

# **POLICY MANUAL**

**SKI CLUB OF WASHINGTON, D.C.**

**Revised June 2018**

**Bylaws (Chapter 1)**

**Rules of Procedure (Chapter 2)**

**General Policy and Guidelines (Chapter 3)**

**Appendices (Chapter 3A)**

**Authority and Responsibility (Chapter 4)**

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2017-18 Policy Committee

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## INTRODUCTION

SCWDC is a large Club with substantial financial dealings. Hundreds of people, in a volunteer capacity, are responsible for the smooth operation of all aspects of Club business. Also, thousands of members participate in the various activities. Consequently, it has become necessary to develop a framework for the conduct of Club business. At present there are three documented levels of "rules" which govern the conduct of Club business: Bylaws, Rules of Procedure, and Procedural Policies.

The Bylaws provide the most general rules for the Club. They contain the purpose of the Club, the structure of the governing body, and officers. These are contained in Chapter 1 of this Policy Manual.

The Rules of Procedure include more specific details in regarding the implementation of the Bylaws; for example, the authority and responsibility of the officers, Board and Standing Committees. These are contained in Chapter 2.

In 1976, it became apparent that the workings of the Club were sufficiently complex that a third level of "rules" needed to be documented in order to have a smooth operation and uniform conduct of business. In March 1977, a Club Policy Manual was approved by the Board to define procedural policy for the conduct of Club business. In 1979, the membership voted to establish a standing Policy Committee, which is charged with maintaining the Club's procedural policies in a form readily usable by the membership. The day-to-day operations of the Club are contained in Chapter 3. Chapter 4 covers the authority and responsibility of Club members: officers, committee chairpersons, activity leaders, and even activity participants.

Since its approval in 1977, the Policy Manual has gone through a continuous process of updating and reformatting as policies have been enacted or altered, changes to the Bylaws and Rules of Procedure have been approved, and better ways to organize the content have been devised.

In 1993, the Board and the Policy Committee decided to make the Policy Manual more readable, particularly Chapter 3, which is the portion most frequently referred to. This involved mostly a reorganization of the presentation of the policies. There were relatively few changes in the wording of any of the policies themselves.

From early 1995 through 1996, the Policy Committee again attempted a revision and overhaul of Chapter 3. The new Chapter 3 was intended to be easier to read and well as more logically organized. While the substance of most of the policies remained the same, many others were significantly changed, in content as well as style.

Prior versions had a numbering system that related the provisions between Chapters 3 and 4. This numbering system has been eliminated for Chapters 3 (in 1997) and 4 (in 2000), providing a more enjoyable simplicity. In a bow to the principle of equality, gender references were neutered in December 2000.

Howard Fisher  
Chairperson, Policy Committee

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### DEFINITIONS

Ad Hoc Committee	A committee appointed for a special purpose by President or BOD. It is dissolved after its task is completed.
Administrative Manager	Paid Club employee who performs office functions and provides general support for Club functions.
Assistant/Helper	A person who has responsibility for one area of an activity or trip. As a rule, an assistant/helper will have had specific duties defined for him well in advance of performing them.
Authority	The power or right to give commands, enforce obedience, take action or make final decisions.

Assistant Leader	Has basically the same authority as the Senior Leader, but defers to the Senior Leader for ultimate responsibility (e.g. second leader on a 60+-person flight trip; second bus leader on a ski week).
Board or BOD	Board of Directors
Business Manager	Person who negotiates contracts with vendors to the Club, with a focus on contracts and agreements that affect multiple programs and/or the Club in general
Club	Ski Club of Washington, D.C.
Committee	A group of people who have been given a specific function to perform. A Committee may be established by an activity leader, program chairperson, the President, or the Board. It may be permanent or temporary.
Committee Chairperson	Individual designated to be responsible for the accomplishment of the charge given the committee.
Digest	The Digest of Board Approved Operating Procedures, which is an appendix to the Policy Manual maintained by the Policy Committee.
Financial Manager	Paid Club employee who performs financial functions related to the Club's daily operations.
Guidelines	Recommended procedures which do not necessarily have to be adhered to.
Leader	The person who has primary responsibility for the implementation of a specific activity
Policy	Statements of general rules under which the Club shall operate. Policy may originate from the Board's interpretations of the Bylaws and Rules of Procedure, or may be originated without higher "enabling policy" by a majority vote of the Board. Established Bylaws and Rules of Procedure policies may be changed only by the membership, while other policies may be changed by the Board.
Program	A group of associated activities.
Program Chairperson	The person who has primary responsibility for the implementation of a specific program
Responsibility	The condition, quality, fact or instance of being expected or obliged to account for obligations or duties to someone

Senior Leader	Has ultimate leadership responsibility including submission of the financial statement for an activity.
Special Committee	(same as Ad Hoc) A committee appointed for a special purpose by President or BOD. It is dissolved after its task is completed.
Standing Committee	A committee that has a continuing existence
Treasurer's List	A three-part list of: (Part A) Persons with whom the Club has had a history of financial problems; (Part B) Persons who have or recently had an outstanding overdue debt to the Club; (Part C – Treasurer’s Business List) Businesses with which the Club does not do business
Unrecoverable Expenses	The cost to the Club of unused goods or services which result from a participant canceling his reservation after an established cutoff date or not showing for an activity.
Volunteer	A person at an activity who assists with some of the work without prior planning or a person who does ad hoc tasks on a requested basis.
Webmaster	A person who designs or maintains our Club website

# **CHAPTER ONE**

## **BYLAWS**

**Revised April 2018**

Article I - Purpose

Section 1. The principal purposes of this Club are mutual improvement and the development of skiing. Other activities of interest to the members will be encouraged.

Section 2. The Club shall establish "Club Member" status in the Blue Ridge Ski Council.  
(4/82)

Article II - Membership

Section 1. All persons interested in skiing are eligible to apply for membership in the Club. Membership will be effective upon approval as prescribed in the Rules of Procedure.

Section 2. Membership in the Club shall be designated as Individual, Couple/Family, Junior, Complimentary, and Honorary.

- a. Individual:           Membership held by one person.
- b. Couple/Family:      Membership held by two or more persons at the same place of residence.
- c. Junior:                Membership held by an individual who has not yet reached his or her nineteenth birthday by the close of the Club's fiscal year.
- d. Complimentary:      Membership conferred for signal assistance to the sport of skiing or to the Club in carrying out its objectives.
- e. Honorary:            Membership for long and distinguished service to the Club.

(4/05)

Section 3. All members except Junior and Complimentary shall have the right to vote and hold office.

Section 4. Complimentary and Honorary membership shall be the result of favorable action by the Board of Directors as set forth in the Rules of Procedure.

Section 5. The Board of Directors may revoke or decline to renew the membership of any member for conduct it considers disruptive to the interests of the Club.

### Article III - Dues

Section 1. Membership dues shall be as established in the Rules of Procedure.

Section 2. No member delinquent in dues at the time specified in the Rules of Procedure for the payment of dues will be considered a member in good standing.

### Article IV - Meetings

Section 1. The Club shall hold an annual meeting for the election of the President and Directors and for the transaction of other business. The date of the annual meeting shall be as specified in the Rules of Procedure.

Section 2. Those members present at the annual meeting shall constitute a quorum for the transaction of business for which notice has been mailed or electronically transmitted to each member not less than two (2) weeks nor more than eleven (11) weeks prior to the meeting. (4/12)

Section 3. A quorum for the transaction of business at a membership meeting other than the annual meeting shall consist of five percent of the membership qualified to vote, or one hundred (100) members of the Club, whichever is less. (4/12)

Section 4. Except as otherwise specified in these Bylaws and Rules of Procedure, the business meetings of the Club and the Board of Directors shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised. (4/00)

### Article V - Officers and Election

Section 1. The officers shall consist of a President, Vice President, Secretary, and Treasurer and shall hold office until their successors are selected. Candidates for President shall have been members of the Club for at least three (3) consecutive years immediately prior to the January 1<sup>st</sup> preceding election and shall possess skiing ability at least equal to that required to pass the SCWDC Basic Skills Test and have skied or snowboarded within three years of the date that the candidate would become President. (4/09)

Section 2. The Board of Directors shall consist of the eight (8) elected Directors. Candidates for Director shall have been members of the Club for at least one (1) year immediately prior to the January 1 preceding their election. At least five of the eight Directors, including the Vice President, shall possess skiing ability at least equal to that required to pass the SCWDC Basic Skills Test and have skied or snowboarded within three years of the date that the candidate would become Director. (4/16)

Section 3. For the election of officers, votes may be cast either in person, via electronic balloting, or via paper absentee ballot. (4/18)

Section 4. The Vice President will be selected each year by the Board of Directors from among the Board members.

Section 5. The Treasurer, Secretary and skilled administrative appointees as are needed shall be Club members nominated by the President and approved by the Board of Directors for the special skills that they possess. (4/93)

Section 6. The procedure for filling vacancies shall be as described in the Rules of Procedures.

Section 7. Directors and the President may be recalled at a Club meeting for which notice has been mailed or electronically transmitted to each member not less than two (2) weeks nor more than eleven (11) weeks prior to the meeting. The notice shall state the reasons for considering the removal of the incumbent from office and shall include a statement by the incumbent. Recall of a Director or the President shall require a two-thirds (2/3) vote of the members present and voting. (4/12)

Section 8. Recall of a member of the Board of Directors or the President may be proposed by the Board of Directors or by petition signed by five percent of the Club's total membership as of the September 2<sup>nd</sup> immediately preceding the date of the submittal of the petition. (4/81) (4/89)

Section 9. The Board of Directors may remove any Director for failure to attend four regularly scheduled Board meetings in twelve consecutive months or for failure to perform the duties of his office by a two-thirds (2/3) vote of the full Board after giving the Director thirty (30) days notice and an opportunity to be heard.

Section 10. No individual may simultaneously serve as two or more of the following: President, Director, Treasurer, Secretary, or Administrative Manager. Upon succession from one to the other of these listed positions, an automatic resignation takes effect for the earlier held position.

Section 11. The term of the President is for one (1) year; the term of a Director is for two (2) years. (4/78)

## Article VI - Finances

Section 1. The Treasurer shall submit an audited financial report for all activities of the Club to be completed by September 15<sup>th</sup>. This shall be published in the next issue of the magazine. This will include the budgets that were established for various categories at the start of the year. The Treasurer will present an interim financial report at the annual meeting. (4/93)

Section 2. Expenditures which would result in indebtedness for the Club for longer than six (6) months shall be submitted to the membership for prior approval. However, the Treasurer, with the approval of three-fourths (3/4) of the full Board of Directors may use investments of the Club including Certificates of Deposit as collateral for short-term loans not to exceed ninety (90) days.

Section 3. The fiscal year of the Club shall be from May 1 to April 30 of the following year.

## Article VII - Dissolution, Absorption or Merger

Section 1. This Club may not be dissolved, absorbed or merged with another club except by adoption of an appropriate amendment to these Bylaws and compliance with appropriate provisions of law.

Section 2. The Board of Directors shall determine the disposition of all Club property, in accord with its non-profit status, if this Club is dissolved, absorbed or merged with another club; provided that upon dissolution no portion of the assets of the Club shall be distributed to any member so as to accrue to his personal benefit. (4/78)

### Article VIII – Amendment

Section 1. These Bylaws and the Certificate of Incorporation can be amended only at a Club meeting for which prior notice has been mailed or electronically transmitted to each member not less than two (2) weeks nor more than eleven (11) weeks prior to the meeting. The notice shall contain the text of the Section(s) for which an amendment(s) is being proposed, the text of the proposed amendment(s) and a description of the purpose of the proposed amendment(s). Adoption of a proposed amendment(s) shall require affirmation by two-thirds of the members who vote. The vote may be cast either in person, via electronic balloting, or via paper absentee ballot. (4/18)

Section 2. Amendment(s) of these Bylaws may be proposed by the Board of Directors or by petition signed by five percent of the Club's total membership as of the September 2<sup>nd</sup> immediately preceding the date of submittal of the petition. (4/89)

### Article IX – Adoption

Section 1. These amended Bylaws shall become effective on adoption except that during the current fiscal year the organization shall complete operations started under the former provisions. (4/78)

# **CHAPTER TWO**

# **RULES OF PROCEDURE**

**Revised April 2018**

Article I - Membership

Section 1. Membership will be effective when the written application accompanied by dues has been received and processed. (4/78)

Section 2. An Honorary member is elected for life by a unanimous vote of the Board of Directors. An Honorary member may exercise the rights and privileges of an individual member without payment of dues.

Section 3. A Complimentary member is elected for one (1) year by a majority vote of the Board of Directors.

Section 4. The BOD may revoke a membership after providing an opportunity for a hearing. (4/90)

Article II - Dues

Section 1. Dues for membership are:

[Through April 2017]:

Term	Single	Couple/Family
One year	\$35	\$53

[Starting May 2017]:

	1 year	3 years	5 years
Single Member	\$35	\$95	\$155
Couple/Family	\$53	\$149	\$245

(4/81) (4/88) (4/91) (4/98) (4/04) (4/05) (4/13)(7/16)(10/16)

Section 2. The renewal rate is in effect for members who renew by the expiration date of their current membership (relevant only if the renewal rate is less than the new member rate). (4/13)

Section 3. The membership year of the Club may be set by the Board of Directors either as a fixed year or as an individualized year based on the start date of a membership. The Board of Directors shall have the authority to modify the dues structure to permit multi-year, partial-year, discounted dues, or magazine subscription options, plus other alternatives relating to Club membership. (4/13)

Article III - Meetings

Section 1. The annual meeting of the Club shall be in April. Additionally, there shall be membership meetings as required by provisions in the Rules of Procedure. These dates shall be set by the Board of Directors. (4/78)

Section 2. Other meetings shall be as determined by the Board of Directors.

#### Article IV - Officers and Elections

Section 1. The officers shall each perform the various duties customarily assigned to such officers, and, in addition, the President shall serve as chairperson of the Board of Directors. Before assuming their duties the President, Vice President and Treasurer shall each be bonded in an amount to be determined by the Board of Directors, the bond premium to be paid by the Club. (4/79)

Section 2. The Board of Directors shall be responsible for the general policy direction of the Club and shall at its periodic meetings review the conduct of the affairs of the Club. The Board of Directors shall, at its first annual meeting, establish a schedule for regular Board meetings throughout the coming year. In addition, special Board meetings may be called by either the President or one-third (1/3) of the members of the Board. The Board of Directors shall, within one hundred twenty (120) days after its election, adopt a budget for the current fiscal year. Each elected Board member may assume additional responsibilities as determined by the Board and the President. (4/78)

Section 3. The President has the responsibility for implementing general directions and programs as established by the Board and within the budgetary allocations approved by the Board. The President, with the advice and consent of the Board, shall appoint Club members as program chairpersons, with responsibility for certain areas, committee chairpersons and chairpersons of special committees (except for the Budget and Finance and Nominating committees appointed by the Board), and will provide coordination between major program areas. Committee members not specifically appointed by the President shall be selected by the chairpersons. If, for any reason, it is in the best interest of the Club to rescind any such appointment, the Board by a two-thirds vote or the President can rescind such an appointment. (4/79) (4/92) (4/93)

Section 4. The Club may employ a paid staff on the recommendation of the President and approval of the Board of Directors. The duties of the Administrative Manager and other employees shall be defined by the President and approved by the Board. (4/78)

Section 5. If the office of the President becomes vacant, the Vice President shall become the President, and serve until the next regular election.

Section 6. A vacancy in the Board of Directors shall be filled by appointment by a two-third (2/3) vote of the remaining members of the Board, and the appointed Director shall serve until the next regular election. If, at this time, there remains an unexpired term of one (1) year, a Director shall be elected for the unexpired term in the manner prescribed for all other Directors.

## Section 7. The Nominating Committee

- a. At least one hundred fifty (150) days prior to the election, the Nominating Committee shall be elected annually by the Board of Directors. (4/78)
- b. The Nominating Committee shall consist of at least three members.
- c. The Nominating Committee shall nominate one (1) or more candidates for each position. These nominees shall be notified of their nominations prior to the membership meeting at which nominating petitions are invited. The names of these nominees shall be announced at the same meeting at which nominating petitions are invited. (4/78)
- d. Nominating petitions signed by no fewer than five (5) members shall be invited at the membership meeting which is closest to ninety (90) days preceding the annual meeting. The petitions shall be submitted to the Nominating Committee at least fifteen (15) days prior to the annual meeting. A nomination may be presented from the floor, provided that four (4) Club members second the nomination. (4/78) (4/93)
- e. All nominees whether nominated by petition or the Committee shall be so identified and presented to the Club in an equitable manner. (4/78)
- f. All nominees must agree to serve if elected, and be willing to demonstrate the required level of skiing or snowboarding ability. If a candidate does not meet the Basic Skills standard, that fact must be made known in official Club communications describing the slate of candidates, including ballots and introductions at the annual meeting, that are made available to the general membership. (4/09)
- g. The Nominating Committee shall determine and certify that candidates for President and Board of Directors meet the requirements as specified in the Bylaws. Such certification shall be made prior to the election and is necessary for a candidate to be eligible for election. (4/81)

Section 8. At each annual meeting, a member shall be elected to serve a one (1) year term as President and four (4) members shall be elected to serve two (2) year terms each, as members of the Board of Directors replacing those members whose terms have expired, except as otherwise specified in these Rules of Procedure. Election of the President and Directors by the members shall be by plurality. (4/78)

## Article V - Finances

Section 1. The Board of Directors shall appoint a Budget and Finance Committee of at least three (3) members. The President shall in addition be an ex officio member of this committee. The Budget and Finance Committee shall prepare budgetary and financial information as required by the Board of Directors, and shall prepare an annual Club budget for submission to the Board of Directors at least ninety (90) days prior to the beginning of the fiscal year. The Board of Directors shall approve the annual budget at least sixty (60) days prior to the beginning of the fiscal year. The Budget and Finance Committee, as instructed by the Board of Directors, shall review the finances of the Club relative to the Budget, recommend deviations therefrom, and submit them to the Board during the first sixty (60) days of the fiscal year; and the Board shall approve it within the next thirty (30) days. This budget, once adopted by the Board, shall be the fiscal guide for the President, the Treasurer and various program directors and committees. The Board may authorize deviations from the budget, either initially or during the course of the year. (4/80)

Section 2. All expenditures shall be supported by a voucher.

Section 3. All checks shall be signed by the President, Vice President or the Treasurer. The BOD may designate a fourth check signer, who must be a member of the BOD. (4/07)

Section 4. The Club's financial accounts shall be audited in accordance with recognized accounting practices by a professional auditor, whose services shall also be available if requested by the Treasurer to provide advice and consultation in the fiscal procedures used by the Club.

## Article VI - Amendment

Section 1. These Rules of Procedure may be amended only at a Club meeting for which notice has been mailed or electronically transmitted to each member not less than two (2) nor more than eleven (11) weeks prior to the meeting. The notice shall contain the text of the Section(s) for which amendment(s) is being proposed, and the text of the proposed amendment(s). Adoption of a proposed amendment shall require affirmation by a majority of the members who vote. The vote may be cast either in person, via electronic balloting, or via paper absentee ballot. (4/18)

Section 2. Amendment(s) to these Rules of Procedure may be proposed by the Board of Directors or by petition signed by five percent of the Club's total membership as of the September 2<sup>nd</sup> immediately preceding the date of submittal of the petition. (4/81) (4/89)

## Article VII - Adoption

Section 1. These amended Rules and Procedures shall become effective on adoption, except that during the current fiscal year the organization shall complete operations started under the former provisions. (4/78)

## Article VIII - Policy

Section 1. The Board of Directors shall appoint a Policy Committee which shall maintain a record of the Club's procedural policies in a form readily usable by the membership. Also it shall provide recommendations to the Board of Directors for changes in these policies and amendments to the Bylaws and these Rules of Procedure. (4/79)

# **CHAPTER THREE**

## **GENERAL POLICY AND GUIDELINES**

**Appendices at the back of Chapter 3**

**Revised June 2018**

## **I. Duties and Responsibilities**

### **A. President**

- I.A.1. The current President is exempted from paying membership dues.
- I.A.2. All committees report to the President except the Budget and Finance Committee, Policy Committee, and Activity Leader Evaluation Committee, which report to the Board of Directors. The Nominating Committee Reports to the membership (although it shall inform the Board of its list of nominees). All special or ad hoc committees report to the President or the Board.

### **B. Directors**

- I.B.1. The primary function of the Directors is to participate in the functions of the Board as described in Article IV, Section 2 of the Rules of Procedure.
- I.B.2. Individuals performing the functions of Program Chairpersons as described in Article IV, Section 3, of the Rules of Procedure are strongly discouraged from being members of the Board of Directors, but the Rules of Procedure do not preclude Directors from serving as Program Chairpersons.
- I.B.3. Whenever a Director is performing the functions of a Program Chairperson, the Director shall delegate as much responsibility to sub-chairpersons as possible in order that the Director's major attention may be spent in carrying out the functions of the Board of Directors.
- I.B.4. Directors who also have program responsibilities are functioning in the capacity of Program Chairpersons as described in Article IV, Section 3, of the Rules of Procedure, and in that capacity are under the guidance and authority of the President.

- I.B.5. The Club shall maintain archives to include at a minimum all copies of the Club magazine, Board minutes, reports to the Board of all programs and committees, a summary of the annual budget, and policy manuals.
  
- I.B.6. On important issues, the votes of the individual Directors will be recorded in the Minutes and published in the Magazine and/or Website. Issues will be designated as "important issues" before voting upon request of three or more Directors.
  
- I.B.7. The membership shall be kept informed through the Magazine and/or Website of the direction of the Club including major decisions of the Board.
  
- I.B.8. The official minutes of the Board meetings shall be available to all members at the Club office during business hours.
  
- I.B.9. The Board may grant a waiver or exception to any provision in this Chapter 3 of the Policy Manual, provided that such exception is recorded in the Minutes.

## **C. Committees**

### **1. Budget and Finance Committee**

- I.C.1.a. The Budget and Finance Committee Chairperson shall be nominated by the President and approved by the Board. The remaining members shall be nominated by the Chairperson and approved by the Board. This Committee reports to the Board.

### **2. Policy Committee**

- I.C.2.a. The Policy Committee Chairperson shall be nominated by the President and approved by the Board. The remaining members shall be nominated by the Chairperson and approved by the Board. This Committee reports to the Board.

### **3. Activity Leader Evaluation Committee**

- I.C.3.a. The Activity Leader Evaluation Committee Chairperson shall be nominated by the President and approved by the Board. The remaining members shall be nominated by the Chairperson and approved by the Board. This Committee reports to the Board.

### **4. Nominating Committee**

- I.C.4.a. The Nominating Committee is annually elected by the Board of Directors to perform certain duties as provided for in the Rules of Procedure.
- I.C.4.b. The Nominating Committee is autonomous, and reports directly to the membership.
- I.C.4.c. The Nominating Committee should nominate the number of qualified persons which in their opinion is sufficient for each position.
- I.C.4.d. The Nominating Committee and the Elections Committee shall be separate committees.

## **5. Elections Committee and Elections**

- I.C.5.a. An Elections Committee shall be established annually by the Board to conduct and monitor the annual election. The Chairperson shall be nominated by the President and approved by the Board. This Committee reports to the President.
- I.C.5.b. The results for elections for office and for amendments to the Bylaws and Rules of Procedure shall be available for inspection by any Club member upon request at the Club office during business hours.

### **D. Miscellaneous Personnel Matters**

- I.D.1. The external Auditor shall be a Certified Public Accountant.
- I.D.2. The Administrative Manager is a paid Club employee who performs office functions and provides general support for Club functions.

This includes:

- Prepare checks for signature
- Deposit Club funds
- Maintain membership database
- Send member renewal notices
- Maintain physical office, equipment, and supplies
- Create electronic Ski-O-Gram content; email it
- Assist at membership meetings
- Manage production and distribution of awards and name tags
- Assist President, BOD, PCs, and activity leaders as needed
- Answer office telephone and emails, and provide customer service
- Store Club documents on Club computer

The Administrative Manager performs only the duties as assigned by the President or approved by the Board; and is not responsible for working on tasks relating to a specific program or activity. (7/15)

I.D.3

The Financial Manager is a paid Club employee who performs financial functions related to the Club's daily operations.

This includes:

- Assist Treasurer in maintaining financial records
- Perform internal audits of financial forms
- Review payment vouchers
- Submit status reports to BOD

(7/15)

I.D.4.

Program Chairpersons are encouraged to maintain a manual which shall contain, among other things, guidance for their leaders. They are also urged to provide personal guidance.

I.D.5.

Program Chairpersons or their designees are responsible for reviewing the financial statements for activities under their jurisdiction.

I.D.6.

All individuals who are to be selected to hold positions in the Club must be members in good standing at the time of appointment and during the period of time in which they serve.

I.D.7.

Any Club member who submits a written application to hold a position in the Club shall be seriously considered for that position. The applicant shall be notified of the disposition of the application.

I.D.8.

The selection of individuals for positions of responsibility shall be primarily based on the person's qualifications and an assessment of their ability to successfully assume the responsibilities of the position.

I.D.9.

Individuals with proper qualifications shall be given full opportunity to assume positions of higher responsibility.

## **9. Prohibition of Conflicts of Interest**

I.D.9.a.

The President, Directors, Program Chairpersons, Program Sub-chairpersons, Treasurer, activity leaders, or anyone acting on behalf of the Club, may not take any action that might result in, or give the appearance of, using their Club position for private gain, giving preferential treatment to any person or company, or allowing private interests or activities to impact on Club duties.

I.D.9.b. Officers or agents acting on behalf of the Club cannot participate personally and substantially in a matter in which they have a financial interest.

I.D.9.c. Deviation from this policy will require the prior written approval of the Board.

### **10. Policies Regarding Receipt of Gratuities and Fringe Benefits**

I.D.10.a. Anyone who makes decisions to commit the Club to major financial obligations, including Program Chairpersons, Program Sub-chairpersons, the President, the Treasurer, or Directors may only accept gratuities on behalf of the Club, and then only conditional upon Board approval. Such gratuities cannot be accepted if they involve any obligations which are not in the best interests of the Club. The Board will select the individual(s) to receive these gratuities.

I.D.10.b. Leaders should make all reasonable efforts to convert any fringe benefits offered to them into lower cost or increased benefits to activity participants. Acceptance of anything which cannot be so converted is permissible, provided that it is reported to the Program Chairperson.

I.D.10.c. No one may solicit prizes on behalf of the Club without prior consent of the BOD.

## II. OPERATIONS

### A. Office Administration

- II.A.1 Membership dues are non-refundable, except when:  
a) A refund is determined by the Board of Directors to be necessary to resolve a situation which could have a deleterious impact upon the club; or  
b) When a member has paid for a multi-year membership, and subsequently is issued an honorary lifetime membership, complimentary membership, or presidential dues exemption. (10/13)
- II.A.2 Upon request, the names of husbands and wives will be listed separately in the Membership Directory.
- II.A.3 Lists of the membership (including e-mail lists) may be sold or given away only with the permission of and controls set by the Board. Members may have their names excluded from such lists by request. (12/03)
- II.A.4 (Deleted) (9/10)
- II.A.5 All paid exhibitors at monthly meetings will be assigned appropriate exhibit space. Their promotional activity must be confined to that exhibit space.

### B. Contracting and Acquisition Procedures

- II.B.1 The Club may be committed to financial obligations by the President, the Board, and Program and Committee Chairpersons, except that minor financial commitments may be made by activity leaders. (3/98)
- II.B.2 (Deleted) (3/98)
- II.B.3 All major Club commitments will be made through a formal contract or a letter of agreement.
- II.B.4 Whenever practical, bids for procurement will be solicited from a number of sources.
- II.B.5 Program Chairpersons, with the approval of the Board of Directors, may authorize down payments for trips or activities up to eighteen months in advance of the trip or activity.

## **6. Evaluation of Ski Trip Bids**

- II.B.6.a. A committee of three or more members will evaluate bids and select suppliers in the overnight ski trips programs.
- II.B.6.b. At a minimum, bids will be evaluated considering (1) past performance of the potential supplier; (2) the cost and quality of the goods and services relative to all other sources; (3) the extent of Club liability, and, if applicable, the specific liability associated with cancellation; and (4) the willingness of the supplier to enter into a formal agreement.

## **7. Facilities or Supplies from Outside Sources.**

- II.B.7. a. Supplies and services should not be purchased or contracted from an outside source if they are available from the Club.
- II.B.7.b. Club volunteers should not use the facilities and services of other organizations without reimbursing those organizations.

## **8. Club Facilities and Equipment**

- II.B.8.a. Club facilities, supplies, and services are to be used exclusively for Club business unless the Club is reimbursed for their use.
- II.B.8.b. Club equipment and supplies will be signed in and out of the office and will be returned promptly after the activity is completed.
- II.B.8.c. Decisions to discard property designated by the Historian as “archival” require approval by the Past Presidents Advisory Committee. (10/12)
- II.B.9. No business shall be conducted with any organization or person on the Treasurer's List.
- II.B.10. Travel agents will be used only when there is a clear advantage to the Club.
- II.B.11. No Club funds will be spent on pre-trip parties for Club activities of fewer than five days in length.
- II.B.12. No Club funds may be spent for post-trip parties.
- II.B.13. Except as specifically approved by the Board, no special parties may be held for activity helpers at Club expense.

### **C. Budgetary Matters**

- II.C.1 The budget, once adopted by the Board, shall be the fiscal and program guide for the President, the Treasurer, Program Chairpersons and the various committee members and leaders. Club funds may not be spent unless they are part of an approved budget, or a Board approved exception. The President may approve unbudgeted emergency expenditures up to \$1,000 annually.
- II.C.2. Pricing: For all activities with paid admission, the price shall be a whole dollar amount. (10/12)
- II.C.3. A Club assessment fee, in an amount to be determined by the Board, is to be added to the cost of attending Club activities. The current assessment schedule can be found in Appendix 1 of this Manual.
- II.C.4. The number of activity leaders assigned to an activity, and whether any leader shall pay all or part of the admission price shall be determined by the appropriate Program Chairperson with the approval of the Board.
- II.C.5. Guest and cancellation fees charged to participants will be based on actual member admission prices rather than budgeted admission prices.

### **D. Reimbursement Procedures**

- II.D.1. Club officers shall not sign a check payable to themselves, a family member, or a person or entity with which there is a financial relationship.
- II.D.2. All checks require signatures from one of the following officers: President, Vice President, Treasurer, or BOD-designated BOD member. The voucher must be approved by a different signer than the check's signer, and the voucher must be approved before the check is signed. (12/12)
3. Processing of Vouchers (Green Forms):
- II.D.3.a. Requests for payment of Club funds must be submitted and then approved by a different individual. Requests initiated by Leaders or Program Sub-Chairpersons shall be approved by the cognizant Program Chairperson. Requests initiated by a Program Chairperson shall be approved by the President, Vice President or Treasurer.

- II.D.3.b. A receipt is required for each item for which reimbursement is claimed. That receipt shall be attached to the green voucher or final financial statement (yellow form). If a receipt is unavailable (such as for cash tips), the expenditure must otherwise be adequately explained. Requests for reimbursement of charges incurred against a member's credit card must include a copy of an invoice or receipt from the merchant (not the credit card company) describing the products or services purchased. (7/07)
- II.D.3.c. Vouchers for refunds to participants who cancel from an activity are due within ten (10) days of the activity's completion.

### **E. Leader Selection for Activities Not Involving Overnight Ski Trips**

- II.E.1. Leaders for activities which are not overnight in duration and have a cash flow of less than \$3,000 may be selected by the Program Chairperson without further approval, provided a list of selections is submitted to the President and the Board at least one month in advance of the activity. (1/05)
- II.E.2. All leaders for activities which are overnight or longer in duration, or are budgeted for a cash flow of \$3,000 or more, require approval of the Board. (1/05)
- II.E.3. Selection of a non-ski flight trip leader requires approval by the Board, and notification to ALEC prior to Board approval. No person shall lead more than one such flight trip in a fiscal year or such flight trips in consecutive years without approval by the Board. A person may lead a ski flight trip in the same fiscal year that he/she leads a non-ski flight trip. (6/97)

### **F. Leader Selection for Week Long and Flight Ski Trips**

- II.F.1. A member who is interested in leading a week long or flight ski trip shall submit an application to the Activity Leaders Evaluation Committee (ALEC). ALEC will publish this procedure in the Club Magazine and elsewhere as appropriate. (3/08)
- II.F.2. The procedures for awarding the leadership of trips to eligible applicants are as follows:
- II.F.2.a. ALEC shall rank eligible applicants based on the ALEC Point System, which is described in the ALEC Procedures document. After leader applications from volunteers are received and compiled, ALEC shall seek Board approval of the proposed leaders. ALEC shall then obtain lists of planned trips from the ski trip committees, and send copies of those lists to the eligible applicants. It shall advise the applicants of deadline dates and other requirements for the applicants to indicate their preferences or interests in leading the various trips. (7/07)

- II.F.2.b. ALEC may adjust individual's points as determined above as appropriate to take into consideration the evaluations received from trip participants, ski program chairs and monitors. ALEC shall notify the Board and all applicants of the final methods used for ranking applicants. In addition, ALEC may disqualify an applicant based on previous participant evaluations where appropriate. (3/08)
- II.F.2.c. The respective ski program chairpersons may submit special qualifications for specific trips which are appropriate for the type of trip. For instance, cross country, an especially difficult trip, a specific theme trip, or a trip designed for younger or other specific groups of members. ALEC shall take these special qualifications into account when assigning leaders, even if it requires a variation from the ALEC Point System. (3/08)
- II.F.2.d. Should a club member have specific knowledge or ideas on a trip, he/she may submit these to the appropriate ski committee. If the committee approves the trip, and the member submitting it performs most of the work in organizing it, then this person may be selected by ALEC to lead the trip regardless of point count. All other requirements regarding eligibility to lead the trip, including having led trips before, completed financials, etc. still apply. The President, members of ALEC, the Board of Directors, and the Eastern committee (for Eastern trips) and Western/International (for Western/International trips) may not use this exception to the point system. (3/08)
- II.F.2.e. Approved applicants for all overnight trips will be placed on A and B priority lists. First time applicants will go on the B list. Thereafter, applicants will alternate between the A and B lists each year they are selected for a trip. In those rare instances where a leader on the A list agrees to lead a trip not of his/her choice, but as a favor to the club, he/she may remain on the A list. (3/08)
- II.F.3. An assigned overnight ski trip leader who does not actually lead the trip (but who has successfully led such a trip within the past two years) may be eligible to lead a ski flight trip the following year and either move to or stay on the A list under one of the following circumstances:
- Adverse weather conditions or other circumstances unrelated to the leader, led to the cancellation of the trip;
  - The Program Chairperson determines that in spite of the best efforts of the leader to sell the trip, a lack of sign-ups led to its cancellation;
  - The Program Chairperson determines that an unforeseen and unavoidable medical/family/job emergency prevented the leader from fulfilling the leader's obligations to the Club. (12/03)

- II.F.4 ALEC shall advise the Board of Directors and the ski trip Program Chairpersons who the eligible applicants are and their rankings. ALEC shall also inform the BOD of applicant point totals and selection methodology. Prior to the assignment of trips, the Board and the Program Chairpersons shall have an opportunity for comment. (3/08)
- II.F.5.a The A list leaders will have first choice for the trip assignments. ALEC will assign trips to the A list leaders in accordance with the leaders' rankings and preferences. Then from the remaining trips, ALEC will assign trips to the B list leaders. (3/08)
- II.F.5.b ALEC shall assign trips to applicants based on their rankings and their preferences. Such assignments shall be communicated to the Board, the relevant Program Chairpersons, and the prospective leaders, all prior to the publication of the leader selections to the membership. (3/08)
- II.F.6. A person shall not be a leader for more than one overnight ski trip during any fiscal year without obtaining BOD approval.
- II.F.7. In order to qualify to lead a ski flight or weeklong trip, the applicant must have been a member of SCWDC for at least two full years at the time of selection, previously led an overnight ski or non-ski trip within the last three years, and must have completed the financial statement and other follow up reporting for such activity. Applicants to lead ski flight trips must have participated in a Club ski flight trip within the last five years. (3/98)
- II.F.8 After all eligible leaders who have applied for trips have been assigned trips, if there are trips remaining, ALEC will attempt to find leaders from among active club members who did not apply. (3/08)
- II.F.9 ALEC will attempt to keep all eligible applicants who did not receive trips on a reserve list. Should a vacancy develop after leaders have been assigned, due for instance to an assigned leader not being able to lead a trip, or a trip expanding and requiring an additional leader, ALEC will attempt to assign a leader from the reserve list in accordance with the applicants rankings and preferences. Due to magazine deadlines and difficulty in reaching some applicants, ALEC may bypass applicants that cannot be located. (3/08)

## **G. Leader Selection for Non-Flight Overnight Ski trips of Less Than a Week**

- II.G.1. A member who is interested in leading a non-flight trip of less than one week in duration shall submit their intentions to ALEC. The cutoff date for expressing interest will be based on requirements for publishing the trips and leaders in the club magazine. ALEC will ask the member to give a short summary of their previous club participation, especially leadership roles. ALEC will then compile a list of these leaders and determine their eligibility from the requirements below. ALEC will submit a list of these applicants to the BOD for approval. (3/08)
- II.G.2. ALEC shall obtain lists of planned trips from the ski committees as well as any special leadership needs, and shall send copies of the lists to the eligible applicants. It shall advise the applicants of deadline dates and other requirements for the applicants to indicate their preferences or interests in leading the various trips. (3/08)
- II.G.3. ALEC will work with the Program Chairperson in attempting to assign leaders based on the applicants' previous interests and efforts with the club and their abilities. (3/08)
- II.G.4. A person shall not be a leader for more than one overnight ski trip during any fiscal year without obtaining BOD approval.
- II.G.5. In order to lead an overnight ski car-pool, bus or train trip (i.e., non-flight ski trip), the applicant must have been a member of SCWDC for at least one full year at the time of selection. Within the previous 3 years, the applicant should have successfully led an activity, and completed the financial statement and other follow up reporting for the activity. Applicants to lead overnight ski trips must have participated in a Club overnight ski trip within the last five years.

## **H. Magazine and Website**

- II.H.1. The Magazine and Website shall reflect the policies and direction of the Club as established by the BOD, as well as the interests of the membership, and should allow the free flow of constructive information and feedback of interest to the membership.
- II.H.2. The Magazine and Website shall not be used for punitive purposes.

- II.H.3. Non-club activities shall be identified as such in all magazine and website advertising.
- II.H.4. All advertisers soliciting business with the Club shall include in their Club advertising of trips:
- (1) Date of trip;
  - (2) The number of people per room;
  - (3) A description and quality of lodging;
  - (4) The number and types of meals, days and nights of lodging, and days of lift tickets;
  - (5) The cancellation and refund policy; and
  - (6) A statement addressing other financial risks to the participants.
- II.H.5. Non-Club activities shall not be promoted in the Magazine, via Email lists, or similar media, except for clearly marked paid advertisements. Non-Club activities may be promoted on a Club Message Board by Club members only; and only if they are non-commercial, non-profit, and not detrimental to the Club's interests. Any exceptions require BOD approval. (7/05)
- II.H.6. Paid advertising shall not be permitted if it discourages Club membership, competes with a Club activity, or is contrary to the goals, purposes, or policies of the Club.
- II.H.7. The Magazine and Website shall be available to all members, space permitting, as a means of expressing their opinions as to Club related matters.
- II.H.8. Articles stating Board policy shall be submitted by the President, and be printed unedited. (10/00)

### **I. Charity/Public Interest Causes**

- II.I.1. The Club may become involved in public interest causes, provided that the issue would directly affect the Club. The Board will decide the level of involvement on an issue by issue basis and will approve any statements made on behalf of the Club.
- II.I.2. Recipients of money, space, and volunteer time shall preferably be ski-related organizations. (9/97)

## **J. Criteria for Club Awards**

- II.J.1. Recipients of Club awards shall be selected in accordance with the guidelines included in the Appendices to this Chapter 3 of the Policy Manual.
- II.J.2 Club awards and honors are bestowed upon individuals in recognition of their exemplary service to the club. These awards may take the form of privileges granted or gifts given and may have some financial value. The benefits are granted to the award recipient only. In the case of an honorary member, the spouse can be offered the opportunity to sign up for a family/couple membership with the membership fee calculated as the full couple/family fee minus the individual membership fee. (11/13)

## **K. Grievances**

- II.K.1. The procedure for filing a grievance with the Club is to write a letter or email to the President, who will resolve it. The person may appeal the President's decision to the Board and if he or she desires, may personally present his or her case to the Board. (2/05)

### III. OPERATION OF ACTIVITIES

#### A. General

- III.A.1. The conduct of all Club activities shall conform to the fiscal and program guidance of the President and the Board of Directors.
- III.A.2. All new activities, and significant changes in activities (whether in cost, date, location, or otherwise) previously approved by the Board, must generally be approved by the Board. An activity cost increase of at least 15%, provided it is at least \$3, is considered significant. When a Program Chairperson wishes to cancel or downgrade an activity in a time critical situation, it is sufficient to notify the President, if feasible. (6/98)
- III.A.3. A Leader shall be involved with the planning of the activity to the fullest extent possible.
- III.A.4. The Program Chairperson shall provide the leader with all necessary information regarding the activity, including copies of contracts, written correspondence, and other pertinent material. In all cases, the Program Chairperson shall provide the leader with a copy of the budget for the activity.
- III.A.5. The Club will arrange for training for leaders, program chairpersons, and other interested volunteers. From time to time, the Treasurer, Budget and Finance Chairperson, or other Program Chairpersons shall arrange financial training seminars. Program Chairpersons will also arrange training seminars for activity leaders in their respective programs, or ensure that leaders are properly trained by other means.

## **B. Promotional Activities**

- III.B.1 The release of information to traditional or electronic media requires approval by the President or someone designated by the President or BOD. (7/15)
- III.B.2 Only items approved by the Board shall be promoted, advertised, or sold at Club activities.
- III.B.3 Promotional material must be approved by the Board prior to being distributed at a Club function, with the following exceptions:
- Material promoting Club functions; and
  - Material prepared by paid exhibitors doing business with the Club, provided that it complies with Club policy.
- III.B.4 (deleted) (6/17)
- III.B.5 The Club's name will be used to endorse only:
- Club activities
  - Non-Club activities specifically approved by the Board.
- III.B.6 Activity fliers must be approved by the appropriate Program Chairperson before they may be distributed.
- III.B.7 A Leader promoting an activity at another Club function may enter the activity at no cost to leave promotional materials as long as the leader departs immediately thereafter.
- III.B.8 Promotional material for an activity may be mailed to a prospective participant only with approval of the Board. (3/98)

III.B.9.

Fliers promoting an activity shall contain the following information, when applicable:

- (1) Notice that the activity is sponsored by SCWDC
- (2) The dates, location and time of the activity
- (3) Description of the amenities included; not included
- (4) Admission price
- (5) Name, address and phone number of the leader
- (6) Specific policy for cancellation including cancellation fee
- (7) Any membership requirement, if there is one, for this activity
- (8) Specific policy for guests, including guest fee
- (9) Amount of deposit, payment schedule, etc., as appropriate
- (10) Application form
- (11) Pet policy
- (12) A summary statement regarding the Club's personal conduct and smoking policies, as follows:  
“SCWDC has a published policy regarding personal conduct that prohibits disruption of any activity, use of illegal drugs, and any other detrimental action. Smoking is prohibited in all SCWDC sponsored indoor facilities and functions over which SCWDC has exclusive use or control, and in all lodging facilities. These policies will be adhered to on this trip (or activity). Violations could subject an individual to disciplinary action.”
- (13) “The Participants with Disabilities Policy will be adhered to on this trip (or activity).”

(10/17)

**C. Processing Activity Participants: Signing Up for the Activity**

III.C.1.

A person shall not be permitted to participate in an activity unless he/she has submitted an application and has tendered full payment. A space may not be reserved for a person who has not submitted such an application, and who has failed to make timely payments.

III.C.2.

Activity application forms shall include the following statement:

“Application to this event constitutes acceptance of SCWDC policies and terms associated with this event.” (2/05)

III.C.3.

Deposit and payment schedules, which are determined by the Board, can be found in Appendix 1 of this Manual.



Part C - (Treasurer's Business List) Businesses that have been very problematic in terms of owing the Club money or fleecing the Club. The Club doesn't do business with them. (7/15)

III.C.12. People will be accepted on the activity or on the waiting list in order of receipt of deposit. In the event of cancellations, a reasonable effort will be made to fill vacancies from the wait list in order of receipt of deposit.

III.C.13. For any activity involving a participant admission cost of at least \$75, or overnight duration, or any ski trip, an applicant will be notified via writing or email in a timely manner (not to exceed 14 days) of the receipt of the deposit and the applicant's status on the activity, and shall be reminded of the applicable cancellation policy. (2/05)

III.C.14. Leaders of overnight activities should deposit checks with the Ski Club within seven days of receipt of the checks, except for checks for wait-listed persons. Overnight leaders should see that checks clear before the start of the trip. For close-to-trip payments, leaders should require cash, cashier's check, or credit card. (10/12)

III.C.15. All activity applicants who are not members of the Club will be placed on the waiting list until 21 days prior to the activity, except for flight trips, where they shall be wait-listed until 45 days prior to departure.

#### Children on Activities

III.C.16. The Club encourages programs to offer family friendly activities as appropriate. The Program Chairperson shall indicate whether an activity is to be considered family friendly when submitting the activity's schedule/budget to the BOD for approval. (7/07)

III.C.17. All participants under the age of eighteen must be accompanied by an adult chaperon, who is responsible for the child's actions. All chaperons must ensure that their children conduct themselves in accordance with the SCWDC Personal Conduct Policy (stated elsewhere in this manual). The decision as to whether an activity leader can bring a child would be made by the Program Chairperson. Care should be taken that a situation with a leader acting as chaperon does not interfere with the leader's ability to provide good leadership for the activity. (7/07)

- III.C.18. For an activity that is not designated as “family friendly”, it is still possible for children to be allowed to participate. That decision would be made by the Program Chairperson in consultation with the activity leader and on a case-by-case basis depending on the nature of the activity and other relevant factors.  
(7/07)

### Roommates

- III.C.19 When an overnight trip leader becomes aware that there is a possibly awkward roommate situation regarding e.g. a gender issue or snoring, the leader should confer in a respectful way with the potential roommates to see if a satisfactory arrangement can be worked out. If there is still an issue, the leader should consult with the Program Chairperson for possible remedies, such as a single supplement.  
(10/16)

### Free Admission Policies

- III.C.20. The Past Presidents, current President, Board members, Administrative Manager, Financial Manager, Treasurer, Program and Committee Chairpersons, (or a committee member designated by the Program Chairperson) and Secretary may participate in various functions at no charge. Present free admission activities include those costing \$25 or less, not designated as fund raisers, and not requiring pre-purchase of a ticket. Tennis parties are excluded (see paragraph below). A Program Chairperson may exempt an activity from this free admission policy. In all cases, attendees wishing free admission under this policy must make an advance reservation with the activity leader, and are encouraged to wear their name tags.

For tennis parties, free admission or reduced price is allowed only by virtue of contributions to the Tennis Program. The Tennis Program Chairperson is authorized to decide who is eligible. The current President and BOD members are eligible for free admission to the social part of the tennis party, but not to the tennis itself. (6/15)

- III.C.21. The President may invite special visitors to participate, at no charge, in activities costing \$25 or less, providing space is available and an advance reservation is made with the activity leader. This policy does not apply to activities for which the Club has purchased tickets in advance. (2/10)

## **D. Cancellation Fees and Policies**

III.D.1. After the published deadline for unrecoverable expenses, a person who cancels from a Club activity is responsible for all unrecoverable expenses plus the cancellation fee. A person who cancels can be replaced only if an activity is full and after full payment is received from a replacement. Persons who cancel will be replaced in order of their cancellation. Cancellations become effective when the leader receives notification. Cancellations for activities costing \$200 or more must be confirmed via writing or email. Refunds will not be issued until written cancellation is received. A telephone call can be considered notification as long as it is followed by written or email confirmation. Leaders should hold on to the notification, and print the participant's email including the email header data. (2/05)

III.D.2. Cancellation fee  
Persons who cancel from an activity (except as otherwise provided for in Club policy or explicitly exempted by the Board) shall be given a refund less a cancellation fee. The Cancellation Fee schedule, which is determined by the Board, can be found in Appendix 1 of this Manual.

III.D.3. Waiver of Cancellation Fees  
Cancellation fees will be waived in the following circumstances:

- (1) The activity price increases to higher than the previously advertised price range.
- (2) The activity price increases by more than 5% over the previously advertised price.
- (3) The destination and/or dates of an activity change from those previously advertised.

III.D.4. Unrecoverable Expenses

III.D.4.a. Unrecoverable expenses are charged in addition to cancellation fees for cancellations. The Unrecoverable Expense schedule, which is determined by the Board, can be found in Appendix 1 of this Manual.

III.D.4.b The relevant Program Chairperson may accelerate the unrecoverable expense time frame schedule to accommodate cancellation liabilities imposed on the Club by airlines, lodges, travel agents, or other suppliers. However, the participants must be informed of any such acceleration.

III.D.5 Persons who are liable for unrecoverable expenses will share recovered expenses for an activity in proportion to the amount each of them has paid into the activity.

III.D.6 An applicant who does not make timely payments under the trip deposit and payment schedule (in this manual), upon notification of delinquency and nonpayment within seven days, may be deemed to be a canceller. In that event, the canceller shall be sent a refund for the amount of the deposits and payments, less the amount of any cancellation fees and unrecoverable expenses.

### **E. "Ground only" package fees on Flight Trips.**

III.E.1 A "ground only" package price is defined as the total admission price of a SCWDC flight trip less the cost of the air fare (per person) allocated to such trip. The cost of the air fare is obtained from the trip contract with the travel agent or from a statement received from the travel agent. Participants who purchase a ground only package will be responsible for making their own flight arrangements.

III.E.2. Ground only packages will be offered only to the extent that they do not jeopardize the number of complimentary air spaces provided in the contract with the travel agent, and they do not otherwise negatively affect the budgeted price (per person) of the trip.

### **F. Processing Activity Participants - Refunds**

III.F.1 Refunds - Where net income is substantially over budget:

Participants are eligible to be granted refunds for those activities where Actual Gross Gain, less Cancellation Fees Collected, less Guest Fees Collected, divided by Actual Number of Paying Participants exceeds Club Assessment (taken from Budget Sheet) plus Net (taken from Budget Sheet) divided by Budgeted Number of Paying Participants) by \$20.00 or more. Such excess, minus \$10.00 per capita, may be refunded to the participants upon approval by the Program Chairperson. These refunds shall not be made until the activity financial statement has been audited by the Accountant. (12/91) (6/02)

III.F.2. Refunds - Flow-through

Participants may receive refunds on a flow-through basis when the cost of transportation, lodging, tickets, or fees are reduced on a per-participant basis, and it is determined that a refund is desirable and appropriate. Refunds will not be paid until either the Club receives the cost differential money from the provider or the provider guarantees the cost reduction in writing. The total of refunds paid to the participants shall not exceed the cost reduction received by the Club. Any refund requires approval by the Program Chairperson. (6/02)

III.F.3. Surplus income derived from guest fees and cancellation fees is not available to the activity for expenditure or refund.

III.F.4 Refunds will not be issued to paid participants who both fail to attend and fail to cancel prior to the commencement of activities having a member admission price of \$25 or less. (2/10)

III.F.5. No refunds will be made for activities for which tickets have been purchased from a vendor in advance once the tickets have been either given to or mailed to the participants. Participants who wish to cancel from such activities are responsible for the disposition of their tickets. The Leader will maintain a list of interested people, which will be provided upon request to participants who cancel.

III.F.6 When the Club makes a refund for a payment that was made via credit card, the Club shall pay the refund by check when that action avoids a credit card penalty. Generally, if fewer than 60 days have elapsed since the date of payment, the transaction can be cancelled without penalty by the credit card company (the normal SCWDC cancellation policy will still apply). After 60 days, the participant will be charged the credit card company's transaction fee, in addition to the applicable cancellation fee." (3/10)

## G. Guests and Liability

- III.G.1.a. All new and renewing members are required to sign the liability waiver statement on the membership application form. (9/02)
- III.G.1.b Participants are required to sign a liability waiver statement for certain activities. The statement should refer to injury, weather, transportation, and other events beyond SCWDC control. Waiver statements for activities should be specific to the type of activity, spelling out the most important dangers. The activities referred to here would include overnight activities, activities where the Club provides transportation, and activities in which the Club (versus an outside provider) plays a strong role in leading participants' movements. The latter group would generally include ski instruction, hiking, bicycling, sailing, and river activities. (9/10)
- III.G.1.c In the case of child participants (under 18 years of age), a parent or legal guardian should sign a waiver on behalf of the child. (9/02)
- III.G.1.d Guests should sign waiver statements for all activities except parties, spectator events, and other relatively passive activities. (9/02)
- III.G.2. The Guest Fee schedule, which is determined by the Board, can be found in Appendix 1 of this Manual.
- III.G.3. Any guest of a bus driver for a Club trip may take part in the trip provided a mutually agreeable arrangement is reached by the Club and the bus company prior to the trip.

## H. Conducting the Activity

- III.H.1. Any action which is against the law is against Club policy.
- III.H.2. All agreements or contracts shall abide by the law.
- III.H.3. The purchase of alcoholic beverages in one jurisdiction and the transportation and dispensing of them in another jurisdiction without paying the proper taxes is not condoned by the Club.
- III.H.4. Smoking Policy:
- III.H.4.a. Smoking is prohibited in all SCWDC sponsored indoor facilities and functions over which SCWDC has exclusive use and/or control and in all SCWDC lodging facilities.
- III.H.4.b. On activities involving bus transportation, smoking is not permitted on the bus. Persons setting up activities should attempt to arrange, preferably by contract, that drivers will not smoke while on board the bus. (6/98)
- III.H.5. Pet Policy:
- Pets are prohibited at Club activities except those where their presence would not cause a disruption. Pet owners must restrain their pets at all times.
- III.H.6 Personal Conduct Policy
- Members have the responsibility to conduct themselves in a manner that ensures that fellow members have a safe and enjoyable activity. To contribute to the safety and enjoyment of all event participants, SCWDC reserves the right to refuse service to any troublesome participant. The event leader or other SCWDC official may instruct a participant to leave an activity or event, should they conduct themselves in an unbecoming manner including, but not limited to, harassment, verbal or physical assault on any participant, or use of illegal drugs. If a participant is instructed to leave an activity due to unacceptable behavior, the participant normally would not receive a refund, but one could be granted at the sole discretion of the Club. Further action including, but not limited to, SCWDC membership probation, denial of renewal, or revocation, may be taken at the discretion of the Board of Directors. (2/03)

III.H.7.

Car-pool Policy

Activity leaders may not arrange car-pools, but can encourage car-pooling to activities where appropriate.

III.H.8.

Consumption of Alcohol

III.H.8.a

Activity Leaders will tactfully refuse to allow the consumption of alcoholic beverages by those participants who are obviously drunk.

III.H.8.b.

Activity Leaders are encouraged to arrange alternative means of transportation home for those participants who are obviously drunk at the end of an activity.

III.H.9.

Participants with Disabilities Policy

A person with disabilities wishing to participate in a Club activity but in need of personal assistance cannot expect the Club to provide such services.

This person would be required to bring along a companion willing to provide continuous assistance. (10/17)

III.H.10

Trip participants are to be provided with the most accurate and timely information practicable.

III.H.11

Club trips should depart at the scheduled time and should not be unduly delayed because of late arrivals.

III.H.12.

Any participant who is separated from the group because of injury or other reason is responsible for returning to the group prior to the scheduled departure or making his or her own arrangements for getting home. Any special arrangements made by the Leader are extraordinary, but are encouraged in the case of injury.

**I. Required Financial Statement at Close of Activity  
(Yellow Forms)**

- III.I.1. All activities that generate income or have cash expenditures require a completed final financial statement unless exempted by the Board. Financial statements are due within 30 days after the completion of each activity. In any case, all activity financial statements are due by May 15 of each year. Activities that are cancelled and have generated no income and no expenditure will require no final financial statement, so long as written notice to that effect is submitted to the Treasurer. (4/00)
- III.I.2. For each activity having a member admission rate of \$75.00 or more, a roster listing each person who paid money into the activity, and the total amount collected from each, must be submitted with the financial statement.
- III.I.3. A copy of a receipt or other proof of expenditure is required for any item for which reimbursement is claimed. Such receipt shall be attached either to the (green) voucher or (yellow) final financial statement. If such proof is not available (such as for cash tips), then appropriate explanation must be provided.
- III.I.4. A person with a delinquent financial statement is not eligible to lead another activity until the statement is completed. A delinquent statement is one which is outstanding longer than thirty days after the completion of the activity, or sixty days for flight trips or any financial statement where an unpaid balance remains due the Club. Anyone who is 15 days or more late in submitting a financial report and has not submitted a satisfactory explanation to the Program Chairperson or the President, will be dropped two places in the final ALEC ranking for each occurrence (i.e., each activity financial). (4/00)

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# **CHAPTER THREE-A**

## **APPENDICES**

**Revised June 2018**

**APPENDIX 1**

**CANCELLATION FEES, GUEST FEES, DEPOSITS, PAYMENTS AND ASSESSMENTS**

Admission Price	Deposit	2nd Payment	3 <sup>rd</sup> Payment	Final Payment	Foot-notes	Cancel Fee* (see * note)	Guest Fee
0 - \$ 10	In Full	----		----	(1)	No Refund	\$3
\$10.01 - \$ 25	In Full	----		----	(2)	\$5	\$5
\$25.01 - \$ 50	In Full	----		----	(3)	\$5	\$5
\$50.01 - \$100	In Full	----		----	(3)	\$10	\$ 7
\$100.01- \$150	\$50	50% of Balance (8 weeks prior)		Balance Due (4 weeks prior)	(4)	\$25	\$25
\$150.01- \$500	\$75	50% of Balance(8 weeks prior)		Balance Due (4 weeks prior)	(4)	\$40	\$40
\$500.01 - \$1,200	\$250	50% of Balance (12 weeks prior)		Balance Due (6 weeks prior)	(5)	\$45	\$50
\$1200.01 and up	\$500	33% of balance, 120 days prior	33% of balance, 90 days prior	33% of balance, 60 days prior	(6)	\$50	\$60

\*Unrecoverable expenses are charged in addition to the cancellation fees for cancellations:

‘Unrecoverable’ usually means that the SCWDC is obligated to pay a vendor under a contract for the lodging, lift ticket, or airline ticket, and so may not be able to recover the canceller’s entire individual cost for such items.

(1) Regardless of time of cancellation for activities with admission price of \$10 or less (i.e. no refund).

(2) Within 7 days of activity start date for activities of \$10.01-\$25.

(3) Within 14 days of activity start date for activities of \$25.01-\$50.

(4) Within 30 days of activity start date for activities of \$100.01- \$500.

(5) Within 45 days of activity start date for activities of \$500.01- \$1200.

(6) Within 60 days of activity start date for activities of over \$1200.

(6/18)

**ASSESSMENT SCHEDULE**

Activity Cost	Assessment (ski activities)	Assessment (non-ski)
\$100 and under	5.5%	\$0.50 + 6.0%
\$100.01 - \$500	5.5%	5.5%
\$500.01 and up	4.5%	4.5%

The “assessment” or internal club fee is calculated based on the total of direct costs.

(7/12)

APPENDIX 2.1

SCWDC HONORARY LIFE MEMBERSHIP

Description:

An Honorary Life Membership to SCWDC is given by the Board of Directors to members of long standing who have consistently given of their time and efforts to the betterment of skiing and SCWDC. The award is not always given annually, and is usually given to only one person per year, if at all.

The Award.

The Award is a Special Life Membership Card, in an engraved format. The card bears the member's name, the year awarded, and the signature of the President in the year awarded. This card entitled the member to life-time privileges in SCWDC without the further payment of annual dues. The member will be sent an annual renewal mailer only for the purposes of keeping the mailing list and the *Who's Who Directory* current. An Honorary Life Membership has never been revoked, but it could conceivably be revoked by the Board for cause under the grievance procedures as outlined in the *Policy Manual*. The expenses for this award are paid from the President's General Account.

Qualifications:

There are no specific qualifications for this award, but historically the award has been given to a member in good standing who has served the club in various ways over a period of years, and has shown dedication to the sport of skiing and the goals and objectives of SCWDC. This award is given to only one individual, not a couple, and is only given once per person.

Procedure:

The award is given at the discretion of the Board, at such times as it sees fit. Nominations are solicited from current Board members at a regularly scheduled Board meeting. This award will be announced as an agenda item prior to that meeting. HONORARY LIFE MEMBERSHIP IS GRANTED ONLY BY UNANIMOUS VOTE OF THOSE BOARD MEMBERS PRESENT, THE PRESIDENT EXCLUDED. The vote may be either verbal or secret (written). The President and the Secretary jointly count and affirm the votes. More than one nominee may be considered, with each nominee being voted on separately. All members of the club, Board and officers included, are eligible for this award. Currently serving Board member or officer nominees should be asked to leave the room while the vote is taken. The name of an honoree should be kept SECRET until such time as the President or his designee informs the honoree of his/her election.

Implementation.

After selection of the recipient by the Board, further arrangements are made by the Administrative Manager. The award is historically given during the Awards Section of the Annual Meeting of the club.

## APPENDIX 2.2

### SCWDC COMPLIMENTARY MEMBERSHIP

#### **Description:**

A complimentary membership is given by the Board of Directors "FOR SIGNAL ASSISTANCE TO THE SPORT OF SKIING OR TO THE CLUB IN CARRYING OUT ITS OBJECTIVES". See By-Laws, Article II, Section 2, Paragraph d.

#### **The Award:**

The Complimentary Membership is a ***one year membership in the club***, with all of the privileges of membership (except voting and office holding) without the payment of dues during the complimentary year. The award is for the year following the awarding of the membership. It is renewable at regular membership rates following the complimentary year, at the option of the recipient. A Complimentary Membership that is subsequently renewed as a regular membership will entitle the holder to all privileges, including office holding and voting after the renewal. The award is a regular membership card, signed by the President, and dated with the membership year following the date of the award.

#### **Qualifications:**

There are no specific qualifications for this award. In the past, this award has been given to a local TV newscaster, the President of the United States, and two tour bus drivers. The nominee does not need to be a current member of the club to receive this award, and usually has not been a current member at the time of the award.

#### **Procedure:**

This award is given at the discretion of the Board, at such times as it sees fit. Nominations are solicited from current Board members at a regularly scheduled Board meeting. This award will be announced as an agenda item prior to that meeting. COMPLIMENTARY MEMBERSHIPS ARE GRANTED BY A MAJORITY AFFIRMATIVE VOTE OF THE ENTIRE BOARD, THE PRESIDENT EXCLUDED. The President is allowed to break ties in voting for Complimentary Memberships. The vote may be verbal or secret (written). The President and the Secretary jointly count and affirm the votes. The names of the Complimentary Membership awardees are kept CONFIDENTIAL, until such time as the President or designee informs the recipients of their election.

#### **Implementation:**

Complimentary Memberships are regular membership cards, signed by the President, and dated with the year following the date of the award. The award is historically given during the Awards Section of the Annual Meeting of the club.

1/97

## APPENDIX 2.3

## JOAN HAUSWIRTH MEMORIAL TROPHY

### **Description:**

The JOAN HAUSWIRTH MEMORIAL TROPHY (first presented in 1962) is granted annually by the Board of Directors to the SCWDC member who has contributed the most to the club during current year (May - April).

### **The Award:**

Historically, this award has been a silver Revere Bowl, engraved with the recipient's name, the club's name, the name of the award, and the date granted. The size and type of the award is determined by the Board. The expense for the award is paid out of the President's General Account.

### **Qualifications:**

The recipient of the award must be a member in good standing in the club for the subject year. Although generally the award is granted to only one person per year, there have been exceptions when it has been granted to two. While the recipient generally has not been a current member of the Board or an officer of the club, there have been exceptions to this rule as well. A member may receive this award more than once.

### **Procedure:**

The award is given at the discretion of the Board. Nominations are solicited from current Board members at a regularly scheduled Board meeting. This award will be announced as an agenda item prior to that meeting. The recipient must receive A MAJORITY OF THE AFFIRMATIVE VOTES OF THE ENTIRE BOARD, THE PRESIDENT EXCLUDED. The President is not permitted to break a tie in voting for the Hauswirth Trophy. IT IS STRONGLY SUGGESTED THAT THE NOMINEES FOR THE SCWDC GOLD AND SILVER CERTIFICATES BE DISCUSSED AND VOTED ON PRIOR TO DISCUSSIONS OF THIS AWARD. If a nominee is a current Board member or President or Secretary, such person should be asked to leave the room during the vote. The vote may be either verbal or secret (written). The President and Secretary (if they are not nominees) jointly count and affirm the votes. If either is a nominee, his or her place is taken by the Board member who serves as Vice-President. The name of the recipient is kept TOP SECRET with only the Board and those members necessary for implementation knowing the recipient's name prior to presentation.

### **Implementation:**

After selection of the recipient by the Board, further arrangements are made by the Administrative Manger. The award is given during the Awards Section of the Annual Meeting of the club.

## APPENDIX 2.4

### SCWDC GOLD AWARD

#### Description:

The SCWDC Gold Certificate is awarded by the Board of Directors for "OUTSTANDING AND MERITORIOUS SERVICE TO THE CLUB" and "FOR LONG AND FAITHFUL SERVICE TO THE IDEALS AND GOALS OF THE CLUB AND THE SKIING COMMUNITY" by a member. The award is given at the discretion of the Board, as such times as the Board may decide, and it need not be given annually. It should not be given for a one year performance. Rather (except for unusual circumstances), it is awarded for service over a period of years.

#### The Award:

The Gold Certificate is a 4" by 6" etched crystal on a wooden base showing the recipients name, the club's name, the name of the award, and the date granted. The expense for this award is paid out of the President's General Account.

#### Qualifications:

This award is given to a current member in good standing for long and outstanding service to the club. It may be given for implementation and follow through of a new program or major activity over a period of years, or for major service in several areas in the club. For example, the candidate may have served as chairman and member of several different programs and committees over many years, as well as led numerous and various activities.

Currently serving members of the Board and officers of the club are not eligible for this award. This award would not be given twice to the same member for the same activities. However, it may be awarded to the same member an additional time for continued and extensive services in additional areas. Generally, only one Gold Certificate is awarded each year, although, there have been some exceptions to this rule.

#### Procedure:

Nominations for this award are made by the Board, at a regularly scheduled Board meeting.. The award will be announced as an agenda item prior to the meeting. If there is more than one nominee, each nominee is voted on independently. IT IS STRONGLY SUGGESTED THAT THE VOTING FOR THIS AWARD TAKE PLACE PRIOR TO THE VOTING FOR THE SCWDC SILVER CERTIFICATE OR FOR THE JOAN HAUSWIRTH MEMORIAL TROPHY. This award should not be granted as a "consolation prize" for an unsuccessful nominee for the Hauswirth Trophy. Furthermore, those who do not meet the criteria for this award should not be moved automatically into consideration for the Silver Certificate. **THIS CERTIFICATE IS GRANTED ONLY BY UNANIMOUS AFFIRMATIVE VOTE OF THE BOARD MEMBERS PRESENT, THE PRESIDENT EXCLUDED.** The vote may be either verbal or secret (written). The President and Secretary shall jointly count and affirm the votes.

The names of the Gold Certificate awardees are kept SECRET until such time as the President or his designee informs the recipient of their election.

**Implementation:**

After selection of the recipient by the Board, further arrangements are made by the Manager. This award is given during the Awards Section of the Annual Meeting.

1/97

## APPENDIX 2.5

### SCWDC SILVER CERTIFICATE

#### Description:

The SCWDC Silver Certificate is awarded by the Board of Directors for "SIGNIFICANT CONTRIBUTIONS" and for "LONG AND FAITHFUL SERVICE TO THE IDEALS OF THE CLUB AND THE SKIING COMMUNITY" by a member. The award is given at the discretion of the Board, at such times as the Board may decide, and it need not be given annually. It can be given for a one year performance, or for performance over several areas over a period of years.

#### The Award:

The Silver Certificate is an imprinted certificate with the club's logo (snowflake) and name and type of certificate in dark blue ink on a lighter blue heavy bond certificate-grade stock paper. The name of the recipient is placed on the award. The certificate is signed by the current President, on behalf of the Board of Directors. There also may be given, in addition, a marble paperweight showing the recipient's name, date, and the club's logo, and an indication of the name of the award. The expense for this award is paid out of the President's General Account.

#### Qualifications:

This award is given to a current member in good standing for significant contributions to the club. It may be given for a one year effort of implementation and follow-through of a new club program. It may also be given for outstanding service in a major activity or for major service in several areas of the club over one or more years.

Currently serving members of the Board and officers of the club are not eligible for this award. This award would not be given to the same member for the same activities. However, it may be given to the same member an additional time for significant contributions in another area or series of activities. This award should not be used as a "merit badge" for serving in an acceptable fashion as a Program or Committee Chairman, or for only limited activity. Generally two to six silver certificates have been given per year.

#### Procedure:

Nominations for this award are made by the Board, at a regularly scheduled Board meeting. The award will be announced as an agenda item prior to the meeting. More than one nominee may receive this award, and each nominee is voted on independently. IT IS STRONGLY SUGGESTED THAT THE VOTING FOR THIS AWARD TAKE PLACE PRIOR TO THE VOTING FOR THE SCWDC JOAN HAUSWIRTH MEMORIAL TROPHY, AND AFTER THE VOTING FOR THE SCWDC GOLD CERTIFICATE. This award should not be used as a "consolation prize" for an unsuccessful nominee for a Gold Certificate. **THIS CERTIFICATE IS GRANTED BY A MAJORITY AFFIRMATIVE VOTE OF THE ENTIRE BOARD OF DIRECTORS, THE PRESIDENT EXCLUDED.** The President is not allowed to break a tie in voting for the Silver Certificates. The vote may be either verbal or secret (written). The President and Secretary shall jointly count and affirm the votes. The names of the Silver Certificate recipient(s) are kept SECRET until such time as the President or his designee informs them of their election.

**APPENDIX 2.5, Page 2**

**Implementation:**

The Silver Certificates and materials are kept in stock by the Manager. The Manager arranges for the lettering. The Silver Certificates have historically been given at the Awards Section of the Annual Meeting.

1/97

## APPENDIX 2.6

### SKI COMMUNITY SERVICE AWARD

#### Description:

The Ski Community Service Award is granted by the Board of Directors to a club member, or in a rare instance, to a non-member **for meritorious and lengthy service to the skiing community**. The award need not be given every year. More than one such award may be given in one year.

#### The Award:

This award is a 3" by 5" crystal clear acrylic pyramid mounted on a wooden base, showing the name of the club, the recipient's name, the name of the award, and the date of its presentation. Additional engraving is at the discretion of the Board. The expense for this award is paid out of the President's General Account.

#### Qualifications:

This award is given to an individual person who has promoted the sport of skiing through activities such as ski council contributions, ski safety, ski patrol, handicapped skiing, junior racing, and ski oriented charities. This award would not be given twice to the same individual for the same activity. Nor would the award be given twice for the same period of time as the first award. It would be given for outstanding performance of at least three years.

#### Procedure:

Nominations for this award are made by the Board, at a regularly scheduled Board meeting. The award will be announced as an agenda item prior to the meeting. More than one nominee may receive this award, and each nominee is voted on independently. **THIS AWARD IS GRANTED BY A TWO-THIRDS AFFIRMATIVE VOTE OF THE BOARD MEMBERS PRESENT, THE PRESIDENT EXCLUDED.** The vote may be either verbal or secret (written). The President and Secretary shall jointly count and affirm the votes. The name of the recipient does NOT have to be kept secret before the award ceremony. The decision to announce the award recipient prior to formal presentation at the Annual Meeting would be a Board decision, based on input from the President and Public Relations Program Chairman.

#### Implementation:

After selection of the recipient by the Board, further arrangements are made by the Administrative Manager. Generally, the award shall be presented during the Awards Section of the Annual Meeting of the club. However, it may be presented at another time, with Board approval.

## APPENDIX 2.7

### DISTINGUISHED SERVICE AWARD

#### Description:

The Distinguished Service Award is granted by the Board of Directors to ski areas, businesses or advertisers **for a minimum of ten years continuous outstanding service and friendship with SCWDC**. The award need not be given every year. More than one such award may be given in one year.

#### The Award:

This award is a plaque with the name of the club, the recipient's name, the name of the award, the date of its presentation and the length of service to SCWDC. The design is at the discretion of the Board. The expense for this award is paid out of the President's General Account.

#### Qualifications:

The recipient of this award is a business or organization rather than an individual person. There must be evidence of the organization having at least 10 years of successful association with SCWDC. This award may be given more than once to the same business or organization, but not more often than in five year intervals.

#### Procedure:

Nominations for this award are made by the Board, at a regularly scheduled Board meeting. The award will be announced as an agenda item prior to the meeting. Nominations may be solicited from current Board members, and from current program and committee chairmen. More than one nominee may receive this award, and each nominee is voted on independently. **THIS AWARD IS GRANTED BY A MAJORITY AFFIRMATIVE VOTE OF THE BOARD MEMBERS PRESENT, THE PRESIDENT MAY VOTE IN THE EVENT OF A TIE.** The vote may be either verbal or secret (written). The President and Secretary shall jointly count and affirm the votes. The name of the recipient is kept secret until the President or his designee informs the recipient of its election.

#### Implementation:

After selection of the recipient by the Board, further arrangements are made by the Manager. Generally, the award shall be presented during the Awards Section of the Annual Meeting of the club. However, it may be presented at another time, with Board approval. The recipient will be informed in sufficient time so as to have a representative attend the meeting. If no representative is able to attend, the award will be mailed to the organization.

1/97

## APPENDIX 2.8

## TONI CASTAGNOLO AWARD

### Description:

The Toni Castagnolo Award (formerly the Founders Award) is granted by the Board of Directors to members demonstrating loyalty, enthusiasm, and unselfish efforts to the club over an extended period. Such person must have been a member of SCWDC for a minimum of 25 years. The award need not be given every year. More than one such award may be given in one year.

### The Award:

This award is an acrylic & brass mantel clock (size approx. 6" by 7"), with the engraving including (at the Board's discretion) the name of the club, the recipient's name, the name of the award, the date of its presentation and the length of service to SCWDC. The expense for this award is paid out of the President's General Account.

### Qualifications:

The recipient of this award is a member in good standing documented as having at least twenty-five years of membership in SCWDC at the time of the presentation of the award. In exceptional cases, such as bad health or leaving the area indefinitely, this award may be presented up to one year early. A member who has never made any contributions to the club other than paying dues will not qualify for this award. The award may be granted only once to the same individual.

### Procedure:

Nominations for this award are made by the Board, at a regularly scheduled Board meeting. The award will be announced as an agenda item prior to the meeting. Nominations may be solicited from current Board members, and from current program and committee chairmen. More than one nominee may receive this award, and each nominee is voted on independently. **THIS AWARD IS GRANTED BY A MAJORITY AFFIRMATIVE VOTE OF THE BOARD MEMBERS PRESENT. THE PRESIDENT MAY VOTE IN THE EVENT OF A TIE.** The vote may be either verbal or secret (written). The President and Secretary shall jointly count and affirm the votes. The name of the recipient is kept SECRET until the President or his designee informs the recipient of their election.

### Implementation:

After selection of the recipient by the Board, further arrangements are made by the Manager. Generally, the award shall be presented during the Awards Section of the Annual Meeting of the club. However, it may be presented at another time, with Board approval. The recipient will be informed in sufficient time so as to be able to attend the meeting. If the awardee is unable to attend, the award will be mailed to him/her.

2/14

## APPENDIX 2.9

### CERTIFICATE OF APPRECIATION AWARD

#### Description:

The Certificate of Appreciation Award is granted by the Board of Directors to members showing outstanding dedication and contribution to the Club over a period of years, sometimes in one area and sometimes in multiple areas. More than one such award may be given in one year, and the same individual may receive this award in multiple years. It is particularly designed for individuals who may in the past have received various awards, such as gold and silver, but who continue to make outstanding contributions to the club that the Board deems worthy of recognition.

#### The Award:

This award is a printed certificate, 9" by 12", framed in a dark wood frame. It shall bear the words,

### CERTIFICATE OF APPRECIATION

The Ski Club of Washington, D.C. (SCWDC) does hereby publicly acknowledge and thank

**(Name of recipient)**

For his (her) outstanding volunteer activities and contributions to the organization.

(Date of Awards meeting)

\_\_\_\_\_  
(Current President), President  
SCWDC 20\_\_-\_\_

The award shall show the name of the recipient in large, bold-faced type, and shall be signed by the President and dated as of the Awards meeting.

#### Qualification:

The recipient of this award shall be a member in good standing who in the opinion of the Board has made outstanding contributions to the club in one or multiple areas. It may be granted multiple times to the same individual.

#### Procedure:

Nominations for this award may be made by the President or any Board member. The award shall be approved by a majority of the Board, with the President voting in case of a tie.

6/16

## APPENDIX 3

# **SCWDC BASIC SKILLS TEST (OR SNOW SPORTS TEST) FOR ALPINE/CROSS-COUNTRY/ADAPTIVE SKIING AND SNOWBOARDING**

Candidates for the Presidency or Board of Directors may wish to satisfy the Nominating Committee that they possess the ability to pass the SCWDC Basic Skills Test for alpine skiing, cross-country skiing, adaptive skiing, or snowboarding.

The Basic Skills Test includes:

- 1) Knowledge of the skier responsibility code;
- 2) Ability to stop safely;
- 3) Ability to turn in both directions;
- 4) Ability to link turns (not needed for cross-country);
- 5) Ability to move under control.

If a candidate wishes to show that he/she possesses the ability to pass the SCWDC Basic Skills Test, then the prospective candidate may attend an SCWDC Skills Improvement Clinic (alpine skiing or snowboarding), and be evaluated by a Ski School Instructor. Reasonable arrangements would be made for cross-country or adaptive skiing evaluation. If the test is conducted on a one-day SCWDC instructional ski trip, that trip would be free to the candidate.

## APPENDIX 4

### SCWDC CODE OF ETHICS

The Board of Directors of the Ski Club of Washington, D.C. (“SCWDC” or the “Club”), in recognition of the Club’s substantial financial dealings and visibility within a broad community including its membership, business partners, sponsors, vendors and the general public, has adopted this Code of Ethical Conduct. This Code applies to all Directors, Officer, Program Chairs, Committee Chairs and Activity Leaders (each, a “Position of Responsibility”).

A person in a Position of Responsibility, when conducting Club-related activities, is expected to:

1. Make Club-related decisions that are consistent with the goals and interests of the Club, leading in accordance with adopted Club policies and procedures, without taking undue advantage of one’s leadership position for personal gain.
2. Promote the safety and health of the members of the Club.
3. Avoid conflicts of interest in financial and sponsorship dealings, whether real or perceived. This requires making all reasonable commercial efforts to enter into financial dealings based on the demonstrated qualifications of the vendor irrespective of personal relationships, and declining offers of gifts, gratuities or kickbacks, personal or otherwise (except for those of nominal value customarily offered by vendors and sponsors), when acting as a representative of the Club, and disclosing any such offers to the SCWDC Board of Directors immediately upon discovery.
4. Behave respectfully towards Club members, business partners, sponsors, vendors and the general public.
5. Not discriminate against any person on the basis of race, national origin, gender, sexual orientation, age, national origin, disability or veteran status.
6. Act within the bounds of all applicable federal, state and local laws.
7. Report violations of this Code to the Club’s Board of Directors promptly upon discovery.

## APPENDIX 5

# SCWDC ELECTION GUIDELINES & PROCEDURES

## A. Candidates and Campaigns

1. The Club shall reproduce, at its expense, the campaign article and photo for each candidate. The Club shall distribute these to each member attending the Election Meeting.
2. Articles or notices about the election, including campaign articles, must be submitted to the Election Chairperson for approval before being submitted to the Club magazine, web site, or Ski-O-Gram newsletter.
3. Campaigning, which may commence when the Nominating Committee first announces its nominees to the general membership, is allowed at all Club activities through election night. This campaign start date applies to all candidates, regardless of whether they are nominated by the Nominating Committee. Campaign activities include the passing out of fliers, buttons, and name tags; the display of posters; and the public promotion of a candidacy, either in person or by telephone, mail, email, or other electronic means of communication.
4. Candidates may use personal mailing lists, but they may not use lists generated from the Club membership database that are not available to members at large.
5. Use of SCWDC facilities or office equipment for campaign purposes is not permitted.
6. Endorsement or promotion of candidates by members while acting in an official Club capacity (e.g., as an activity leader, assistant, or volunteer) is not permitted. This includes the wearing of buttons, name tags, or slogans that might be interpreted as promoting a candidate. This restriction applies before the activity, while conducting business associated with the activity, and during the activity.
7. Candidates shall conduct themselves in accordance with the Club's Code of Ethics. Malicious behavior, bribery, and false statements about other candidates are not permitted.
8. At the election meeting, Board candidates' speeches will last a maximum of two minutes. Presidential candidates' speeches will be a maximum of four minutes. Any candidate running for both offices simultaneously is limited to four minutes.
9. All candidates for Club office are subject to these guidelines, whether nominated by the Nominating Committee, by petition, or from the floor.

10. Each candidate is responsible for compliance with campaign guidelines on the part of those campaigning on his or her behalf.
11. If violation of these guidelines occurs, the Election Chairperson may ask the offending candidate to stop campaigning. The candidate will then only be allowed to make his or her speech at the election meeting. If a serious violation occurs, the candidate will be informed in advance by the election Chairperson that announcement of the violation may be made at the time the candidate is introduced for the speech. The Election Committee can apply an appropriate sanction. Prior to the day of the election, the candidate may appeal this action to the President. If the President is a candidate or recuses himself/herself, the appeal shall go to the Board of Directors, who shall resolve the matter expeditiously. Any appeal on the day of the election shall be presented to the assembly of members at the meeting.

## **B. Election Procedures**

1. The Election Chairperson shall assume responsibility for all aspects of the election process. Upon nomination, candidates for Club office immediately come under the purview of the Election Chairperson, who shall ascertain that all nominees meet the requirements for nomination. All disputes, questions of procedure, etc., should be forwarded to the Election Chairperson for resolution.
2. The Election Chairperson will appoint a committee of at least two other Club members to assist the Chairperson. At the election meeting, the Election Chairperson and committee members will each wear readily visible badges or ribbons identifying them as election monitors, providing a reminder to candidates and their campaigners that the monitors' directions should be followed.
3. If the Board of Directors consists of eight members, the four candidates with the most votes will be elected to two-year terms on the Board. Ballots shall state that members may vote for no more than four candidates. If there are additional vacancies on the Board at the time of the election, the individual(s) with the next highest number of votes will be elected to fill the vacancies.
4. For the election of officers and for Bylaw proposals to the membership, votes may be cast either in person or by absentee ballot. An absentee ballot may be used for voting only if it is received directly from an official SCWDC source; and it may be reproduced only for members of the same household. An absentee ballot is counted only if the voter mails it directly to or delivers it in person to the Club office. These ballots shall be counted by the Election Chairperson and at least two additional counters approved by the Board. All vote count information must be kept secret until the voting results are officially announced.

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# **CHAPTER FOUR**

## **AUTHORITY AND RESPONSIBILITY**

### **FOR VARIOUS CLUB POSITIONS**

Revised September 2015

## **CLUB POSITIONS INCLUDED**

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## **PRESIDENT**

### Authority

#### Management

To preside at Board of Directors meetings

To break a tie vote of the Board. The President would normally vote for the motion if in favor, and decline to vote if opposed.

To call special Board meetings

To implement the general directions and programs as established by the Board and within the budgetary allocations approved by the Board.

To provide coordination between major program areas

To rescind unilaterally the appointment of any volunteer (other than current BOD members)

To terminate any paid employee for a legitimate reason.

To sign checks.

To be an ex officio member of the Budget and Finance Committee

To direct Program Chairpersons as to how to implement programs under their responsibilities

To establish special committees

To define the duties of the office staff with the approval of the Board

To define the office staff's work schedule

### Initial Planning

To approve specific plans for implementing general programs and general directions as established by the Board and within the budgetary allocations approved by the Board.

### Selection of People for Positions

To nominate to the Board for its approval, the Treasurer, Secretary, office staff, and Program and Committee Chairpersons. For administrative-only special committees, Board approval is not necessary.

### Procurement of Goods and Services

To commit the Club to financial obligations

To approve requests for payment of Club funds submitted by Program Chairpersons

To approve unbudgeted emergency expenditures up to the allowable limit annually. The Board shall be informed of such expenditures at the next Board meeting. The Board may then authorize the President's further expenditure of unbudgeted emergency funds.

### Promotional Activities

To exempt an activity from the policy that prohibits the mailing of promotional material other than that requested by either an actual or potential participant.

To exempt an activity from the policy restricting use of the Club's photocopier

### Processing Participants

To invite special visitors to Club activities within the allowable dollar limit who will receive free admission, providing space is available.

### Grievances

To act on grievances

### Magazine and Website

To submit articles to the Magazine and Website stating Board policy

## Responsibility

### Management

To ensure that the office staff performs its duties and to provide guidance and counseling as necessary

To ensure the office staff's work schedule properly accommodates the needs of the Club.

To ensure that the Program Chairpersons carry out their responsibilities

To nominate the Budget and Finance, Policy, Activity Leader Evaluation Committee, and Election Committee Chairpersons

To ensure that requests for payment conform with the approved Club budget.

### Procurement of Goods and Services

To sign checks, and if required, contracts and agreements

To inform the Board of the payment of un-budgeted emergency expenditures at the next Board meeting

To refuse to sign any check for payment to an individual (as opposed to a corporation) for

services or rents or for reimbursement to an activity leader for payments already made to that individual if the authorizing voucher does not contain the name, address and social security number of the individual from whom the Club has purchased the service or rent.

#### Promotional Activities

To ensure that Club activities are not advertised to the general public.

#### Processing Participants

To return deposits or payments received from persons on the Treasurer's List, and notify them that balances due the Club must be paid before they can participate in Club activities.

To retain disclaimers of liability for a period of six year

To receive Board approval prior to inviting special visitors to Club activities who will receive free admission.

#### Activity Follow-up

To prepare a written report documenting accomplishments during their year of service

#### Gratuities

To report any offers of gratuities to the Board.

#### Grievances

To act on all written grievances

#### Publication of Election Results and Board Actions

To ensure that the membership is kept informed of election results and Board actions and policies.

## **VICE PRESIDENT**

### Authority

To sign checks.

To approve requests for payment of Club funds submitted by Program Chairpersons or the President

To refuse to sign any check for payment to an individual (as opposed to a corporation) for services or rents or for reimbursement to an activity leader for payments already made to that individual if the authorizing voucher does not contain the name, address and social security number of the individual from whom the Club has purchased the service or rent.

To assume the duties of the President in his/her absence

### Responsibility

To ensure that requests for payment conform to the approved Club budget.

## **BOARD OF DIRECTORS**

### Authority

#### Management

To call, with a one third vote, special meetings of the Board

To be responsible for the general policy direction of the Club and review conduct of the affairs of the Club.

To establish a schedule for regular BOD meetings

To modify election procedures

To determine the rate of employee compensation and other employee benefits.

To suspend, revoke, or decline to renew the membership of any member or preclude any person from participation in Club sponsored trips or activities for conduct it considers disruptive to the interests of the Club.

### Initial Planning

To approve a Budget and Finance Committee, Policy Committee, and Activity Leader Evaluation Committee

To require the Budget and Finance Committee to prepare budgetary and financial information

To adopt an annual budget for the current fiscal year

To approve deviations from the budget at any time

To designate specific Club activities as 'no refund' activities  
No refunds will be issued to participants who cancel from such activities.

To approve new activities and significant changes in existing activities

To specify those activities for which solicitations for prizes may be made.

### Selection of People for Positions

To select a Vice President from among the Board Members

To remove any Director for failure to attend four regularly scheduled Board meetings in twelve consecutive months or for failure to perform the duties of his or her office by a two-thirds vote of the full Board after giving the Director thirty days notice and an opportunity to be heard.

To approve or disapprove members nominated by the President for various Club positions.

To select the Nominating committee, but not specify the Chairperson

To confirm or deny criteria and procedures for selecting Program Chairpersons, Committee members, Leaders and Delegates

To rescind the appointment of Program Chairpersons, Committee Chairpersons, Committee Members appointed by Committee Chairpersons, by a two-thirds vote of the full Board.

To approve Leaders for activities which are overnight or are budgeted for a cash flow at or above the defined dollar threshold

To establish the amount of remuneration for Delegates

To confirm one Delegate as Chairperson of any delegation

### Procurement of Goods and Services

To approve down payments for trips or activities up to eighteen months in advance of the trip or activity.

### Promotional Activities

To authorize non-SCWDC fliers which have been prepared by other than advertisers doing business with the Club; for distribution at Club functions.

### Processing Participants

To specify individuals for free admission to any activity

To approve the total number of free admissions for each activity

To exempt specific persons from the cancellation policy

To specify persons and organizations whose names are to be added to or removed from the Treasurer's List

To require disclaimers of liability

To exempt activities from the policy requiring "disclaimers of liability"

To determine whether or not to permit minors to accompany the Leader of an overnight activity

### During the Activity

To approve non-paying promotions at Club functions

### Purposeful Control of Membership

To categorically determine if and when dues submitted in one membership year can be applied to the following year.

### Gratuities

To decide whether or not to accept gratuities in accordance with the best interests of the Club

To select individuals to receive gratuities

### Grievances

To review the decisions of the President

### Magazine and Website

To review, under compelling circumstances, the Editor's decisions and to make final determination as to the content of the Magazine, Website, and Club-controlled email.

To establish guidelines regarding Magazine, Website, and Club-controlled email content.

### Miscellaneous

To decide the level of involvement, on an issue by issue basis, of the Club's involvement in public interest causes and to approve any statements made on behalf of the Club.

To see that recipients of money, space, and volunteer time are preferably ski-related organizations

To approve the Club's endorsement of a non-Club activity

To approve the distribution of membership lists

To approve a lease for office space for the Club

To approve recommendations regarding property purchase in accordance with the conditions approved by the membership

## Responsibility

### Management

To ensure that the President carries out his/her responsibilities

### Initial Planning

To appoint the Budget and Finance Committee within sufficient time to allow for it to submit an annual budget in a timely manner

To adopt an annual budget for the current fiscal year

To provide sufficient fiscal and program guidance to the President

### Selection of People for Positions

To approve the Budget and Finance Committee, Policy, and ALEC Chairpersons as well as all members of these Committees

To approve all members of the Nominating Committee

To establish an Election Committee annually and approve the Chairperson

To not approve a person to lead an activity who has a delinquent financial statement.

To identify activities other than overnight ski trips for which an Activity Leader Evaluation Committee shall rank the applicants for leaders.

### Procurement of Goods and Services

To approve in advance the President's expenditure of unbudgeted emergency funds in excess of the established limits.

To place people or organizations on, and to remove them from, the Treasurer's List.

To publish a list of activities which are exempt from the policy requiring "disclaimers of liability"

### During the Activity

To hold a hearing prior to suspending or revoking membership of any member or precluding that member from participation in Club sponsored trips or activities, and to notify the member in a timely manner of the rights:

- 1) of representation
- 2) of timely notice
- 3) to present witnesses
- 4) of cross examination

### Gratuities

To report any offers of gratuities to the Board.

### Grievances

To resolve a member's grievance appeals.

## **TREASURER**

### Authority

To sign checks.

To approve requests for payment of Club funds submitted by Program Chairpersons

To refuse to sign any check for payment to an individual (as opposed to a corporation) for services or rents or for reimbursement to an activity leader for payments already made to that individual if the authorizing voucher does not contain the name, address and social security number of the individual from whom the Club has purchased the service or rent.

To require financial statements from all activities

To administer the Treasurer's List.

### Responsibility

To submit an audited financial report for all activities of the Club to be completed in a timely manner. This shall be published in the next issue of the Magazine. The Treasurer shall present an interim financial report at the annual meeting.

To reconcile bank account statements

To maintain detailed records of information regarding persons and businesses on the Treasurer's List

To make the Treasurer's List available to personnel on a need-to-know basis.

To notify persons as to their status on the Treasurer's List.

To ensure that requests for payment conform to the approved Club budget.

To present overall financial statements to the Board

To assist in the preparation and conduct of financial seminars

## **SECRETARY**

### **Responsibility**

To maintain the Minutes of the Board of Directors and of the annual membership business meeting

To maintain a Minutes binder in the Club office

## **ADMINISTRATIVE MANAGER**

### **Authority**

To prepare checks for signature

To deposit Club funds

To open and distribute mail

To provide election results upon request

### **Responsibility**

To perform the duties assigned by the President.

To provide information and assistance to President, Officers, Chairpersons, and Activity Leaders

To maintain membership database

To send member renewal notices

To maintain physical office, equipment, and supplies

To create electronic Ski-O-Gram content; email it

To assist at membership meetings

To manage production and distribution of awards and name tags

To assist President, BOD, PCs, and activity leaders as needed

To answer office telephone and emails, and provide customer service

To store Club documents on Club computer

To reject all vouchers for payment to an individual (as opposed to a corporation) for Services or rents or for reimbursement to an activity leader for payments already made to that individual if the voucher does not contain the name, address and social security number of the individual from whom the Club has purchased the service or rent.

(7/15)

## **FINANCIAL MANAGER**

### Authority

To perform internal audits of financial forms

### Responsibility

To assist Treasurer in maintaining financial records

To review payment vouchers

To submit status reports to BOD

(7/15)

## **BUSINESS MANAGER**

### Authority

To negotiate contracts with vendors to the Club. The focus is on contracts and agreements that affect multiple programs and/or the Club in general.

To obtain sponsors for Club activities

### Responsibility

To perform duties assigned by the President and/or BOD.

To initiate business relationships on behalf of the Club, but under the supervision of the President and the BOD

To coordinate those business relationships with the appropriate program chairs and committees dealing with skiing, tennis or other activities

To obtain Board approval of new activities arranged by the Business Manager, including approval of the leader and the budget.

To submit Business area budgets to the Budget and Finance Committee for inclusion in the Club Budget.

(9/15)

## **PROGRAM AND COMMITTEE CHAIRPERSONS**

The following Policy applies only to Program Chairpersons unless otherwise noted.

### Authority

#### Management

To nominate people as candidates for the positions of President and Member of the Board (Nominating Committee only)

#### Selection of People for Positions

To appoint Committee Chairpersons and Committee Members not specifically appointed by the Board or the President (Program and Committee Chairpersons).

To appoint Leaders for activities which are less than two days, and are budgeted for a cash flow within the established dollar threshold, to provide a list of these Leaders to the President, and to appoint Leaders of other activities with approval of the Board

To appoint Delegates and Representatives with the approval of the Board

#### Detailed Planning

To approve all detailed plans for activities within his/her program area.

To decide level of involvement of the Leaders in the detailed planning

To establish and require attendance when needed at training programs

#### Procurement of Goods and Services

To commit the Club to financial obligations

To make down payments for activities, but only if the Board has approved the activity.

To modify the participant payment schedule for flight trips in his/her program, to accommodate the payment schedules set by the airlines, lodges and other suppliers.

To approve payments

To approve requests for payment of Club funds submitted by activity Leaders and committee members in his/her program or committee area.

### Processing Participants

To specify members, from people he/she appoints and within the constraints of the budget, to receive free admission to specific activities.

To exempt an activity from the policy of free admission

To determine whether or not to permit minors to accompany the Leader of an activity (for overnight activities, Board concurrence is required).

### Pre-Trip Logistics

To approve the acquisition of goods and services from outside organizations

To require Leaders to inform participants of particular procedures, policies, etc.

### During the Activity

To relieve anyone that he/she has the authority to appoint for reasons of non-performance.

To require Leaders under their jurisdiction to promote other Club activities

### Activity Follow-up

To waive the time requirement for financial statements

To waive the activity Leaders' deadline for submission of refund vouchers for participants who cancel from an activity provided that the delay is adequately justified

### Gratuities

To approve acceptance of gratuities by Leaders, conditional upon Board approval

### Miscellaneous

To approve any news or other release to the media (Public Relations Chairperson or duly assigned volunteer)

To concur in designation of Club property as "archival." To approve discarding of "archival" property. (Past Presidents Advisory Committee) (10/12)

## Responsibility

### Management

To nominate at least one, and preferably several, qualified people for each position to be filled. (Nominating Committee only).

To conduct and monitor the annual election (Election Committee)

To abide by the instructions as found in the Digest.

To recommend the members of his/her committee for Board appointment (Budget and Finance, Policy, and ALEC Chairpersons)

### Initial Planning

To submit a program budget to the Budget and Finance Committee for inclusion in the Club Budget

To request that the Board exempt an activity from the official cancellation refund policy if he/she believes no refunds should be made to participants who cancel.

To submit specific plans for the implementation of the Club's programs including, but not limited to, the scheduling of events leading up to the completion of an activity for approval by the President.

To submit for Board approval all new activities and significant changes in activities previously approved by the Board

### Selection of People for Positions

To appoint reliable Leaders

To notify applicants regarding disposition of their written application (Activity Leader Evaluation Committee Chairperson)

To not approve nor recommend a person to lead an activity who has a delinquent financial statement.

To publish leader criteria and leadership progression paths (from simpler activities to harder/longer)

### Detailed Planning

To ensure that all detailed plans in their program areas conform to the general fiscal and program guides adopted by the Board.

To ensure that Leaders are involved with the detailed planning of their activities to the fullest extent possible.

To ensure that Leaders are provided all information regarding their activities, including copies of contracts and other written correspondence

To ensure that Leaders within the program area receive proper training and guidance.

To provide training manuals and arrange training seminars for activity leaders

To independently rank applicants, and take recommendations from the Program Chairperson, whenever a significant number of people apply to lead an overnight ski bus, ski flight trip or other activity that the Board may identify. (Activity Leader Evaluation Committee Chairperson)

### Procurement of Goods and Services

To approve payments and sign contracts and agreements in a timely manner

To obtain the approval of the President, Vice President or Treasurer on requests for payment of Club funds which they submit.

Any request for payment to an individual, association or partnership, (as opposed to a corporation) for services or rents must contain the full name, address and social security number of the intended recipient. A payment request which does not contain the information will not be honored. Likewise, requests from activity leaders for reimbursement of such payments which they have personally made will not be honored unless the required information accompanies the request.

To obtain the name, address and social security number of any individual (as opposed to a corporation) which the Club is paying for services or rents, and to attach this information to all vouchers for payment to that individual or for reimbursement to the activity leaders for payments already made to that individual. If the leader ascertains that the information is already on file in the office, he/she may so indicate on the voucher in lieu of providing the information.

To ensure that non-Club week trips which conflict or compete with Club week trips of the same date and place will not be advertised in the Magazine, Website, or at Club meetings.

To ensure that all advertisers doing business with the Club shall include in their advertising

(1) date of trip, (2) the number of people per room, (3) a description and quality of lodging, (4) the number and types of meals, days and nights of lodging, and days of lift tickets, (5) the cancellation and refund policies, and (6) a statement addressing other financial risks to the participant.

To not approve the conduct of business with organizations or people on the Treasurer's List.

To recommend organizations or people to be placed on, or removed from, the Treasurer's List.

### Promotional Activities

To ensure that the general policies of the Club are adhered to by Leaders

To establish criteria or guidelines for promoting activities in their program areas

To approve content and format of activity fliers

### Processing Participants

To inform Leaders of the activities for which disclaimers of liability are required.

### Activity Follow-up

To make refunds to activity participants

To follow up regularly on and report to the Board regarding delinquent refund vouchers for activities in the Program.

To follow up regularly on and report to the Board regarding delinquent financial statements for activities in the Program

To assure that all cash receipts for an activity (or single event of an "ongoing" activity) for which an amount in cash receipts over the established threshold is anticipated, have been deposited within seven days of its completion.

### Purposeful Control of Membership

To inform applicants of the Club's action on their applications (Membership Program Chairperson)

### Gratuities

To report any offers of gratuities to the Board.

## **MAGAZINE EDITOR AND WEBMASTER**

### Authority

To establish guidelines for acceptance of articles, within Board guidelines

To establish guidelines for the contents of the Magazine or Website within Board guidelines

### Responsibility

To establish Magazine or Website promotional policies

To ensure that the contents of the Magazine or Website are within the policy guidelines established by the Board

To submit controversial articles to the Board for review prior to publication.

To print, unedited, articles stating Board policy submitted by the President.

## **DELEGATE**

### Responsibility

To represent the Club as authorized by the President or BOD to other organizations (e.g. Blue Ridge Ski Council)

## **HISTORIAN**

### Responsibility

To maintain Club archives and trophies

To designate property as "archival". Requires concurrence of the Past Presidents Advisory Committee  
(10/12)

## ACTIVITY LEADERS

### Authority

#### Procurement of Goods and Services

To commit the Club to minor financial obligations

#### Processing Participants

To hold or deposit checks from persons on the waiting list, at the option of the Leader

To specify members from people he/she appoints and within the constraints of the budget to receive free admission to specific activities.

To admit pets to activities

To balance the male/female ratio on activities, but only to the point where it would not risk the activity's financial status

To discourage minors from participating in trips other than those specifically designed for families

#### During the Activity

To depart without late arrivals whether they are injured or not

To issue warnings to cease and desist disorderly conduct or illegal activities, and to exclude participants from the activity for reasons of disorderly conduct or illegal behavior

To exclude a non-participant from activity functions

To admit others to an activity so long as the enjoyment of the activity participants is respected.

To exclude non-approved advertisements from an activity

To reduce the responsibilities of subordinates, short of removal.

To solicit assistance from participants

To modify financial arrangements within the constraints of the Board approved budget.

To direct bus drivers within contractual agreements

To modify plans within the general trip description

### Responsibility

#### Detailed Planning

To prepare detailed plans as required by the Program Chairperson

To pursue involvement in the detailed planning of their activities

To secure all information regarding the activity, including copies of contracts and other written correspondence

To attend training programs as required by Program Chairpersons

#### Procurement of Goods and Services

To initiate requests for payment

To obtain approval of the cognizant Chairperson on request for payment of Club funds to cover the expenses of their activities

To obtain the name, address and social security number of any individual (as opposed to a corporation) which the Club is paying for services or rents, and to attach this information to all vouchers for payment to that individual or for reimbursement to the activity leaders for payments already made to that individual. If the leader ascertains that the information is already on file in the office, he/she may so indicate on the voucher in lieu of providing the information.

To be knowledgeable of all procurement for their activities

To make all reasonable efforts to convert any fringe benefits offered into a lower cost or increased benefits to the participants.

#### Processing Participants

To deposit all monies in a timely manner, except for monies for people on the waiting list.

To enter the account number of the activity on each check that is submitted by a participant for an activity.

To notify in writing all applicants for overnight bus or flight trips within a timely period; to include status and the applicable cancellation policy for that activity. For all other activities, to notify an applicant of his/her status as required by the Program Chairperson. To ensure that participants adhere to the deposit and payment schedule, and to remove from their activities those participants who fail to do so.

To ensure that minors are accompanied by an adult and have parental (guardian) permission.

To not be accompanied by children without prior approval of the Program Chairperson. In addition, for all overnight activities, prior approval must be obtained from the Board.

To collect and file disclaimers of liability for all non-members

To confirm the membership status of all applicants and manage the waiting list

To collect the cancellation fee and, after the published deadline, all unrecoverable applicable activity expenses from a canceller

To refund recovered activity expenses to persons who are liable for unrecoverable expenses in proportion to the amount each of them has paid into the activity.

To fill vacancies in order from the waiting list. Deviations are authorized in the case of male/female ratio, specific roommate assignments and inability to contact persons on the waiting list.

To either return checks or submit refund vouchers for people on the wait list in a timely manner

To provide upon request, names from the wait list to those people who wish to cancel from those ticketed activities for which there is no refund.

To replace persons who cancel in the order of their cancellation.

To not accept personal checks from people on the Treasurer's List.

To notify the President of receipt of deposits or payments from persons on the Treasurer's List.

To prohibit any guest of a bus driver for a Club trip from taking part in the trip unless proper arrangements are made prior to the trip.

### Pre-Activity Logistics

To adhere to alcoholic beverage laws

To get prior approval for acquisition and reimbursement for goods and services

To sign out equipment and return it promptly after its use

### During the Activity

To appoint\_reliable assistants

To provide special arrangements for injured participants when practical and when these arrangements do not greatly inconvenience the other participants.

To demand that any illegal activity be terminated, and enforce that request.

To report back to the Program Chairperson any illegal actions or disorderly conduct on the part of participants or others, and the action taken by the Leader

To enforce the smoking policy

To read to the participants any statements required by the Board or Program Chairperson

To ensure that only approved advertisers promote their products at Club activities.

On their activity, to promote other Club activities as required by their Program Chairperson

To hand out and submit participant evaluation forms for all overnight activities.

### Activity Follow-up

To have all leftovers returned to the Club.

To return equipment to the office immediately upon completion of the activity

To submit vouchers for refunds due participants who cancel from the activity within the established time period of the activity's completion

To complete a financial statement by the due date

### Gratuities

To report any offers of gratuities to the Program Chairperson

## **ACTIVITY PARTICIPANTS AND VOLUNTEERS**

### Authority

To appeal the President's decisions on grievances

### Responsibility

To complete and sign disclaimers of liability as required.

To report offensive or disorderly conduct or illegal activity to the Leader

To make all attempts to resolve a grievance at the lowest possible level of authority.

To obtain approval of the President or someone designated by the President or BOD  
Before submitting any news or other release to traditional or electronic media