trip providing

the need for such has been determined by the E-Comm.

I.VII.II(b) The E-Comm shall determine above stated “need” in a document entitled “RPI SSC Bus Policy”.

I.VIII. RPI SSC shall follow all Union financial policies and procedures.

Section II – Checks, Drafts

II.I. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of RPI SSC, which does not contain the signature of the Treasurer, must be submitted to the Treasurer within seven (7) days, or at the next Board meeting, whichever is less.

Section III – Ceasing Operations

III.I. In the event that RPI SSC disbands and is permanently inactive, RPI SSC shall notify the Union E-Board and remit all remaining funds of RPI SSC to the Union, unless otherwise directed by the Union E-Board. In the event RPI SSC merges with another Union group, RPI SSC shall notify the Union E-Board and all remaining funds shall be remitted to the surviving local unit, unless otherwise directed by the Union E-Board.

ARTICLE VII – OFFICE

The office of RPI SSC shall be located at a place designated by the Union E-Board.

ARTICLE VIII – CONFLICTS OF INTEREST

RPI SSC shall ensure that matters or transactions under consideration by RPI SSC do not result in a conflict of interest between RPI SSC and any volunteer, officer, member of the Board, or other representative of RPI SSC. Any conflict of interest or potential conflict of interest shall be disclosed to the President of RPI SSC, for review and approval by RPI SSC’s Board, with the interested party recusing himself/herself from voting on the matter or transaction. In the event of a conflict involving the President of RPI SSC, disclosure shall be made to the Vice President, for review and approval by the Board. Each officer upon acceptance of their position shall submit a “Conflict of Interest” form to the Secretary.

ARTICLE IX – FISCAL YEAR

The fiscal year of RPI SSC shall be defined by the fiscal year of the Union.

ARTICLE X – RATIFICATION

This constitution shall be effective immediately upon ratification by two-thirds ($\frac{2}{3}$) majority of the voting members and subsequent approval by the Union E-Board.

ARTICLE XI – AMENDMENTS

The Constitution of RPI SSC may be amended, in whole or part, provided a quorum (as defined in Article II – Section II.III) exists, by a two-thirds ($\frac{2}{3}$) vote of the voting members of RPI SSC present at any meeting. The proposed amendments of the Constitution must be submitted in writing to the members at least fourteen (14) days prior to the date of the meeting when the amendment shall be presented for vote, that any such proposed amendment is not inconsistent with this Constitution or the Union’s Constitution, and subsequent approval by the Union E-Board. In the event that any part of this Constitution is deemed inconsistent with policies of the Union or RPI, the laws of the State of New York, and/or the laws of the United States of

America, the E-Comm shall be required to adjust the policies of the club such that they are consistent with the above listed entities. The E-Comm shall be required to submit notice for an emergency membership meeting to take place within twenty-one (21) days to amend the constitution as necessary.

ARTICLE XII – PROCEDURE

If needed at any time, policies, standing rules, or bylaws may be adopted by the club following a two-thirds ($\frac{2}{3}$) majority approval at a business meeting. Additionally, when requested by a Board member, the rules contained in the current Robert's Rules of Order, Newly Revised shall govern the proceedings of RPI SSC in all cases to which they are applicable and in which they are not inconsistent with this Constitution or the Union's Constitution.