



BY LAWS—May 29th 2008

1. Definition

The following by-laws are designated to define the establishment, change or maintenance of the system of governance and jurisdiction of Alpine Ski Nova Scotia (ASNS).

2. Amendments

Amendments shall be made to the by-laws by special resolution at the Annual General Meeting or a general meeting called for this purpose provided a copy of the proposed motion has been filed with the president 10 days prior to such meeting and a copy thereof has been mailed to the member clubs 7 days prior to the meeting and is passed by at least three-quarters of the votes carried by the represented by delegates at such meeting. In the case of an emergency 24 hours notice is required.

3. Membership

3.1 Membership in ASNS shall be through alpine ski racing clubs and their members, as well as through membership in CADS-NS . Membership in ASNS Committees shall be through the committee structure. For example: Canada Games Committee, Freestyle Ski NS Committee etc

3.2 Members in good standing are defined as those who have paid their current fees according to ASNS policy . The calendar year relative to membership is Oct 1st to Sept 30th annually

3.3 No Club shall be recognized as a member of ASNS unless it has a membership of at least 10 . Members shall be defined in the following way: Alpine members shall be defined as members of the Nancy Greene Ski League; National Competitor card holders; recreational masters; coaches ;officials; & general members . CADS-NS members shall be defined as registered members of CADS-NS and CADS National . FSNS members shall be defined as registered members of FSNS and CFSA

3.4 Members of all member clubs , CADS-NS and Committees are general members of ASNS

3.5 All Clubs must be sanctioned by ASNS before being recognized as an official NS Alpine club. All Clubs have the following responsibilities:

- Get written permission from their local ski hill to establish an Alpine Club
- Be prepared to host alpine events according to Alpine Canada rules
- Purchase all relevant equipment to conduct high quality training and Alpine events.
- Participate in provincial ASNS fundraising ventures
- Other responsibilities as defined by the Board of ASNS

4. Fees

4.1 The fee structure shall be established annually by the Board of Directors. The fees will include portions attributable to Alpine Canada Alpine or Canadian Association of Disabled Skiers or Canadian Freestyle Ski Association and to ASNS.

4.2 The Board of Directors will establish fee payment dates.

4.3 All fees shall be payable to ASNS.

5 Operating structure

ASNS shall be governed by a Board that is comprised of the Executive, the Directors as listed in 5.1.11, committee chairpersons, member club representatives, and Members at Large.

5.1 The Board of Directors

5.1.1 The general members of ASNS attending each Annual General Meeting shall elect the Board of Directors as described herein. The Board shall consist of a minimum of ten members. It shall be composed of an Executive and Directors elected at the Annual General Meeting and one representative from each of the member clubs within the division. The governing body of that club shall elect the club representative. If the Executive, Directors, and the member clubs representatives do not equal ten, then sufficient members at large shall be elected at the Annual General Meeting to make up the deficiency.

5.1.2 The Board of Directors shall be generally responsible for the running of ASNS between the Annual General Meetings including budget and program ratification, election of chairpersons for special committees as may be required and such further and other policy matters as may require the sanction of the clubs in the division.

5.1.3 To carry out its programs effectively, the Board may from time to time hire part time or continuous employees. The Executive may be

empowered to make appointments to paid positions as approved by the Board.

- 5.1.4 The Board shall meet as often as necessary to conduct the business of the association.
- 5.1.5 Other meetings of the Board shall be at the call of the president or by written request of at least three directors.
- 5.1.6 At least 7 days notice shall be given of each Board meeting, to be communicated to the last known address of each of each director. Notice may be communicated by mail, fax, electronic delivery, or other method approved by the Board.
- 5.1.7 If the representative from any members club is unable to be Present at a meeting of the Board, the governing body of that members club may nominate another member of that club to represent it and that representative has full voting privileges on the Board.
- 5.1.8 The chairpersons for special committees elected by the Board shall be non-voting members of the Board.
- 5.1.9 The quorum of the directors meeting shall be one-third of the Board.
- 5.1.10 If at any meeting of the Board of Directors or the Executive the President is not present within fifteen minutes of the time appointed for holding the meeting, the Past President shall serve as the Chairperson of the meeting, if the Past President is unavailable then those present will appoint a chair for that meeting from among their number so long as there is a quorum.
- 5.1.11 The Board of Directors may be comprised of the following positions. All are two year positions . All Board members are requested to file a Police Record check with VS scan at the ASNS office
 - Past President (has voting privileges)
 - President
 - Vice-President
 - Treasurer
 - Director – Entry Level Program (ages 5-10)
 - Director – K1 (age 11&12)
 - Director – K2 (age 13& 14)
 - Director – J1 and J2 – (age 15+)
 - Director – FIS-International(age 15+)

- Director-CADS
- Director – Technical Development – (Officials)
- Director – Fund Raising
- Director – Marketing and Public Relations
- Director – Member Club Representatives
- Director – At Large (up to three)
- Executive Director – (non voting)

5.1.12 Board Member Responsibilities

5.1.12.1 The President

- Chairperson of the executive and Board
- Responsible for overall program and policy
- Liaison with government departments and National Sport Organizations (i.e. Alpine Canada Alpin, CADS , CFSA)
- Member of all ASNS committees
- Publication of programs and policy as agreed upon by the Executive and Board

5.1.12.2 Past President

- The Past President shall be the immediate Past President of ASNS. However, this position shall be awarded to another individual who is experienced with the history of ASNS if the immediate Past President is not available or willing to serve the term so long as this individual has been President of ASNS at one time.
- The nominating committee is the responsibility of the Past President, the Vice-President will usually sit on this committee.

5.1.12.3 Vice- President

- The Vice-President will usually serve as the next president.
- The Board will determine their role.
- Not limited by the above, the role of the Vice-President is to learn the activities of the President to prepare for that role. The Vice-President will usually sit on the nominating committee with the Past-President.

5.1.12.4 Director – Treasurer

- Oversees accounts and financial records for ASNS; audits, or arranges audit of all year end statements
- Prepares the budgets
- Ensures payment of all invoices as required; ensures collection of all receivables . Has the right to assess fines and interest for late payments.
- Insures all committees are operating within their respective budgets.
- Prepares monthly cash flow and budget to date comparative statements for the organization, incorporating the actions, efforts and expenditures of the committees
- Oversees the submission of all financial and change of office information to the Registry of Joint Stocks and Sport Nova Scotia.

5.1.12.5 Director – FIS-International

- Assists the head coaches of the clubs to communicate to all an objective, fair and transparent athlete selection process for the FIS group
- Assists in the designing of a fair and equitable system for the athletes to be made aware of and selected for all races and camps, in particular, quota limited races.
- Keeps club head coaches informed of FIS activities.
- Assists VP – public relations with information on FIS activities as required.

5.1.12.6 Director – Technical Development – (Officials)

- Organizes official's clinics as required.
- Maintains a list of approved technical delegates. Schedules the TD's for all K1 and up races
- Maintains a list of approved course setters.

- Liaise with ACA technical delegate Canada District – Atlantic representative.
- Maintains a list of qualifications of all Nova Scotia coaches and officials.

5.1.12.7 Director – Fundraising

- Coordinates and directs raising of funds for ASNS
- Promotes public awareness of sponsors, communicates with Race Organizing Committees of all NS races.
- Coordinates with all programs of ASNS to maximize benefits to ASNS and its sponsors coordinate with NS clubs.

5.1.12.8 Director - Entry Level Programs

- Promotes Nancy Greene Ski League (NGSL)/Snowstars programs.
- Assists clubs in setting up programs.
- Responsible for the integration of the NGSL/Snowstars and the K1 program.

5.1.12.9 Director – K1 (age 11& 12)

- The K1 Director will be responsible for all programs directed toward ASNS registered national carded athletes that are in the K1 age category. Ages 11 and 12
- Oversee all efforts leading toward the selection of the overall K1 male & female athletes for the season

5.1.12.10 Director – K2 (age 13&14)

- The K2 Director will be responsible for all programs directed toward ASNS registered national carded athletes that are in the K2 age category. Ages 13-14.
- Oversee all efforts leading toward the selection of the team attending the Canadian K2 Championships each year.- compilation of World Cup points; communication to athletes & parents through each Club rep
- Will select (with appropriate guidance from the Executive) the coach(es) for the Canadian K2 Championships.

5.1.12.11 Director – J1/J2 – (age 15+)

- The Junior Carded Director shall be responsible for all ASNS registered athletes age 15+ or J1, J2 and senior.
- Oversee the scheduling of the NS Cup race series.
- Oversee all efforts directed toward retaining athletes.
- Responsible for the efforts of retaining these athletes as coaches as they retire from active ski racing.

5.1.12.12 Director- CADS

- The CADS Director is responsible for all CADS members
- Oversees the programs, grant applications, equipment purchases. Makes recommendations to Board as necessary
- Liason with CADS National

5.1.12.13 Director – Marketing and Public Relations

- The Marketing and Public relations director will be responsible for all efforts directed toward increasing the public profile of our organization, its athletes and hosted events.
- Work with the Director – Fund Raising to ensure that our sponsors receive maximum benefit for their contributions.
- Have access to all ASNS athletes’ database information and will use this to attempt to create sport specific, local, regional, and/or national public awareness of our champions.

5.1.12.14 Director – Member Club Representatives

- The Member Club Representatives are selected by the member clubs of ASNS to serve on the Board of Directors of ASNS.
- Their role is to bring the interested and concerns of their club to ASNS.
- They are also responsible for bring the concerns and actions of ASNS Board of Directors to their member club.

5.1.12.15 Directors – Members at Large (up to three)

- ASNS may, at its discretion, choose to nominate interested parties to the role of Members at Large.
- The Board of ASNS would determine their roles.

5.1.12.16 Executive Director (non-voting)

- As per job description (see Appendix A)
- Performs such other tasks and duties as the Board may request from time

5.1.13 Attendance at meetings . Board members must attend at least 65% of meetings per year to maintain their Board position.

5.2 The Executive

5.2.1.The Executive of the Board of Directors shall consist of:

- The President
- Vice-President
- Past –President
- Treasurer
- Executive Director (non-voting)

5.2.2.Vacancies on the Executive shall be replaced by appointment of the Executive until the next general meeting of ASNS, subject to the approval of the Board of Directors at its next regular meeting.

5.2.3Executive Responsibilities

5.2.3.1 The Executive shall administer programs and report on these programs to the Board of Directors at each meeting of the Board.

5.2.3.2 The executive shall ensure that expenditures are within the budget approved by the Board

5.2.3.3 The Executive may delegate all or part of their authority to the President for day –to-day operations of the programs.

6 Meetings

6.1All issues shall be settled by a majority vote of all eligible votes at any Annual General, general, or special meeting

7 Committees

7.1 Nominations Committee

7.1.1.The Nominations Committee will prepare a slate of candidates according to the bylaws for presentation at the Annual General Meeting.

7.1.2 The committee may consist of the immediate Past President, the President and one other Board member.

7.1.3. The immediate Past President will be the chairperson of the Nominations Committee.

7.1.4 If the seat of the Past President is not filled then the Board will nominate another from among the Board to act as the chairperson.

7.1.5 The chairperson of the Nominations Committee may in addition entertain nominations from the floor at the Annual General Meeting provided such nominations are moved and seconded by any members as defined herein

7.2 Special Committees

7.2.1 The Board of Directors may from time to time nominate persons to serve as chair of special committees created to undertake specific projects as defined by the Board.

7.2.2 The chairperson of any such committee shall become, for the duration of the committee's existence, a non-voting member of the Board of Directors.

7.2.3 The Board will, among other things, define the purpose of the committee; describe its powers and authority; and the time of its existence.

7.2.4 The Board may grant to the committee the capacity to define its own structure and operating procedures within the scope of the powers as described by the Board.

8 Terms of Office

8.1 No person shall hold any one position on the Board of Directors for more than four years.

8.2 After serving on the Board for two years, in a two year position, the individual may be re-elected to that position for the following one year term, then re-elected the following year, to a maximum of four years.

9 Fiscal year

9.1 The fiscal year for ASNS will be from May 1 in any one year to April 30 the following year.

10 Meetings

10.1 The Annual General Meeting will be held within four months of the end of the fiscal year.

10.2 Notification of all annual, special and general meetings shall be by mail, fax, or e-mail to the last known address of all members of the Board of Directors and member clubs.

10.3 Special meetings of the membership may be called upon instructions of the Board of Directors or by a minimum of two clubs in good standing.

10.4 Any member as defined herein may move or second a motion.

10.5 Procedures at meetings shall be governed by Roberts Rules of Order.

11 Annual filing requirements

11.1 Annually, a list of directors, (setting out their names, addresses, occupations and dates of appointment), as appointed at the annual meeting and financial statements must be filed with the Registry of Joint Stock Companies. The same list must also be filed with Sport Nova Scotia.

APPENDIX A

Executive Director ----- Position Description

JUNE 1,2006

Reporting directly to the President, under the direction of the Board, the role of the Executive Director is to provide consistent and “office” based leadership to the organization including administration of all matters pertaining to the operation of Alpine Ski Nova Scotia . In effect, the Executive Director is often the “face of Alpine Ski Nova Scotia; CADS (Canadian Association of Disable Skiing) NS and the Freestyle Ski NS committee

This position is part time and based on an average of 24 hours per week in the office; actual hours per week may fluctuate with the varying demands of the competition season and administration deadlines. Likewise, the Executive Director will be required to follow a flexible schedule often including weekend and evening hours.

The performance of the Executive Director will be formally reviewed ideally every year but not to exceed once every two years as per Alpine Ski Nova Scotia’s Performance Appraisal

Qualities and Skill Sets

- Must have proven ability to communicate effectively in both written and verbal format
- Must have ability to be an effective and professional liaison with a variety and number of both volunteers and sport and government employees.
- Must be a strong “team” player and possess excellent interpersonal skills including accessibility, approachability, composure, courtesy, confidentiality and commitment.
- Must have proven problem solving abilities and a high level of productivity; judgment to seek assistance as appropriate
- Must have ability to multi task in an efficient manner with minimum supervision in a variety of situations and settings
- Must operate in a proactive vs. reactive style, anticipating the steps to task completion and the necessary timing to meet position requirements

- Must agree to, respect, and abide by all Alpine Ski NS ,Sport Nova Scotia, and Nova Scotia Health Promotion and Protection Policies and Codes of Behavior
- Must have knowledge of basic office procedures
- Must seek out and respond to new learning opportunities by attending courses and/or receiving instruction from Board members or other volunteers
- All above must be performed with minimal supervision
- Knowledge and technical background of the sport will be considered an asset

Duties and Responsibilities

This list is intended to provide guidance but is in no way all-inclusive. Many duties are to be shared with volunteers and duties may vary according to special circumstances.

Office Duties

1. Day to day operations :
 - Compile and file relevant correspondence in a neat , accurate and organized manner.
 - Reply to all inquiries in a timely manner; provide a focal point for ASNS/ CADS/FSNS members, as well as members of the general public seeking info on ASNS programs & competitions
 - Respond to written and verbal inquiries and /or ensure they are communicated/copied to appropriate Board members for response
 - Copy and distribute correspondence to relevant Board members
 - Handle day to day financial transactions for all accounts within the limits of the approved budgets—including the receipt, disbursement and transfer of funds as necessary
 - Perform all account transactions using the SPORTNS accounting guidelines
 - Coordinate maintenance and updating of master files , brochures, etc .
 - Maintain membership databases
 - Coordinate the production and distribution of printed materials as deemed necessary
 - Ensure response to National and Provincial issues
 - Maintain access to current knowledge of sport: policies,rules,technical requirements etc ; Provide consultation on these matters or referral to appropriate source
 - Follow SPORTNS office procedures and protocol efficiently and effectively -- e.g. boardroom bookings, print shop etc
 - Initiate, plan, revise, evaluate and coordinate efficient and progressive administrative systems including timelines for the operation of the organization
2. Provide administration assistance for:
 - ongoing technical, coaching and officials courses,
 - volunteer recruitment and recognition efforts,

- athlete skills clinics
 - competition schedules and events
 - Canada Games TSP program
 - Collection of Club/athletes membership fees –payment of fees to SPORTNS , NSO`s etc
3. Provide guidance to and communicate closely with Board and Committees on an as needed and regular basis.
 4. Act as secretary for Alpine Ski NS board & executive meetings; the Canada Games Committees ; CADS NS ; FSNS Committee
 5. Send monthly financial reports from the SPORTNS accountant to the ASNS Board treasurer ; the Canada Games Committee treasurer; the CADS Director; the FSNS Committee . Monitor and demonstrate fiscal responsibility in the use of resources
 6. Maintain active liaison with all Nova Scotia sport governing bodies
 7. Operate within the policies, procedures and behavior guidelines of all Alpine Ski and relevant Sport governing bodies
 8. Complete all administration associated with the NCCP program for the sport.
 9. Assist with planning and implementing leadership training opportunities for the Board, staff and membership
 10. Keep Board and membership updated on SPORTNS and NS Health Promotion and Protection programs and policies

Planning Duties

1. Spearhead Strategic Planning Sessions -- development of goals ;facilitation of goal achievement on all levels from athlete development, leadership development and organizational development across regions and clubs
2. Work with the Board to develop and monitor the completion of “action items” as outlined in funding requirements
3. Monitor the need for and assist with facilitation of workshops on improving planning skills and efforts
4. Continually monitor sport trends, internal and external, and prepare recommendations and/or reports to deal with such trends
5. Agenda development and meeting facilitation
6. Coordinate off season meetings with all NS ski hills , Clubs , Committees –as required
7. Coordination of tasks required to complete all reports required by:
 - Board of Alpine ski Nova Scotia (ASNS)
 - Nova Scotia Office of Health Promotion & Protection (NSHPP)
 - Alpine Canada Alpin (ACA)
 - Canadian Association of Disabled Skiing (CADS)
 - Canadian Ski Coaches Federation (CSCF)
 - Canada Games --Technical Standards Program (TSP)
 - Canadian Freestyle Ski Association (CFSA)

Communication Responsibilities

A constant effort must be made for effective communication at all levels. The following are examples of the varied communication responsibilities of the Executive Director

1. Communicate and work closely with the President and Board
2. Assist with recruitment , orientation and training of volunteers
3. Circulate meeting agendas & minutes in consultation with President or Committee Chair
4. Attend all Board meetings as secretary ; attend all Canada Games and CADS Committee meetings as secretary
5. Attend Committee, Executive, Atlantic, National and other Meetings if deemed appropriate by the President and/or Board
6. Attend ASNS Events as deemed necessary by Board
7. Coordinate updating and improving information publications & website
8. Act as a resource to the Board, membership and the general public

Public Relations and Promotion Duties

1. Undertake the role of promotion during ASNS and other sport events as appropriate to increase knowledge about the sport and also to thereby contribute to increasing membership.
2. Actively seek input both formally and informally at all attended ASNS events from all sectors of the Alpine Ski/ CADS / FSNS community to promote the sharing of ideas to contribute to goal setting and meeting the needs of the membership.
3. Represent and promote ASNS and all its programs with a positive image at every available opportunity and as directed by the Board
4. When requested, provide promotional information to appropriate persons and organizations such as media
5. Keep abreast of opportunities to promote the sport and respond to same

Financial Planning Responsibilities

1. Day to day financial accounting procedures- pay bills& make deposits- code all transactions as per SPORTNS accounting system ; track accounts receivable & payable
2. Work with the President , Board and Committees to distribute, collect & compile the following:
 - Funding Assessment Tool (4 yr cycle)
 - Bi-Annual Outcomes Reports
 - Budgets—General; CADS; FSNS; Canada Games Committees
 - Grant Submissions

Professional Development Responsibilities

1. Keep abreast of any appropriate training opportunities for volunteers offered by sport governing bodies and inform appropriate Board members of these opportunities

2. Identify personal training needs and apply for same to Board
3. Apply and share information and skills obtained at Board sponsored education opportunities