

GENERAL SITZMARKER POLICIES

(Revised & Approved 2/10/08)

General Meetings

Meetings are held at least once per month (currently the first Tuesday of each month). The April meeting is designated as the annual election meeting.

Sergeant at Arms is responsible for establishing the location of the meeting and shall plan for programs.

Board Meetings

Board Meetings are generally held monthly at the discretion of the President.

Members are welcome to attend the Board meetings without a vote. Only elected Officers and Members of the Board may vote.

At the May meeting, the Board of Directors will elect a 5th Executive Team member, set dollar limits, and determine signatory authority as per the By-Laws.

Board Minutes

Finalized copies of the approved Board meeting minutes will be posted on the Club's web page for a period of at least 90 days.

Use of Mailing & Member Addresses

Mailings and emailings are to be primarily used to announce upcoming activities, parties, and membership meetings. They can also be used to announce tasteful items related to ski club interests. Membership suggestions, disputes, and grievances will not be released unless processed by the Board and a determination made as to whether the announcement is appropriate. Any other materials or items of questionable nature require the approval of a majority of the Executive Board before distribution. The mailings will only be sent to current members. Mail and email address shall not be distributed to the general membership or others.

Outside Alcohol

No outside alcohol is allowed at any Club event which is held at a commercial establishment unless it is allowed by the rules of the establishment or allowed in an agreement with the Club.

Board Transition Dinner

A Board Transition Dinner will be held annually within 30 to 60 days of the election for the outgoing board to welcome the newly elected board; and to establish communication for an effective transition for the new board members. It is customary that board significant others and past presidents are welcome to the dinner and that the food and refreshments be paid with club funds.

Board Functions

The function of the board is to conduct club business and oversee the functions of the Club. These functions include, but are not limited to: setting and enforcing Club policies, procedures, and by-laws; budgeting, accounting and managing funds; authorizing expenditures; and planning and executing meetings, activities and ski trips.

It is recommended that a long-term schedule be developed in the summer that includes trips, meetings, parties, and other activities.

Approve a project before a public announcement is made or sponsors are signed up.

Children and Pets

No children under 21 or pets may attend or participate in Club activities, unless the activity is specifically designated by the Board as including children (e.g., family ski trips).

Club Activities

The individual Activity Chair is responsible for determining the policy for that activity to include refunds, deadlines, waiting lists, etc. Such procedures are subject to review by the Board.

The Ski Trip Chairman will submit all proposed ski trips for the Boards review before committing Club funds.

Whenever possible, the Club will use its bulk purchasing power to secure discounts for Members.

Endorsements by the Board or the Club

Any presentation of products or services to the Club membership is not to be viewed as an endorsement by the Club or the Board.

Club Equipment and Supplies

The use and/or lending of Club equipment and/or supplies (e.g., canopy, softball equipment, etc.) to non-members or other organizations shall be submitted to the Board for approval.

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Contracts

Review and approval of all Contracts shall be made by the President (or their designee) and the Treasurer.

Financial Reports

The Club's financial report shall be made available to any member upon request.

Membership

Membership will not be granted to persons less than 21.

Membership dues are set annually by the Board of Directors.

If a fee is charged at an event, non-members are welcome and may pay an additional fee.

Levels:

- **Associate:** Associate Membership is available to persons who are not residents of the State of New Mexico for a reduced fee.
- **Full:** Annual membership runs from November thru October.
- **Summer (May thru October):** A Summer Membership is for person or couple who wishes to be a member at a reduced fee during the summer months only.

It is suggested that the members carry their membership card! (Some retailers give Sitzmarker members a discount after showing their membership card.)

Membership Drive Party

The Membership Drive Party may be held in October of each year and is open to everyone. A per person charge will be determined by the Board.

Money Handling

Except for ski trips, the revenue received and the expenses paid for each event (party, raffle, membership, special event, or sporting event) shall be recorded on an Event Re-Cap form shall be completed and placed inside an envelope. The envelope shall contain the actual cash, checks and receipts associated with the event (see Treasurer or their designee for the form). Return the Event Re-Cap form and envelope to the Treasurer (or their designee) immediately following the event or as soon as possible.

There shall be no co-mingling of funds between events and all monies collected from an event should be turned into the Treasurer or their designee who will then issue a check for the expenses within two weeks, if possible.

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Newsletter

The primary purpose of the Newsletter is to provide timely information to the membership. It is not a forum for individual views, therefore, no individual or group will be maligned in the Newsletter. Coordination of event dates for future reporting is essential to avoid the expense of flyers to publicize upcoming events. Newsletter advertising is encouraged to help pay for the Newsletter costs. Advertising rates are set by the Board.

Nominating Committee

The Nominating Committee shall be appointed by the President. The Committee shall attempt to nominate at least one qualified candidate for each office. Additional nominations from the floor are allowed at the March General Meeting.

Remuneration and Reimbursement

Officers, Board Members and Activity Chairs will not be remunerated for services rendered to the Club. Officers and members will be reimbursed for Club activity expenses based upon adequate documentation (receipts).

Special Events

All monies from an event are generated from the participants. A volunteer Club member may organize ski racing activities. Racers will pay for their own entry fees.

Sports

All participants shall be Club members. Exception: Non-members shall be allowed to join Club teams in order to fill out team rosters when necessary.

Participants shall PAY before they PLAY.

All teams using the Sitzmarker name will have prior approval of the Board.

Funding policies shall be at the discretion of the Board.

Teams shall elect their own managers.

Web

The primary purpose of the Website is to provide timely information to the membership. It is not a forum for individual views, therefore, no individual or group will be maligned on the Web.