



By-Laws of the Telemark Biathlon Committee

Article I: Functions of the Telemark Biathlon Committee

The Telemark Biathlon Committee (the “Committee”) shall set policy as well as provide direction and support for the Telemark Biathlon program.

The Committee will:

- Manage the Telemark Biathlon chequeing account. Proper financial records shall be kept and correct accounting procedures shall be followed. The Chairperson and Treasurer will be joint signatories of the chequeing account, and both signatures must be present on all cheques and withdrawals.
- Liaise with parents, coaches, athletes, Telemark Nordic Club Executive, and external bodies such as Biathlon BC and Biathlon Canada as appropriate.
- Prepare annual budgets.
- Determine the fees for the Biathlon programs on an annual basis.
- Manage the Telemark Biathlon program expenses in accordance with the approved budget.
- Decide whether an athlete qualifies for funding from Telemark Nordic Club and will make a recommendation to the Telemark Nordic Club Executive each season.
- Author and present grant applications to Biathlon Canada, Biathlon BC, Telemark Nordic Club, and others, as appropriate.
- Administer corporate sponsorships, if any, for the Telemark Biathlon program.
- Organize fundraising activities.

Article II: Membership

All parents or guardians of children enrolled in Telemark biathlon programs as well as those enrolled in Telemark adult biathlon programs are automatically members of the Committee. Additional members may be added provided such individuals are members in good standing of Telemark Nordic Club and have the approval of the Officers of the Committee.

Article III: Voting Rights

All members have voting rights. Members must be in attendance at a meeting in order to cast a vote. There are no proxy votes.

Article IV: Meetings

The Committee shall meet at least once every two months from September through April on a day, time, and location mutually agreeable to parents. Meetings will be chaired by the Committee Chairperson or, in the Chairperson’s absence, the Vice-Chairperson. In the event that the Chairperson or Vice-Chairperson is unavailable, the Committee members in attendance shall nominate a Committee member to chair the meeting.

Article V: Officers

Section 1: Officers

The Committee officers shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers shall be elected by simple majority to serve a two-year term. The terms of the Chairperson and Secretary will expire in even number years; the terms of the Vice-Chairperson and Treasurer will expire in odd number years. Officers must be members in good standing of Telemark Nordic Club. Elections will be held as part of the business of a regular Committee meeting in September; outgoing directors must retire from office at the September meeting when their successor is elected.

For more information visit: telemarkbiathlon.com/wp-content/upload/2013/08/biathlon-parent-committee-bylaws.pdf