

GENERAL SITZMARKERS SKI CLUB POLICIES

(These Policies are arranged in Alphabetical Order by Title.)

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 members of the Board of Directors may vote. At the May meeting, the Board of Directors will elect a fifth (5th) Executive Board Member, set spending approval limits for the President and the Executive Board, and determine signatory authority as per the bylaws.

Board Minutes

Finalized copies of the approved Board meeting minutes will be distributed to members of the Sitzmarkers Board only. Copies of the minutes will be furnished to Club Members upon their written request.

Board Responsibilities

The responsibility of the Board is to conduct Club business and oversee the functions of the Club. Functions include, but are not limited to: setting and enforcing Club policies, procedures, and bylaws; budgeting, accounting and managing funds; authorizing expenditures; and planning and executing meetings, activities, ski trips, and determining social events.

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

Any function or project that is outside the normal activities of the Club shall be reviewed and approved by the Board prior to any public announcements.

Board Appreciation Dinner

A Board Transition Dinner will be held annually within thirty (30) to sixty (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. Each past and new Board member is allowed to bring one guest to the dinner. The food and refreshments (alcoholic and non-alcoholic) will be paid for with club funds.

Candidates' Search Committee

The Candidate Search Committee shall be appointed by the President and chaired by the Vice President/President Elect. The Committee shall attempt to nominate at least one (1) qualified candidate for each office. Additional nominations from the floor are allowed at the March General Meeting or up to a specified date as designated by the Board to allow e-mailing the ballots to the membership. Persons that are nominated prior to the March meeting or the e-mailing of the official ballots will have their name listed on the ballots. The ballots will have provisions for write-in candidates.

Children and Pets

No individuals under twenty-one (21) or pets may attend or participate in Club activities, unless the activity is specifically designated by the Board (e.g., family ski trips). The only animals allowed at Ski Club events are service animals.

Club Activities

The individual Activity Chair is responsible for determining the policy for that activity to include refunds, deadlines, waiting lists, etc. Such policies are subject to review by the Board. All Ski Club events will be planned to be self supporting unless otherwise approved by the Board.

Club Equipment and Supplies

The use and/or lending of Club equipment and/or supplies (e.g., canopy, softball equipment, etc.) to members for non-club functions shall be submitted to the Board for approval. The member is responsible for incurred damages.

Contracts

Contracts will be sought by the appropriate Board member for their area of responsibility to include, but are not limited to, the date and costs involved with the event. For contracts or other financial commitments over \$1,000, the contract will be reviewed by the appropriate Board member plus one of the following: Club President or President Elect or Treasurer. Upon approval of the two persons, the document will then be signed by the Board member and one of the following: President, President Elect or Treasurer. Copies of all signed contracts or financial commitments will be given to the Treasurer prior to any payments being made by check or debit/credit card.

E-Mail Policy

Authorized club e-mailings 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. E-mailing will not be used for commercial, political, or charitable activities not related to club activities. 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 Club 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.

Financial Reports

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

General Meetings

A minimum of at least ten (10) per year are held (currently the first (1st) Tuesday of each month). The April meeting is designated as the Annual Election Meeting. The Sergeant at Arms is responsible for establishing the location of the meeting, getting information into the newsletter, and for planning the programs.

Information Privacy Policy

Information collected by the Club from Membership applications is accessible by members of the Board of Directors only; this is confidential information. Members of the Board shall not distribute this information to the General Membership or others, except as permission is granted by each member for the purpose of a Club Directory. Requests from a Club member to a Board member for contact information about another member will be handled as follows: the subject of the request is informed by the Board Member of the request including the requestor's name and contact information. The subject of the request can then choose to decline the contact or allow their contact information to be shared.

Membership

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.

Members shall be given a membership card for the current year. (Some retailers give Sitzmarkers members a discount after showing their membership card.)

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 documented on an Event Re-Cap form. The Event Re-Cap form and a financial settlement for the event shall be submitted to the Treasurer.

There shall be no co-mingling of funds between events. Each separate event should be turned into the Treasurer or a designee who will then issue a check for the expenses within two weeks, if possible.

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. Advertising rates are set by the Board.

Policy Regarding Alcohol

The Sitzmarkers Ski Club does not supply alcohol at most events. All members and guests who attend Club events are allowed to bring their own alcoholic beverages. Attendees must abide by New Mexico liquor laws including those that prohibit taking alcohol into businesses with a liquor license. The Board can approve requests to serve alcohol at specific events such as ski trip social functions and Board Transition Dinners.

Remuneration and Reimbursement

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

The planning and execution of ski trips is an important activity of the Club. It is mandatory that an individual be in charge of each trip that involves bus

transportation and/or group lodging. This person is normally the Ski Trip Chairperson or a Club member named to plan and/or serve as the active trip leader during a trip. Because of the responsibilities involved in actively leading a ski trip, it is the policy of the Club that the person in this position shall have their expenses paid by the Club. It is permissible to divide the value of the one ski trip among two or more members who perform support for the ski trip. It is expected that the Ski trip leader shall make optimum use of complimentary lodging and lift tickets in providing this Ski-Trip-Leader support. Only one such free trip shall be provided for each Club ski trip without the prior approval of the Board. The Ski Trip Chairperson or Team should submit a request and justification for additional ski trip support to the Ski Board prior to the trip. Other requests may be considered by the Board on a case-by-case basis.

In order to comply with the first paragraph of this policy, offers of complimentary lodging and/or lift tickets provided by property management should be accepted only if they are available for use by any or all of the trip's participants. Offers of complimentary lodging/lift tickets that can be used only by the Ski Trip Leader or assistants should be rejected to avoid even the appearance of favoritism. Other items or offers that might have the appearance of special treatment should be brought to the attention of the Board before they are accepted.

Ski Trip Policies

The Club Board has the responsibility to set policy for the ski trip season before trip prices are publicized and any sign ups are taken. The Board will yearly establish non-member prices for the ski trips.

In order to aid in the implementation of this Policy, an informational sheet shall be developed to contain all of the pertinent data currently available to the Board at the September Board meeting or a special meeting that is held prior to the announcement of the trip schedule for the year. The purpose of this policy is to allow the Board to review the proposed ski trip program and prices prior to the program being advertised to the membership. If the complete information is not available, the Board may allow the trip schedule to be announced in order to accept sign-ups and expect the final trip details to follow.

Sports

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

Participants shall PAY before they PLAY.

All teams using the Sitzmarkers 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 Club may maintain one or more internet web sites for the purpose of advertising the Club to non-members, as a source of information for members, and to facilitate communication between members. Web pages which are viewable by the general public will not display confidential information about members or details about private club events which include confidential information, i.e. private home addresses, unless specifically requested by a member organizing an event. Confidential member information may be displayed on web pages that are viewable only to Club members at the discretion of individual members. Group photos may be displayed on any web page but members have a right to request their personal photos not be displayed.

Web message boards or discussion threads may be made available to members for discussing Club activities; they are not to be used by members for debating Club policies or politics, or personal issues. The web site manager may remove items that violate the above policies or are otherwise inappropriate.

Club Documents

In the event of any conflict among Ski Club documents, the Bylaws will take precedence over the other documents. The Sitzmarker Ski Club Policies will take precedence over the Job Descriptions.