

Mammoth Ski & Snowboard Education Foundation By-Laws

Adopted July 1999 – Revised 11-07-2002, 7-25-2006 and 11-22-2008

ARTICLE I

SECTION 1. NAME

The name of the organization shall be known as the Mammoth Ski & Snowboard Education Foundation, hereinafter referred to as MSSEF, a non-profit organization. Upon its termination, all assets will be redistributed to charity as required by the Internal Revenue Service and the Franchise Tax Board.

These by-laws have been approved in accordance with regulations listed in Section 4 Government paragraph D. Any recommended changes to these by-laws must be presented in writing to the Board. Recommended changes will be reviewed at the first regularly scheduled Board Meeting following receipt of recommended changes. Approval is required as listed above to adopt the recommended changes.

SECTION 2. MISSION STATEMENT

The Mammoth Ski Education Foundation's mission is to promote education and athleticism and to recognize qualifying snow sport athletes, individually and on a team level, that have met and/or exceeded their goals, by providing financial aid for education, competition and awards with privately raised funds.

QUALIFYING SNOW SPORT ATHLETE: A qualifying MSSEF snow sport athlete is described as any athlete who is a member of, represents, and participates in an established Mammoth Mountain Ski Area team, Tamarack team, or Mammoth Unified School District team, consisting of alpine, nordic, free ride, and snowboarding through the J1 Junior Racer level, or equivalent comparable age level of any other snow sport discipline. Master Racers are excluded.

SECTION 3. OBJECTIVES

- A. To provide educational and financial assistance and support to junior team participants and their teams connected with Mammoth Mountain Ski Area, consisting of alpine, nordic, free ride and snowboarding at the Mountain Team and Mammoth Unified School Team levels
- B. To assist athletes in achieving their achieve goals, keeping the welfare of the athletes first and foremost, and assist in the development of future citizens
- C. To stimulate community interest in youth snow sports
- D. To promote social involvement of athletes and their families to create unity in the snow sport community

SECTION 4. GOVERNMENT

- A. The government of the MSSEF shall be under the direct supervision of the Officers of the Board of Directors.
- B. The Board of Directors shall include the President, Vice President, Secretary, Treasurer, Membership Director, Fund Raising Director(s), Publicity Director, Social Director, Mammoth Mountain Representative, and Team Representative from each level consisting of Mighty Mites, Mammoth Elementary School Team, Mammoth Middle School Team, Mammoth High School Ski Team, J4-5

Ski Teams, J3-1 Ski Teams, Snowboard Development Team, Snowboard Mountain Team, Mammoth Free ride Team, Nordic School Team, Nordic Mountain Team, and an "Out of Town" representative for members of team who live out of the area. One or more positions may be combined at the discretion of the Board. Executive Board Directors include the offices of President, Vice President, Secretary, Treasurer, and Membership Director. All elected and appointed officers, directors and representatives should support the MSSEF by becoming an active member with annual dues paid by the due date of September 1st of each fiscal year.

- C. Robert's Rule of Order shall govern the proceeding of all meetings provided there are no conflicts with the by-laws of the MSSEF.
- D. Five (5) current members, including at least two (2) Elected Officers of the Executive Board of Directors, shall constitute a quorum for the transaction of business at any meeting of the Executive Board of Directors. All Executive Board of Directors and all appointed Directors shall be called for their vote in the case of an emergency telephone vote. In any vote a 2/3 majority is required to pass a motion.
- E. The Board shall conduct meetings each month in a consistent manner. After election each year the Board shall develop a schedule of regular meetings and a tentative activity schedule (see attached example).
- F. Each member of the Executive Board is expected to attend all Board Meetings with all other Board Members attending as applicable to activities pending or as agenda directs.
- G. All meetings shall be presided over by the President or an Officer of the Board. In the absence of the President, the Vice-president shall assume his duties. In the absence of the President and Vice President, delegation of authority goes to the Treasurer and Secretary in succession.
- H. A quorum is necessary for the purpose of conducting business.
- I. The following may form part of the order of business and procedure at regular board meetings:
 - 1. Call to order
 - 2. Reading/approval of minutes of previous meetings.
 - 3. Treasurers report.
 - 4. Reading of communications.
 - 5. Committee reports.
 - 6. Old business.
 - 7. New business. *
 - 8. Close of meeting.

*Any MSSEF member wishing to discuss items not included on the agenda must submit written request to the President at least one week prior to the next regularly scheduled Board Meeting.

- J. Special Business Meetings shall be convened as follows: by vote of the attendees at a regular Business Meeting; by direction of the President, by the President upon written request of seven MSSEF members. Said request must state the objective of the meeting. Due notice of specially called business meetings and their purpose shall be given to each Board Member and no other business shall be transacted at any such meeting.
- K. The following shall be order of business and procedure at Special Business Meetings:
 - 1. Call to order
 - 2. Roll call of Board
 - 3. Special order of business
 - 4. Close meeting
- L. It shall be the duty of all Executive Officers to attend each meeting of the MSSEF and for all other Officers and/or Committee Heads to attend according

to agenda matters scheduled. In case of inability of any Officer to attend a meeting, due notice shall be given to the President and arrangements made to have all necessary books and papers in the possession of a substitute at the meeting.

- M. If any scheduled meeting falls on a legal holiday, said meeting shall be held the following day unless the Board by vote at a previous meeting, annuls such meeting and reschedules.
- N. MSSEF fiscal year shall be September 1 through August 31 of the following year.

SECTION 5. ELECTIONS

- A. Executive Board positions are elected with all other positions appointed.
- B. Election of Executive Officers will be held during the month of August. Elected officers shall hold office for a period of one year and are eligible for reelection each ensuing year, with approval of the executive board.
- C. The nomination committee shall consist of the current Board of Directors who shall provide a ballot at the regular July Board Meeting. The current or outgoing President, with the assistance of the nomination committee, shall recruit, appoint and provide a roster of all other Appointed Board Positions, along with the ballot, with the exception of Team Representatives. Team Representative positions will be recruited and appointed by the new Board of Directors no later than November 1 and shall serve through the end of that fiscal year. The Membership Director shall distribute, by mail or other appropriate means, the ballot to the current membership for final vote and submission no later than August 31.
- D. Any member (see Article III, Section 1) of the MSSEF is eligible to run for office. Any member wishing to run for office must submit their request by June.
- E. The newly Elected Officers shall assume their positions during the first commenced Board Meeting following the elections during September.
- F. A budget committee, headed by the Treasurer, will be formed and the following year's budget shall be established and presented for approval by the July meeting for use during the following fiscal year.

ARTICLE II

SECTION 1. PRINCIPAL OFFICE

The principal office of this organization must be in the County of Mono and, unless otherwise ordered by the Board of Directors, shall be at the physical address of the President. The MSSEF shall purchase and use a post office box at Mammoth Lakes Post Office for the purpose of receiving correspondences. Current mailing address is PO Box 845, Mammoth Lakes, CA 93546.

ARTICLE III

SECTION 1. MEMBERSHIP

Membership in the Foundation is open to all persons interested in the MSSEF. Membership levels consist of:

- Sustaining Member - \$25.00 or more **BENEFITS:**
newsletter, listed member on our website, published member and recognition as a supporter of snow sports

- Alumni- \$40.00 or more BENEFITS; All of the above and the opportunity to participate in the annual alumni race and event
- Individual - \$40.00
- Family - \$75.00
- Bronze - \$100.00
- Silver - \$250.00
- Gold - \$500.00
- Platinum - \$1000.00
- BENEFITS; Individual-Platinum These members will receive all the above benefits and be eligible for financial aid and individual scholarships.

An active member is one whose annual dues are paid and are willing to conform to the by-laws and policies of the Foundation. Active members shall have the right to vote on all matters, participate in meetings and hold office in the Foundation. Annual dues are due and payable September 1, and delinquent after Dec. 31st. Members must pay by Dec. 31st in order to qualify for ANY financial assistance.

Officers of the Board of Directors may refuse, at it's discretion, to renew a membership and shall have the authority to suspend, discharge, or otherwise reprimand any Elected or Appointed Board or committee position, or other member whose conduct is considered detrimental to the best interest of MSSEF. Request for appeals for disciplinary action must be submitted in writing to the President at least one week prior to the next regularly scheduled Board Meeting.

SECTION 2. FINANCIAL AID

2.A FINANCIAL AID: RACER ASSISTANCE

Financial aid for trip assistance will be awarded in accordance with the current year's budget with criteria as follows:

Financial aid trip assistance funds are designed for those members whose financial situation would not allow them to travel to a race without funding from the MSSEF. If an athlete is in need, an application form must be completed and turned into an executive board member at least two weeks prior to a race. The following is some of the criteria, but not limited to, for applying for financial aid:

- Athlete must pay membership dues by Dec 31st prior to submitting application.
- Athlete must be a member of one of the following teams:
 - Mammoth Mountain/MUSD Alpine Teams
 - Mammoth Mountain/MUSD Nordic Teams
 - Mammoth Mountain/MUSD Snow Board Teams
 - Mammoth Mountain/MUSD Free Ride Teams
- Athlete must meet criteria of a qualifying snow sport athlete (see Section 2)
- Athlete must have completed participation in a current year's required MSSEF fundraising event or have made equivalent payment equal to expected participation.
- Athlete and/or parent must participate as a volunteer in a MSSEF or a MMSA snow sport competition event in the current year.
- Athlete cannot have below a "C" in any class and not have any current disciplinary actions taken against them by the school or the Mountain Teams. There will be no incomplete classes. For up to 100% of the available funding the athlete must have a 3.0 or above GPA, for up to 75% funding the athlete must have 2.0 or above GPA.
- Athlete and/or parent must also submit an explanation as to why they need the financial aid.

- Athlete must have completed 1 full year with any of the above described Teams.

Upon receipt of the application MSSEF will review the application and vote on it. The amounts awarded will be given directly to the entity organizing that particular trip or as otherwise voted differently.

2.B TOP LEVEL EVENT ASSISTANCE

Financial event fund assistance will be awarded on a MMSA team level or individual level in accordance to the current year's budget. MUSD team assistance will be awarded to aid all member participants of that team at a specific race event. This does not exclude Mighty Mite World Championships, J4/5 Championships, MUSD High School Finals, or Snowboard & Freeride Nationals.

Individual athletes must meet criteria as follows:

Race fund scholarships are given to those winter sports athletes that have excelled in meeting their goals and have qualified for pre-determined races. Completed application forms must be returned to the current treasurer. Following is some of the criteria, but not limited to, for receiving a scholarship:

- Athlete pays membership dues by December 31st.
- Athlete must be a member of one of the following teams:
 - Mammoth Mountain Alpine or MUSD Teams
 - MUSD Nordic Team
 - Mammoth Mountain/MUSD Snow Board Teams
 - Mammoth Mountain/MUSD Free Ride Teams
- Athlete must meet criteria of a qualifying snow sport athlete (see SECTION 2).
- Athlete must have completed participation in a current year's required MSSEF fundraising event or have made equivalent payment equal to expected participation.
- Athlete or parent must participate as a volunteer in a MSSEF event or a MMSA competition in this current year.
- Athlete cannot have below a "C" in any class and not have any current disciplinary actions taken against them by the school or the Mountain teams. For up to 100% funding the athlete must have a 3.0 or above GPA, for up to 75% funding the athlete must have 2.0 or above GPA.
- Athlete with incomplete classes will not qualify for assistance.
- Athlete will need to submit a personal statement along with the application

Scholarship checks will be issued to the parents of the athlete, unless otherwise voted differently.

2.C: AWARDS

Awards will be given on a team level or individual level in accordance with the current year's budget. Outstanding athletes are determined by team coaches in accordance with outstanding athlete criteria.

2.D: DONATIONS

Donations (Gifts or Charitable contributions) will be given in accordance with the current year's budget. Any School Team donations will be given proportional to percentage of membership.

SECTION 3: EDUCATION AND COLLEGE SCHOLARSHIPS

3.A EDUCATION

Any qualifying athlete may apply for a partial reimbursement for private tutorial services. Payment shall be in accordance with the current year's budget. The executive board will review and vote on any such requests for equal distribution at the end of the school year.

3.B HIGH SCHOOL GRADUATE COMMUNITY BOOK AWARDS (SCHOLARSHIPS)

Scholarships (Book Awards) will be given in accordance with the current year's budget to the community scholarship program. A scholarship committee shall be formed in April to review applications of snow sport high school graduating seniors and make final decision on scholarship distribution in accordance with the budget.

ARTICLE IV

SECTION 1. DUTIES OF THE PRESIDENT

The President shall be the chief executive of the MSSEF and shall, subject to the control of the Board, have general supervision, direction and control of the business and affairs of the MSEF. The President shall become acquainted with the activities of all Officers and committees and have the ultimate responsibility to ensure all Board Officers, Board Positions, Team Representatives and committee chairpersons are completing their duties. The President shall preside at all meetings of the board and functions of the Foundation. The President shall have the authority to appoint any committee, as deemed necessary, subject to approval of the Board.

The President is a member of the Executive Board and may countersign checks.

SECTION 2. DUTIES OF THE VICE PRESIDENT

In the absence of the President, the Vice President shall assume the duties of an authority thereof. Vice President shall have such other powers and perform such other duties as directed by the President of the Board. The Vice President shall have ultimate responsibility to ensure the fundraising committee is completing all necessary actions and will report to the President. The Vice President shall maintain the MSSEF Reports and Procedures Notebook. (See ARTICLE VI)

The Vice President is a member of the Executive Board and may countersign checks.

SECTION 3. DUTIES OF THE TREASURER

The Treasurer shall maintain or cause to be maintained accurate accounts of the properties and business transactions of the MSSEF. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income derived by the MSSEF from any of its activities. Upon written request from a MSSEF member, the Treasurer shall provide within 30 days of said written request, a chart of accounts for inspection.

The Treasurer shall deposit all monies and other valuables, in the name of, and to the credit of, the MSSEF with such depositories as shall be designated by the Board. All disbursements shall require two signatures. The Treasurer shall disburse the funds of the MSSEF in such a manner as may be ordered by the Board and shall

render to the President or to the Board whenever they request it, an account of all transactions as Treasurer and of, the financial condition of this organization. A monthly Treasurer Report containing all financial activity shall be presented at each Board Meeting. All reports will be filed in the treasurer's notebook to be passed on from year to year.

The Treasurer will arrange to ensure that all appropriate tax returns and documents are filed each fiscal year with an approved tax accountant.

The Treasurer shall notify all team representatives of upcoming budget meetings and request upcoming needs for the following fiscal year and deadlines for submittal to Treasurer.

The Treasurer shall have such powers and perform such other duties as may be prescribed by the Board or the by-laws.

The Treasurer is a member of the Executive Board and may countersign checks.

SECTION 4. DUTIES OF THE SECRETARY

The Secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Board, that shall be passed on from year to year. A copy of said minutes must be provided to the President.

The Secretary shall be the custodian of the by-laws of the MSSEF and shall have said by-laws at all meetings.

The Secretary shall conduct the correspondence of the MSSEF. Upon receipt of any correspondence, communications or other materials, the Secretary shall expeditiously route same to person having cognizance knowledge thereof.

The Secretary shall have such other powers and perform such other duties, including press releases, as may be directed by the President, Board or these by-laws.

The Secretary is a member of the Executive Board and may countersign checks.

SECTION 5. MEMBERSHIP DIRECTOR

The Membership Director shall be responsible for promoting membership, keeping accurate and updated rosters, and maintenance of all records of membership.

The Membership Director shall mail and/or distribute in an appropriate manner the election ballot to all members for voting and submission no later than August 30.

The Membership Director is a member of the Executive Board and may countersign checks.

SECTION 6. FUNDRAISING DIRECTOR

The Fundraising Director shall provide recommendations to the Board for current year's fundraising activities. Fundraising Director shall establish and oversee committees and their chairpersons as needed for successful completion of current year's fundraising activities. Fundraising Director shall work with Team Representatives to distribute information on fundraising events. Fundraising Director

shall maintain, or ensure that a log is maintained, of all transactions, money collected, etc. Any monies collected must be turned over promptly to the Treasurer.

The Fundraising Director is a member of the Appointed board

SECTION 7. PUBLICITY DIRECTOR

The Publicity Director shall prepare all information to be released to the public through any type of medium (radio, television, newspaper, flyer and word of mouth). Publicity director can assist Membership Director in release of information regarding membership.

The Publicity Director is a member of the Appointed Board.

SECTION 8. SOCIAL DIRECTOR

The Social Director shall promote social involvement of athletes and their families to create unity in the snow sport community. The Social Director shall organize and oversee the reservation of facility and organization of Outstanding Athlete Dinners, or other such events as decided upon by the Board. The Social Director shall work with Team Representatives to distribute information regarding events.

The Social Director is a member of the Appointed Board.

SECTION 9. MAMMOTH MOUNTAIN REPRESENTATIVE

The Mammoth Mountain Representative shall be the liaison between Mammoth Mountain Ski Area, Mammoth Mountain Race Department, the Mountain Team Coaching Staff, the School Team Coaching Staff, and the MSSEF. The Representative shall give recommendations on estimated race involvement to assist in creation of the budget.

The Mammoth Mountain Representative must be approved on an annual basis by the executive board.

The Mammoth Mountain Representative is a member of the Appointed Board.

SECTION 10. TEAM REPRESENTATIVES

Each Mammoth Mountain Team and School Team will have a representative and shall be the liaison between the teams and the MSSEF. Team levels include Mighty Mites, Mammoth Elementary School Team, Mammoth Middle School Team, Mammoth High School Team, J5-4 Mountain Teams, J3-1 Mountain Teams, Snowboard Development Team, Snowboard Mountain Team, Free Ride Team, Nordic School Teams, and Nordic Mountain Team. In addition there may be an "Out of Town" representative to represent and help distribute communication to members and their families who live out of the area. The Representatives shall coordinate with the Fundraising Director on fundraising events, Publicity Director on published information, and the Social Director on social events and distribute the appropriate information to all team athletes and their families.

The Representatives are members of the Appointed Board.

SECTION 11. PARLIAMENTARIAN

The Parliamentarian shall be the outgoing President. If the outgoing President is unavailable to serve in office, the nomination committee, or current board may appoint one as needed. The Parliamentarian shall ensure that Robert's Rules of Order govern all meetings and proceedings in all cases not provided for in these by-laws. The Parliamentarian shall be asked to advise the Board on matters of Parliamentary procedure and interpretation of the by-laws.

SECTION 12. ALUMNI DIRECTOR

The Alumni Director shall be responsible for promoting alumni membership and maintaining communication with all MSSEF alumni. The Director shall also maintain all alumni records. The Director will be responsible for all alumni events for the budget year. Alumni Director is part of the Appointed Board.

ARTICLE V

SECTION 1. COMMITTEES

A. Specific Fundraising Committees

The Fundraising Director may appoint, with the approval of the Executive Board, any such committees that may be required to ensure successful completion of each year's fundraising events.

The President, followed by the Vice President, followed by the Fundraising Director, will have ultimate authority and responsibility of any fundraising activity.

The appointed chairperson(s) may appoint members of said committee with the approval of it's chairpersons. A majority of the committee shall constitute a quorum for the transaction of business.

B. Specific Social Committees

The Social Director may appoint, with the approval of the Executive Board, any such committees that may be required to ensure successful completion of each year's social events.

The President, followed by the Vice President, followed by the Social Director, will have ultimate authority and responsibility of any social activity. The appointed chairperson(s) may appoint members of said committee with the approval of it's chairpersons. A majority of the committee shall constitute a quorum for the transaction of business.

ARTICLE VI

SECTION 1. REPORTS AND PROCEDURE NOTEBOOK

Upon exit or resignation of office, completion of duty, conclusion of project, or completion of any event, the appropriate Board Officer, Committee Chairperson, Team Representative or any such person in charge of any action or event, shall complete a written report to be turned into the Vice President to be filed in the MSSEF Reports and Procedure Notebook for historical purposes and future reference. The Vice President shall be responsible for requesting and collecting such reports and maintaining the Notebook.

SCHEDULE EXAMPLE

September

1. Establishment of fundraising events
2. Establishment of social events
3. Publicity
4. Membership

October

1. Committee Appointments
2. Publicity
3. Membership
4. Fundraising events
5. Social events

November

1. Appointment of Team Representatives
2. Publicity
3. Membership
4. Fundraising events
5. Social events

December

1. Publicity
2. Membership
3. Fundraising events
4. Social events
5. Athlete financial assistance, donations and awards

January

1. Publicity
2. Fundraising events
3. Social events
4. Athlete financial assistance, donations and awards

February

1. Publicity
2. Fundraising events
3. Social events
4. Athlete financial assistance, donations and awards.

March

1. Publicity
2. Fundraising events
3. Social events
4. Athlete assistance, donations and awards.

April

1. Publicity
2. Fundraising events
3. Social events
4. Athlete assistance, donations and awards.
5. High School graduate scholarship selection committee established

May

1. Publicity
2. Membership
3. Fundraising events
4. Social events
5. Budget committee establishment
6. Treasurer to request team financial needs for appropriate representatives
7. Team representatives to provide financial needs to Treasurer

June

1. Publicity
2. Membership
3. Fundraising events
4. Social events
5. Nomination committee established
6. Budget committee update

July

1. Publicity
2. Membership
3. Ballot presentation for elected board positions
4. Rooster presentation of appointed board positions
5. Fundraising events
6. Budget committee update
7. By-law review
8. Nomination committee update

August

1. Publicity
2. Membership
3. Election of elected board positions
4. Appointment of appointed board positions
5. Voting on budget
6. Voting on existing or changed by-laws
7. Voting of status of yearbook
8. Schedule for next fiscal year