

Bylaws for the North Central Region Board of Directors.
A Unit of the Central Division of National Ski Patrol
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1. Name and Purpose

- 1.1. Name of the organization :The ***North Central Region*** (referred to as NCR or Region) an organizational sub-unit of the Central Division of the National Ski Patrol.
- 1.2. Purpose: The purpose of the region-level governing board within the National Ski Patrol (NSP) is to oversee and coordinate the activities and operations of the NSP within a specific geographical area or region. This board typically serves several key functions:
 - 1.2.1. *Leadership and Guidance*: It provides leadership and direction for local patrols, ensuring they adhere to NSP standards and policies.
 - 1.2.2. *Communication*: Acts as a liaison between the national organization and local patrols, facilitating effective communication and the implementation of new initiatives or changes in policies.
 - 1.2.3. *Support and Resources*: Offers support and resources to patrols in areas such as training, certifications, and educational programs to maintain high standards of patrolling and rescue services.
 - 1.2.4. *Development and Planning*: Assists in the development of strategic plans for the region, addressing issues such as recruitment, retention, and development of patrollers.
 - 1.2.5. *Coordination of Events*: Organizes and coordinates regional training events, competitions, and meetings to foster community among patrollers and promote skills.
 - 1.2.6. *Recognition* of excellence through supportive awards submissions and awards review and writing.

2. **Board of Directors**

2.1. **Composition and voting roles:** The Region Board of Directors will consist of the:

- 2.1.1. Region Director - Leads the meeting and should vote as tie breaker.
- 2.1.2. Assistant Region Directors (ARD) - provided guidance and input in discussion. ARDs are non-voting members.
- 2.1.3. Patrol Directors/Representatives (PR/PD) - represent their home patrols and are voting members.
- 2.1.4. Section Chiefs - represent their sections and are voting members.
- 2.1.5. Treasurer - provides guidance and input in discussions and is a non-voting member.
- 2.1.6. Recording Secretary - provides guidance and input in discussions and is a non-voting member.
- 2.1.7. Program Chairs - provides guidance and input in discussions and are non-voting members.

2.2. **Election and appointment process**

- 2.2.1. Region Director is elected by the Region's PR/PD per the process described in the Central Division Policy and Procedure Manual.
- 2.2.2. Assistant Region Directors are appointed by the Region Director.
- 2.2.3. Patrol Directors/Representatives are elected or appointed by governance procedures at their home patrol.
- 2.2.4. Section Chiefs for predetermined sections are elected by the PDs/PRs of the respective sections per the process described in the Central Division Policy and Procedure Manual.
- 2.2.5. Treasurer elected by Region Board.
- 2.2.6. Recording Secretary elected by Region Board.
- 2.2.7. Program Chairs are appointed by the Region Director.

2.3. **Terms of office and term limits**

- 2.3.1. Region Director serves a three year term with a maximum of two terms. Additional terms allowed following the requirements in the Central Division Policy and Procedures manual.
- 2.3.2. Assistant Region Directors serve an annual term at the pleasure of the Region Director.
- 2.3.3. Patrol Directors/Representatives serve per protocols at local patrol.
- 2.3.4. Section Chiefs serve a three year term with a two consecutive term limit.
- 2.3.5. Treasurer serves at the pleasure of the board, reaffirmed annually, no term limit.
- 2.3.6. Recording Secretary serves at the pleasure of the board, reaffirmed annually, no term limit.
- 2.3.7. Program Chairs serve at the pleasure of the Region Director, reaffirmed annually, no term limit.

2.4. **Duties and responsibilities**

- 2.4.1. Region Director - Duties and responsibilities are defined in Central Division Policy and Procedures Manual
- 2.4.2. Assistant Region Directors duties are defined by the Region director. In addition ARDs are expected to attend and participate in all Region meetings.
- 2.4.3. Patrol Directors/Representatives represent their home patrols and are expected to attend and participate in all regional meetings.

- 2.4.4. Section Chief - Duties and responsibilities are defined in Central Division Policy and Procedures Manual. In addition Section Chiefs are expected to attend and participate in all Region meetings
- 2.4.5. Treasurer - Duties and responsibilities are defined in the North Central Region Policies and Procedures manual. The treasurer is expected to attend and participate in all region meetings.
- 2.4.6. Recording Secretary will take and maintain minutes. Minutes should be accessible and archived electronically. The recording secretary is expected to attend and participate in all meetings.
- 2.4.7. Program Chairs are expected to manage program related events and activities and are expected to attend and participate in all region meetings.

2.5. Procedures for filling vacancies

- 2.5.1. Region Directors will be filled following guidelines in the Central Division Policy and Procedures Manual.
- 2.5.2. Assistant Region Director vacancies will be appointed by the Region Director.
- 2.5.3. Patrol Directors/Representatives will be filled per local patrol protocols.
- 2.5.4. Sections Chief will be filled with either an interim appointment by the Region Director to finish seasons followed by an election process to complete the term.
- 2.5.5. Treasurer will be filled with an interim appointment by the Region Director to finish seasons.
- 2.5.6. Recording Secretary will be filled with an interim appointment by the Region Director to finish seasons.

3. Meetings

3.1. Frequency of meetings

- 3.1.1. There are two required annual meetings; a spring meeting and a fall meeting
 - *Spring meeting* - typically scheduled near the end of April, but no later than June 30th. This meeting is typically in person but may also be held remotely.
 - *Fall meeting* - typically scheduled for mid October, but no later than Dec 1st. This meeting is typically in person but may also be held remotely.
- 3.1.2. Additional meeting may be called at the discretion of the Region Director
 - These meetings are typically held remotely but may be held in person.

3.2. Quorum requirements

- 3.2.1. A quorum shall consist of Region Director or designated Assistant Region Director and 6 voting members.

3.3. Procedure for calling meetings

- 3.3.1. *Regular meetings* held in person or remotely with the time, place, and agenda to be communicated *28 days* or more in advance via email. This meeting may include approval of special expenditures and/or any other considerations before the Board at that time.
- 3.3.2. *Special meetings* may be called as needed by the Region Director or Region Board. Date, time, place, and specifics as known at the time of calling for the meeting will be communicated to the BOD members with *14 days*, or more, advance notice via email.
- 3.3.3. *Emergency meetings* may be called by the Region Director. These meetings are single issue meetings that are critically time sensitive. As much time as possible should be given when calling such a meeting; *24 hours* or more. Communication of emergency meetings would be done via direct phone call or direct text messaging.
- 3.3.4. *Incidental meeting* is an unplanned gathering in which an accidental quorum is present. This is a non-meeting and no business or action shall take place.

4. Committees

4.1. Types of committees

- 4.1.1. Executive (Standing)
 - Membership is appointed by the Region Director and serves as a leadership working group for the region. Typically this group includes Assistant Region Directors and Section Chiefs.
- 4.1.2. Finance (Standing)
 - Membership : Region Director, Treasure, Section Chiefs
- 4.1.3. Banquet (Standing)
 - Membership: Section Chief of host section, Region Director, Assistant Region Director, others as needed. Membership may include people from outside of the region board.
- 4.1.4. AdHoc - all other committees will be adhoc with members appointed by the Region Director. Membership may include people from outside of the region board.

5. Financial Management

- 5.1. Fiscal year July 1 - June 30.
- 5.2. Budget approval process will take place at the annual Spring meeting.
- 5.3. Financial reporting requirements are defined by the Central Division Policies and Procedures Manual.
- 5.4. Audit procedures:
 - 5.4.1. An external financial review will be performed once every three years.
 - 5.4.2. An external financial review will be performed at the request of a board vote.

6. Amendments

- 6.1. Procedure for amending bylaws
 - 6.1.1. *Proposal:* Any member of the board may propose an amendment to the bylaws. The proposal must be submitted in writing/electronically to the Region Director for review.
 - 6.1.2. *Notice:* The Region Director will notify all Region Board of the proposed amendment at least 28 days prior to the meeting where the amendment will be discussed.
 - 6.1.3. *Discussion:* The proposed amendment will be discussed at the next scheduled meeting. Members may provide input, suggestions, or modifications.
 - 6.1.4. *Voting:* A vote will be taken on the proposed amendment. A quorum must be present, and the amendment will require a two-third simple majority vote to pass.
 - 6.1.5. *Recording:* If approved, the amendment will be recorded in the official bylaws and distributed to all members.
 - 6.1.6. *Effective Date:* The amendment will take effect immediately unless specified otherwise.wrt

7. Miscellaneous Provisions

7.1. Voting options: The Board may use a plurality voting or rank choice voting

7.1.1. Plurality voting: Voting members each cast one vote. The item (options or candidate) with the most votes wins.

7.1.2. Rank choice voting:

- Voting members shall rank items (options or candidates) in order of preference (1st, 2nd, 3rd, etc.).
- An item must receive more than 50% of first-choice votes to win.
- If no item achieves this majority, the item with the fewest votes shall be eliminated.
- Votes cast for the eliminated item shall be reallocated to the next preferred item.
- The elimination and reallocation process shall continue until an item receives a majority of the votes.

7.2. Non-performance or malfeasance of duties can result in removal from office as detailed in the National Ski Patrol's Code of Conduct, in accordance with the process described therein.

7.3. No one individual, regardless of positions held, can vote more than one ballot. If an individual is entitled to multiple votes due to positions held, a qualified designee(s) (proxy) must be assigned to cast the additional vote(s) and this designee(s) must be reported to the Region Director prior to vote. This designee should be present for all discussions on voting issues.