

# By-Laws of the Michigan Alpine Competition Council

December 29, 2016

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## Article 1. Meetings of the Board of Directors

### Section 1. Order of Business

The order of business at each Board meeting is as follows:

1. The President or his/her designate shall be the presiding officer and will call the meeting to order.
2. Roll call. The secretary and presiding officer determine if a quorum exists for the conduct of MACC business.
3. The secretary reads the minutes of the preceding meeting. This step may be waived by the presiding officer in the absence of any objections.
4. Officer and Director reports. Each officer and director listed in Article 2 shall report on relevant activities, identifying any problems, opportunities, or other information that should be considered by the Board.
5. The Board shall consider old transactions from the previous meeting that were not resolved.
6. The Board shall consider new business brought before the Board.
7. Adjournment. In the absence of any objections, the presiding officer may vary the order of business.

### Section 2. Team Representatives

Team representatives make up the voting members of the Board. The duties of a team representative include the following.

1. Attend Board meetings.

2. Represent the interest of the racers from his or her team.
3. Represent protesting team racers at jury meetings.
4. Educate team racers regarding the MACC rules and procedures, and other pertinent information presented at Board meetings.

### **Section 3. Voting Privileges**

1. In all Board decisions, team representatives (or alternates) shall be entitled to one vote each. The maximum number of votes for each team is determined by the total number of racer starts that team had for the previous race year. Table 1 shows the number of required starts for seasons with 9, 10, 11, or 12 races. If the number of races is not included in the table, then the number of required starts is obtained by multiplying the number of “credited races” by the multipliers shown in the table.

**Table 1. Racer Starts Needed for Team Votes**

Total “credited races” held during season	9	10	11	12
Racer starts needed for 3 votes (multiplier = 30)	270	300	330	360
Racer starts needed for 2 votes (multiplier = 12)	108	120	132	144
Racer starts needed for 1 vote (multiplier = 5)	45	50	55	60

2. “Credited races” are generally all races run by the MACC in which results are stored in the MACC computer database. Races on the schedule that would not be credited should be identified before the start of the season. (For example, the Sunday race in the final weekend might not be credited if the normal computer software is not used.)
3. Race teams that did not participate the previous season, or participated but had fewer starts than needed for one vote, are entitled to a single non-voting racer representative for the Board meetings.
4. A simple majority vote of those voting shall rule except for amendments to the Constitution or By-Laws (see Article 5 of the Constitution).

### **Section 4. Notice of Special Meetings**

Board members will be given written notice, ten days in advance when possible, of any meeting at which there will be discussion of the racing schedule, or a vote on changes or amendments to the Constitution, Bylaws, or Racing Rules.

### **Section 5. Attendance Record**

A record of attendance will be taken at each meeting by a method to be determined by the president and secretary. The method may vary between meetings. The attendance records will be sufficient to establish which members are present and that a quorum is established.

## **Article 2. Officers and Directors of the MACC**

### **Section 1. Selection of the Board Members**

1. The MACC president is elected as described in the Constitution (Article 4, Section 4).
2. The president appoints persons to fill vacant positions of the other officers and directors. Each appointment made by the President is subject to the approval of the Board.
3. Racer representatives are selected by their respective race teams.

### **Section 2. Removal of Officers or Directors**

1. Any officer or director, including the president, may be removed from office by a vote of at least two-thirds (2/3) of the total voting membership of the Board.
2. Any officer or director, other than the president, may be removed from office at the request of the president, if supported by a majority vote of the Board.

### **Section 3. Primary Officers**

The primary officers of the MACC are those defined in the Constitution, and are concerned with the overall governance of the Corporation. The positions and associated duties are described below.

1. The President shall:
  - 1.1 Carry the authority of the MACC as Chairman of the Board of Directors.
  - 1.2 Arrange, conduct, and officiate the Board of Directors meetings.
  - 1.3 Appoint directors and officers as defined by the organizational structure of the MACC; or, ensure that the scheduled duties of said directors are accomplished.
  - 1.4 Prepare an annual report that is available to the Board after the completion of the last race of the season and before the election of a new president.
  - 1.5 Prepare the race schedule for Board approval for the next season by the end of April of the prior year.
  - 1.6 The President shall have the authority to appoint standing and special committees and will be an ex-facto member of each committee formed.
  - 1.7 The president shall have the authority to call special meetings of the Primary Officers and special meetings of the Board of Directors or any committee.
2. The Vice President shall:
  - 2.1 Assist the president in his or her duties.
  - 2.2 Act in the place of the president when the president is absent.
  - 2.3 Assist as Parliamentarian to the President during meetings.
  - 2.4 Assist the President and the Board of Directors in the drafting, editing and interpretation of the constitution, bylaws and rules.
  - 2.5 Assist in standing and special committee meetings as requested by the President.
3. The Treasurer shall:
  - 3.1 Maintain the MACC checking account.

- 3.2 Collect moneys for the MACC.
  - 3.3 Present monthly financial statements at the first Board meeting following the first day of each month.
  - 3.4 Work with the president to prepare a forecast budget for the racing season.
  - 3.5 Prepare a balance sheet for the previous year's expenditures at season end.
4. The Secretary shall:
    - 4.1 Maintain minutes of each meeting and arrange for their distribution in a timely manner.
    - 4.2 Maintain a current mailing list of Board members and team representatives.
    - 4.3 Prepare whatever correspondence may be necessary to conduct business.
    - 4.4 Maintain the official copies of the constitution, bylaws, and rules in and provide copies as needed to the Board members, racers and MACC webmaster.

#### **Section 4. MACC Directors**

The Directors of the MACC are responsible for the various activities involved in running a successful Alpine Racine Program. The positions and associated duties are described below.

1. The Director of Awards and Sponsors shall:
  - 1.1 Obtain awards.
  - 1.2 Solicit and maintain contact and rapport with sponsors of the MACC.
  - 1.3 Provide information and results to the sponsors to ensure their continued support.
  - 1.4 Assist the President in the communication with ski area operators and the USSA.
  - 1.5 Work under an agreed budget from the Treasurer for the necessary promotional support of the Racing Program.
2. The Director of Publicity shall:
  - 2.1 Publicize the Racing Program to potential racers.
  - 2.2 Provide promotional press release information and arrange to have results sent to the major press and news media for their publication.
3. The Director of Course Setting shall:
  - 3.1 Assemble and manage the Course Setup Crew.
  - 3.2 Arrange for course setters and ensure they are familiar with the type of courses required. Course setters are subject to approval by the Board.
  - 3.3 Work with the area designated representative for hill close off, boundary markers, start and finish banners, etc.
  - 3.4 Receive a budget from the Treasurer upon completion of a forecast of expenditures.
4. The Director of Race Workers shall:
  - 4.1 Coordinate the signup for of race work by participating racers.
  - 4.2 Coordinate the work assignments for participating MACC teams.

- 4.3 Coordinate the distribution of work assignment cards.
- 4.4 Collect the work assignment cards for each race weekend, and prepare a list of racers who participated in the racing but did not fulfill their work assignments. This list should be given to the Computers and Results and/or the MACC Webmaster within a few days after the weekend if possible and at least before the weekend preceding the next Board meeting.
5. The Director of Race Timing Equipment shall:
  - 5.1 Assemble and manage the Timing and Communication Equipment crew.
  - 5.2 Prepare a forecast of expected expenditures and receive a budget from the Treasurer.
6. The Director of Timing shall:
  - 6.1 Assign timers, recorders and announcers for races from a pool of qualified people.
  - 6.2 Provide training for the timers, recorders and announcers.
7. The Director of Computers and Results shall:
  - 7.1 Maintain computers (hardware and software) and programs involved in timing, results, and registration.
  - 7.2 Prepare a forecast of expected expenditures and receive a budget from the Treasurer.
  - 7.3 Post results for awards.
  - 7.4 Provide unofficial results and documentation of any issues associated with the results to the President and copies of the unofficial results to the Webmaster to post on the website.
  - 7.5 Track upgrades and downgrades.
  - 7.6 Provide seed lists to the Director of Registration.
  - 7.7 Work with the Director of Registration and Qualifier Committee to obtain new racer classifications at the time of the annual qualifier event.
  - 7.8 Compile work assignment lists for the Director of Race Workers.
  - 7.9 Provide an official list of eligible pacesetters to the Director of Course Officials.
8. The Director of Registration shall:
  - 8.1 Direct racer registration and assigns bibs.
  - 8.2 Assemble and manage a Registration crew.
  - 8.3 Provide completed work assignment sheets to for each race to the Chief of Course.
  - 8.4 Prepare a forecast of expected expenditures and receive a budget from the Treasurer.
  - 8.5 Prepare two clipboards for each course with race seed lists and class start order.
9. The Director of Course Officials shall:
  - 9.1 Organize, attend, and record transactions at all Race Jury meetings.

- 92 Communicate results of protests to the President and Director of Computers and Results.
  - 9.3 Schedule sufficient pacesetters for each course from an official list provided by the Director of Computers and Results.
  - 9.4 Provide a copy of the schedule of pacesetter assignments to the Director of Workers and Director of Registration.
10. The Director of Course Operations shall:
- 10.1 Organize training sessions for chiefs of course.
  - 10.2 Manage the racers assigned to course work assignments in coordination with the assigned Chief of Course.
  - 10.3 Manage and organize the course worker bibs and course worker equipment.
11. The Webmaster shall:
- 11.1 Maintain a worldwide web site for the MACC.
  - 11.2 Post official results as approved by the Board.
  - 11.3 Post news received from the MACC president and other MACC officers.
  - 11.4 Post current copies of official bylaws, constitution, rules provided by the secretary.