

New Hampshire Region National Ski Patrol BYLAWS

1) Preamble, Members and Purpose

a) Name

i) The name of the organization shall be **New Hampshire Region, National Ski Patrol (NH Region NSP)**. This organization shall be referred to as the **Region** in these bylaws.

b) Members

i) Members of the Region shall include all Active, Inactive and Alumni patrollers who are currently registered with the National Ski Patrol System Inc. (NSP), are members of a New Hampshire Region ski patrol, are current in their payment of Region dues and assessments, and are not exclusively registered with the NSP Professional Division.

c) General Purposes

i) The Region serves its members and the public as the representative of NSP in the State of New Hampshire and operates in accordance with the terms of the NSP Congressional Charter, the NSP Certificate of Incorporation, the NSP Bylaws, the NSP Policies and Procedures, the Bylaws of the Eastern Division of NSP (Division), and such other resolutions as shall be periodically determined and adopted by the NSP Board of Directors and the Eastern Division Board of Directors.

d) By-Laws

i) The purpose of these bylaws is to establish the procedures for the governance and operation of the Region. Nothing herein shall be inconsistent with the NSP governing documents as set forth in the NSP Policies and Procedures except as authorized by NSP, nor inconsistent with the Division bylaws except as authorized by the Division.

2) Officers and Committees

a) Eligibility

i) No officer shall be elected or continue to serve who does not meet the requirements set forth by the NSP, Eastern Division or the Region for that office. In the event no requirements are established for an office by either

NSP or Eastern Division, the Region may establish minimum qualifications as it deems appropriate.

b) Elected Officers

i) Region Director

1. The Region Director (RD) shall be elected by the voting members of the Region and shall serve for a term of two (2) years, with a maximum of three (3) consecutive terms per occurrence. The RD shall be responsible for supervision of all activities of the Region, shall preside over all meetings of the Region Board of Directors (BOD), and shall have the authority to appoint members to such non-elected positions as the Region may establish. Election for RD is held in even numbered years.

ii) Section Chiefs

1. There shall be three Section Chiefs (SC) who shall be elected by the voting members of the Region affiliated with that section and shall serve for a term of two (2) years, with a maximum of three (3) consecutive terms per occurrence. Section Chief titles and areas of responsibility shall be:

i. Northern Section Chief (NSC) – Representing Wilderness, Waterville, Mt. Washington, Black Mountain, Gunstock, Abenaki, Jackson Cross Country and King Pine ski patrols. The NSC is elected in even numbered years.

ii. Central Section Chief (CSC) – Representing Dartmouth, Franklin, Whaleback, Storr's Hill, and Ragged Mountain ski patrols. The CSC is elected in odd numbered years.

iii. Southern Section Chief (SSC) – Representing Crotched, Pats Peak, Proctor, McIntyre, and Mt. Sunapee ski patrols. The SSC is elected in odd numbered years.

c) Appointed Officers

i) Alternate Region Director – The RD shall appoint an Alternate Region Director (Alternate RD) as defined in the Eastern Division Bylaws, NSP Bylaws and NSP Policies and Procedures, and approved by the Region

BOD, who shall represent the RD as directed and be available to serve as RD should the elected RD be unable to fulfill his duties. The Alternate RD may be an existing BOD member, a sitting Section Chief or any other member who meets all of the requirements for office as the RD. The Alternate RD serves and votes at the Division level and is considered a member of the Region's BOD. It is encouraged that the RD select the Alternate RD from the Region's existing BOD membership. As with any appointed position they serve at the discretion of the RD.

iii) Treasurer – The Treasurer shall be appointed by the RD for a term of one (1) year with no maximum consecutive limit. They are responsible for keeping all financial records of the Region and reporting the status of Region finances to the Board as directed by the RD. The Treasurer is a voting member of the BOD and serves at the discretion of the RD.

iv) Secretary - The Secretary shall keep all records of the meetings of the Board of Directors and distribute same to all members of the BOD in a timely manner. The Secretary shall also execute such correspondence as may be directed by the RD or may be required by the Bylaws. The Secretary is a voting member of the BOD and serves at the discretion of the RD.

d) Executive Members

i) The Executive BOD shall be defined as the RD, Alternate RD, Section Chiefs, Secretary, and Treasurer.

e) Program Advisors – Program Advisors are appointed by the RD and serve at the discretion of the RD. They shall be responsible for delivering their respective programs to the membership in accordance with NSP Program Guidelines, and in accordance with Division policies and bylaws. They shall recruit and train an adequate core of qualified Instructors and Instructor Trainers to facilitate delivery of programs, and shall be responsible for maintaining quality control of programs under the supervision of Eastern Division policies and guidelines.

- i) OEC Administrator
- ii) Senior OEC Advisor
- iii) OET Advisor
- iv) Instructor Development Advisor
- v) Mountain Travel and Rescue Advisor

- vi) Nordic-Backcountry Advisor
- vii) Women's Program Advisor
- viii) Awards Advisor

f) Advisors – Advisors serve at the discretion of the RD, shall perform such duties as directed by the RD in their respective areas, and report on same to the BOD.

- i) Alumni Advisor
- ii) Medical Advisor
- iii) Safety Advisor
- iv) Legal Advisor
- v) Region Historian
- vi) Telecommunications Advisor
- vii) Lift Evacuation Advisor
- viii) Webmaster
- ix) Avalanche Advisor
- x) Certified Advisor
- xi) Young Adult Patroller Advisor

g) Standing Committees – The BOD shall have a minimum of two standing committees as described below. Other Committees, as may be required either on a permanent or temporary basis may be empaneled by the RD.

i) Budget Committee – Shall be made up of those enumerated in the NH Region Financial Management Policies and Procedures, latest edition, and shall carry out the tasks identified therein.

ii) Election Committee – Shall conduct Region elections in accordance with Eastern Division bylaws and NH Region Policy. The committee shall be comprised of at least three (3) members.

h) Liaisons – Liaisons shall represent the interests of the Region, to their affiliated organizations and report to the RD on any issues which may arise.

i) Removal of an Officer – Removal of an RD or SC shall be conducted in accordance with the applicable section of the NSP Policies and Procedures. No elected officer shall be removed from office without cause, due process, and a finding as defined by the NSP Policies and Procedures; removal requires a majority vote of the Region BOD present at a regular meeting or Special Meeting

called for the purpose, with a roll-call vote officiated and recorded by the Secretary.

3) Sections and Patrol Units

a) Boundaries and number of Sections:

i) Sections shall be named and established as listed in 2.b.ii above.

b) Change in Section membership and boundaries:

i) By vote of the BOD, Section populations and boundaries may be revised at any time.

4) Governance

a) Board of Directors

i) The affairs of the Region shall be regulated by a Board of Directors, which shall be comprised of all elected officers, the Alternate RD, Treasurer, Secretary, and the Program Advisors. The Advisors are not considered members of the BOD unless they simultaneously hold one of the eligible portfolios.

b) Powers and responsibilities

i) The BOD shall have full responsibility to conduct the affairs of the Region in such a way as to serve the best interests of the members of the Region.

c) Duties

i) Hold meetings as defined in the bylaws to review the affairs of the Region

ii) Approve and monitor all budgets

iii) Review and approve of all reports submitted by Program Advisors, Advisors, and Liaisons.

d) Resignation - Should any member of the BOD resign at any time, the RD shall appoint a replacement as soon as a qualified candidate can be found in accordance with Division policies and Bylaws.

e) Absence of Director – In the absence of the RD the Alternate Region Director shall act in his/her place.

f) Voting Members

i) Members eligible to vote – All active patrollers who are currently registered with the National Ski Patrol as Patrollers, Alpine Patrollers, Nordic Patrollers, or Certified Patrollers, and who are current in payment of dues and assessments to the NSP, the Eastern Division and the Region shall be considered members in good standing and eligible to vote for Region officers.

ii) Alumni of the National Ski Patrol previously registered with the Region and currently listed with the NSP on the NH Alumni roster, will be eligible to vote for Region Director.

ii) Elected officers – The elected officers of the Region shall be the RD, NSC, CSC, and SSC as defined in 2.b.ii.

g) Action taken without meeting – Should urgent action need to be taken when it is not possible to convene a meeting of the BOD, the RD may consult with the BOD members electronically by email, web conference, telephone conference, or telephone and solicit their input. Votes taken by such means shall be equally as binding as if taken in person as long as recorded in writing and submitted as meeting minutes for approval by the BOD at the next scheduled meeting.

h) Vacancies – The RD shall endeavor to maintain a full roster for BOD positions. Should vacancies persist the RD shall attempt to appoint an interim person to manage the duties of the vacant position without compromising the qualification of that position, until such time as an appointee can be found to fill the role.

i) Meetings – During the calendar year, regular in-person meetings of the Region's BOD shall be held at a place, date and time designated by the RD upon thirty days public notice, at a minimum of one meeting per quarter. The RD may schedule additional long-distance meetings conducted by teleconference, web-based conference or other means that allows reasonable access by all eligible BOD members to vote, as long as reasonable identification during roll-call of those attending, two way communication between all parties attending, and allowing all BOD members to participate equally, upon thirty days public notice. All Region members shall have access to regular meetings, including electronically conducted long-distance meetings. Meeting public notice shall be defined by posting the meeting date, time, and place on the Region's website calendar.

- j) Executive Session -- The RD may call for private executive session excluding any member(s) deemed necessary to discuss matters as outlined in the NSP Policies and Procedures, the Division's bylaws or Region based policies that require discretion.
 - k) Quorum – Attendance of two thirds of the Executive members of the BOD shall constitute a quorum, either in Executive or General sessions.
 - l) Special Meetings – A special meeting may be called by any member of the BOD with the agreement of at least two elected officers, or three appointed Program Advisors, provided that all BOD members receive five (5) days of public notice. Meeting public notice shall be defined by posting the meeting date, time, and place on the Region's website calendar and accompanied by an email notification to the BOD members.
 - m) Disciplinary Actions – Disciplinary actions may be held in either a Special Meeting or an Executive Session. Every effort shall be made to offer due process on any actions proposed or taken.
- 5) Election of Region Director and Section Chiefs
- a) Eligibility –
 - i) Region Director candidates must be active registered patrollers in the Region, have a minimum of five seasons of patrolling experience, and have achieved Senior Alpine Patroller, Senior Nordic Patroller, or Certified Patroller status. Members registered as Patrollers are qualified to serve as RD if at some point in their NSP career they have attained one of the classifications above.
 - ii) Section Chief candidates must be active registered patrollers in the Region, have a minimum of five seasons of patrolling experience, and have achieved Senior Alpine Patroller, Senior Nordic Patroller, or Certified Patroller status. Members registered as Patrollers are qualified to serve as SC if at some point in their NSP career they have attained one of the classifications above.
 - iii) Absence of Qualified Candidates – In the event no candidate comes forward who meets the above criteria for office, the RD may appoint a member to fill the vacancy or may waive some or all of the requirements for office. The decision by the RD to appoint a non-qualifying member, or

to waive the requirements for a specific candidate, is subject to the approval of a simple majority vote of the BOD.

b) Term – All officers elected shall serve two year terms. Officers may not serve more than three consecutive terms per occurrence. Officers who have previously been appointed to a position for which they are later elected may serve no more than three elected consecutive terms and no more than one year of service as appointees.

c) Election Procedure –The Region Director shall appoint a Region Election Committee no later than May 1st of each year consisting of a chairman and at least two other members. Members of the election committee may not be candidates for any elected office in the year that they serve on the committee. The election committee shall publicly post a “call for candidate nominations.” They shall set a deadline for the receipt of nominations for those positions as stated in 5. B., determine the eligibility of proposed candidates, publicly post the nominee’s names, biographies, and position statements to the voting members by July 1. Elections shall be conducted at the fall OEC refreshers and shall be supervised by the Election Committee who shall secure the ballots, count the ballots, and inform the BOD of the results. In the event of a tie, the BOD shall vote and the candidate receiving a majority of the BOD votes shall be elected. The Election Committee shall serve absentee ballots to Alumni and members of Patrol Units that hold refreshers outside of the fall time period, it is the individual members’ responsibility to return the ballots prior to the final count conducted by the committee and reported to the BOD.

6) Responsibilities of elected officers

a) Region Director –

- i) Shall be responsible for filling all appointed positions as set forth in these bylaws.
- ii) Chairs all meetings of the BOD.
- iii) Selects an Alternate Region Director and submits the name in writing to the Division prior to taking office on April 1st.
- iv) Appoints such special committees as may be necessary to address specific needs.
- v) Endeavors to ensure that all program services are being delivered to the members as required to meet the needs of the Region, the mandates of the Division, and the National Program Committees

- b) Section Chiefs –
 - i) Section Chiefs are the primary liaison between the BOD, patrol units and the registered members within their respective Section.
 - ii) Coordinate with Program Advisors and Patrol Representatives to promote and provide timely delivery of NSP programs to meet the needs of each unit.
 - iii) Assist with registration of all members as needed.
- 7) Programs
 - a) Appointment of Program Advisors – The RD shall appoint Program Advisors as listed above to deliver and oversee NSP programs to the membership. The RD may appoint additional Program Advisors should available NSP Programs change; such changes shall be reflected in these by-laws as soon as is practical.
 - b) Program committees – Each Program Advisor shall be responsible for maintaining a program committee composed of instructors and instructor trainers in the specific discipline defined. The names of the committee members shall be reported to the RD periodically, included in the Advisors year-end report and posted publicly for the benefit of the membership.
- 8) Conduct of Meetings – At least two days prior to each meeting, the RD shall distribute an agenda of items to be discussed. Any member may request additional items be added to the agenda. Meetings will be chaired by the RD or Alternate RD and generally be conducted in accordance with Roberts Rules of Order.
- 9) Compensation – No member of the Region BOD or its appointed officers and advisors shall receive directly or indirectly any salary, compensation or gift from the Region. This exclusion does not apply to properly submitted requests for reimbursement of legitimate and approved expenses as stated in the NH Region Financial Policies.
- 10) Fiscal Year shall be as defined in the Financial Management Policies & Procedures.
- 11) Disbursement of funds upon dissolution – Funds maintained by the Region are considered funds of the National Ski Patrol. In the event of dissolution, all funds shall be distributed to other NSP units as directed by the BOD.
- 12) Amendments – These bylaws may be amended as proposed by the BOD and ratified by a two thirds majority vote of the entire BOD.

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