

The Wisconsin Hooper Ski and Snowboard Club By-Laws

Article 1: Membership

Section 1: Requirements

- A. To join the Hooper Ski and Snowboard Club, a person must first join the general Hooper club and pay the established Activity Fee on an annual basis.
- B. All members must abide by the Hooper Ski and Snowboard Club Constitution, the Hooper Ski and Snowboard Club By-Laws and policies, the general Hoopers Constitution, and the Union Constitution. Members must abide by all University of Wisconsin – Madison rules and regulations and the laws of the state of Wisconsin.
- C. The Hooper Ski and Snowboard Club activity fee is waived for all Executive Board members for their term of the office, but all Executive Board members must pay the Hooper Council fee.
- D. Membership is subject to the approval of the Executive Officers.

Section 2: Removal of Members

- A. Removal of a member shall be conducted in a manner defined in Article 5 of the Hooper Ski and Snowboard Club Constitution.

Article 2: Ski and Snowboard Club Meetings

Section 1: General meetings

- A. Meetings are to be held as needed during the Ski and Snowboard season, and are to be announced no less than one week prior to the time of the meeting.
- B. General meetings are open to all persons having access to the Wisconsin Union building under Union policy.
- C. General meetings are to be presided over by the President or his/her delegated Representative.
- D. On items of business, Hooper Ski and Snowboard Club members are entitled to one vote.

Section 2: Executive Board meetings

- A. Shall be open to all Hooper Ski and Snowboard Club members, or to the guests of the Executive Board.
- B. Shall be presided over by the President or his/her delegated Representative.
- C. The time and place of the meetings shall be designated by the President and shall be announced to the Executive Board no less than 48 hours before the meeting.
- D. Roberts Rules of Order shall be the parliamentary authority used in Executive Board meetings.
- E. The Executive Board shall vote on all motions properly brought before it, and each voting position shall have one vote. The President shall vote only in cases of a tie. All motions shall be passed by a simple majority, except those otherwise designated by the Constitution.
- F. One half of the eligible Executive Board voting positions must be present before any action may be taken, or the meeting called to order.

Article 3: Election of Executive Officers

Section 1: Procedure

- A. Nominations for the President and the Vice-Presidents shall be held no earlier than four weeks after the beginning of the second semester, and no later than four weeks following Spring Break. They are to be conducted at a regularly scheduled Executive Board meeting.
- B. The elections shall begin at a scheduled Election meeting, and announced to the Hooper Ski and Snowboard Club Membership. This meeting is to be held no earlier than one week following the nominations. Upon completion of the election meeting the ballot box shall be removed to the Outdoor Programs Office, where during business hours, voting may continue until the next Executive Board meeting which is to be held one week following the Election meeting.
- C. An Election Board shall be appointed by the Executive Officers no later than one week prior to nominations. The Board shall be charged with running all nominations and Election meetings, printing ballots, procuring and maintaining a ballot box, counting the ballots in a secret place and reporting the results of the balloting at the next Executive Board meeting.
- D. The Election Board members must be members of the Hooper Ski and Snowboard Club and at least one of them a member of the Executive Board. They may not be Executive Officer candidates.
- E. In the event of three or more people running for a Executive Officer position, the Hooper Ski and Snowboard Club will use a ranking system. The ranking system will follow the rules of Hooper Council.
- F. In the event of a tie in any of the votes, the Executive Board shall vote by secret ballot to determine the President or Vice-Presidents by a simple majority. This vote is to take place at the next regularly scheduled Executive Board meeting.

Article 4: Executive Officers

Section 1: Qualification

Each candidate must be a University of Wisconsin – Madison student, and a Hooper Ski and Snowboard Club member in good standing.

Section 2: Duties and Responsibilities

- A. Shall advise the Executive Board and see that each member of the Executive Board carries out his/her specific responsibilities.
- B. Shall be responsible for the actions of the Hooper Ski and Snowboard Club.
- C. Shall appoint and train the Executive Board.
- D. Shall be responsible for keeping the Executive Board informed of important Hooper Ski and Snowboard Club, Hooper Council, Wisconsin Union Directorate, and Union Council matters.
- E. Shall be empowered to act on Hooper Ski and Snowboard Club's behalf between the Executive Board meetings.
- F. Shall be responsible for the additional appointments to the Executive Board as set forth in Article 4 of the Hooper Ski and Snowboard Club Constitution.

- G. Shall have the authority to remove from office, any Executive Board member that is not serving a useful function for the club. For such action to occur, the Executive Officers must agree to remove the person, or there must be a vote by the Executive Board by secret ballot at a regularly scheduled Executive Board meeting to remove the person.

Article 5: Duties of the Executive Officers

Section 1: The President

- A. Shall schedule and preside over the Hooper Ski and Snowboard Club meetings
- B. Shall be responsible for the general overseeing of the Hooper Ski and Snowboard Club.
- C. Shall have power of signature on all Hooper Ski and Snowboard Club requisitions.

Section 2: Vice-President of Trips

- A. Shall be responsible for generally overseeing the trip program of the Hooper Ski and Snowboard Club.
- B. Shall be responsible for training trip leaders.

Section 3: Vice-President of Finance

- A. Shall be responsible for overseeing the finances of the Hooper Ski and Snowboard Club.
- B. Shall be responsible for preparation of the Hooper Ski and Snowboard Club budget after consultations with the other officers, both outgoing and incoming. Shall also present the budget for approval to Hooper Council.
- C. Shall have power of signature on all Hooper Ski and Snowboard Club requisitions.

Section 4: Additional Duties

- A. Additional Duties of the Executive Officers are defined in their approved position descriptions.

Article 6: Duties of the Executive Board

Section 1: Regular Executive Board members

- A. Regular members of the Executive Board are defined in Article 4, Section 2 of the Hooper Ski and Snowboard Club Constitution.
- B. The Duties of the Executive Board Members are defined in their approved position descriptions.

Section 2: Additional Appointments

Shall be responsible for the duties assigned by the Executive Officers

Section 3: Additional Duties

Executive Board members may have additional duties assigned to them by the Executive Officers or the Executive Board.

Article 7: Advisor

Section 1: Duties and Responsibilities

- A. Shall be aware of University of Wisconsin – Madison policies
- B. Shall provide suggestions and constructive feedback regarding the operation of the organization
- C. Shall not be the decision maker within the Hooper Ski and Snowboard Club

Section 2: Voting

The advisor is not entitled to a vote within the Hooper Ski and Snowboard Club