

USSMA Bylaws – Organizational Summary

(as of June 2019)

EXECUTIVE SUMMARY

The Bylaws of USSMA are the document that articulates how USSMA will operate. It states USSMA's mission and talks about its membership, board, committees, athlete rights and what individuals have which powers, etc. USSMA bylaws were created to meet USOC National Governing Body requirements.

Members

We currently have Athlete members and will work towards adding the others.

Individual Members

- Athlete Members
- Coach Members
- Referee Members
- Supporting Members

Organization Members

- Club Members
- Affiliated Organization Members

Board of Directors

Number of Board members: 7- 13

At least 20% must be athletes.

At least 20% must be Independent.

Officers are elected by the board.

Staggered Board – 4yr terms, separated by 2yrs.

New and additional board members will be selected by the Nominating and Governance Committee.

Officers

- President – Ram Mikulas
 - Current term ends June 30th, 2020
- Vice President – OPEN
 - Current term ends June 30th, 2020
- Treasurer – Jonathan Shefftz
 - Current term ends June 30th, 2022
- Secretary – OPEN
 - Current term ends June 30th, 2020

Board Directors

- Director - Jerimy Arnold
 - Current term ends June 30th, 2022
- Director – Nikki LaRochelle
 - Current term ends June 30th, 2022
- Director – Katie Burbank
 - Current term ends June 30th, 2022
- Director – OPEN
 - Current term ends June 30th, 2020

The Nominating & Governance Committee may decide to add more directors. Below are areas of expertise to be considered. And, maintaining 20% Athlete and Independent representation.

- Treasurer role with financial experience, Additional Athlete Representation, Outdoor / Ski Retail Industry, Fundraising, Large Donor, US Regional Areas, Forest Service, Race / Event Venues – Ski Resort, Insurance Industry

Committees

- USSMA shall have at least the following standing committees: Ethics Committee, Finance Committee, and a Nominating & Governance Committee.
- Committee appointments, including the designation of standing committee Chairs, shall be made annually by the Board.
- Except for the Nominating & Governance Committee (4yr terms - max 3 terms), there are no term limits for service on a committee.
- Committee assignments and agendas shall be developed by Committee Chairs in consultation with the appropriate members of management and with the input of other directors.
- Membership on standing committees shall not exceed five (5) individuals.
- Athlete representatives shall equal at least 20% on Nominating & Governance and Ethics Committees.

Standing Committees

- **Executive** Committee
 - Made up of Officers: President, Vice President, Secretary (non-voting), and Treasurer.
- **Ethics** Committee
 - The Board of Directors shall appoint the members of the Ethics Committee and its Chair.
 - Role: Oversee implementation of, and compliance with, the USSMA Code of Ethics, and report to the Board on all ethics issues.
- **Finance** Committee
 - The Treasurer shall be the Chair of the Finance Committee.
 - The Board of Directors shall appoint the members of the Finance Committee and its chair, all of whom shall be directors of the Board.
 - Role: Oversight of financial reviews of USSMA, review the reports, and recommend action as needed; investigate matters of financial controls and disclosure and such other matter as directed by the Board.
- **Nominating and Governance** Committee
 - The Nominating and Governance Committee shall be selected by existing board to begin.
 - Made up of President, 1 other board member, 1 independent, 1 athlete, 1 other individual.
 - 4 year terms.
 - Role: Select board additions, consult with Ethics committee.
- **Judicial** Committee
 - The Board of Directors shall appoint the members of the Judicial Committee and its Chair.
 - Role: Generally administer and oversee all administrative grievances and right to compete matters filed with USSMA; identify individuals who would be fair and impartial and who would have the qualifications and ability to serve on hearing panels; hear and render a decision, or appoint a panel to hear and render a decision, on grievances and disciplinary matters.

Functional Committees

- **Athlete Advisory Committee (Required)**
 - Committee members are elected by current USSMA member athletes.
 - Committee members vote to elect the Chair.
 - 5 members. 4 year term.
- **Race**
- **Development / Fundraising**
- **Membership**
- **Sport & Performance**
- **Marketing**
- **Worlds** – Sub Committee
- **Youth Olympic Games** – Sub Committee

CEO

- President of the Board shall serve as the Acting Chief Executive Officer. The board may decide to hire a CEO when funding is available.
- Once hired, the Chief Executive Officer shall be employed by the Board of Directors for whatever term the Board deems appropriate.
- Role: Develop a strategy for achieving USSMA's mission, goals and objectives and present the strategy to the Board of Directors for approval.

Staff

- No current available budget to hire paid staff.
- Some volunteer staff roles may be appointed by the board (Results/Points Coordinator, Medical Director, National Team Head Coach etc.).

Other

- Board Meetings
 - There will be quarterly board meetings (June, Sept, Dec, and March). The June meeting will serve as the Annual Meeting.
- Board Term Year Start / End
 - Start July 1 and end June 30.
- Functional Committees and Standing Committees
 - Committees will meet monthly.
 - Committees will provide a monthly update to the CEO and board president.
- Fiscal Year Start-End (as of June 2019 this is not yet officially in place and we are still working off a calendar year fiscal year with the IRS)
 - September 1 – August 31. At Board term changes, this will provide the new board an opportunity to vote on things like financials / budgets, etc prior to the end of the fiscal year.
 - The timing will keep the finances in a race season AND, it gives the board directors coming on in July to provide input on the budget being created for the next season.