



Skiwi Ski & Social Club

OFFICIAL GUIDELINES

These policies and procedures are guidelines the club has operated by for several years. It is the responsibility of the new Board to review and update as necessary every year upon their acceptance to their positions. Some of these guidelines are found in the club bylaws or other documents and is presented here in summary with a reference to the appropriate document. **Updates to this document requires a majority vote by the board when a quorum is present.**

1. CLUB PROPERTIES

All club properties shall be kept track of by the Vice President of the club. As the club acquires properties, each item shall be marked as Skiwi property and then registered in the club's property handbook. Each item will be checked out through the V.P. to help ensure return of such items. Club properties shall be stored (as of this document date) at Fred Myers house. The President, Vice President and the property owner shall be the only people to have access to club property.

2. Loss or Damage to Club Properties

The borrower or person responsible for checked out, registered club property would be held totally accountable for loss or damage to club properties.

3. Property Damage

Persons are responsible for damages done to properties owned by the club or at facilities the club is using/renting. Failure to pay club for all incurred expenses shall be suspension from club membership, temporarily or permanently- the Board shall decide. A payment plan can be acceptable if Board approves.

4. Fighting

A written account of the trouble is to be submitted by both parties involved. Board will determine action to be taken. (Usually person striking the first blow should be accused of starting the fight.) Temporary suspension from all club events to persons involved is normal procedure. The Board shall determine the length of suspension.

5. Ski Trip: Destination Determination and Leader Selection

Regarding ski trips, which the club runs: the past year's President and current Ski Director make the determination of the destinations for ski trips. **The opinion of the general membership should be taken into account when this determination is being made. To solicit the opinion of the general membership, a survey should be taken. The survey should be made available at the April general meeting. It would also be advisable to give the survey at the September meeting as well since the April and September meetings have high attendance.** Price and availability is also to be taken into account when the determination is being made. **The past year's President has first choice of which trip they want to run. Second choice is for the Ski Director, and then Board members and finally any qualified general member.** To be qualified as a "leader" for a trip, it is highly desirable the person has acted as a leader or co-leader on prior trips. **An announcement should be made in the (July) Skiwiport which notifies the general membership that trip leaders are being chosen and what the requirements are to be a trip leader.**

6. Extended Activity Leader Requirements

For all trips over one day long, there should be a trip leader and a trip co-leader. It is highly recommended that one of these persons have prior trip running experience. The leader/co-leader of a multi day trip should have prior experience of running a weekend or bus trip.

7. Club Auction

In April of each year, the Vice-President is to organize an auction amongst club members to raise money for the club treasury. "Goods and Services" will be solicited from club members to be auctioned off at the April meeting. Money collected is paid directly to the club and the club member provides the good or service at their own expense. When the goods/services are "purchased", money must be paid in full by check or cash only, no IOUs will be accepted. No refunds will be given unless prior arrangements with the Board have been made.

8. Board Privileges

Board members will be able to sign up at the board meeting prior to the general meeting that an event opens. Each board member will be allowed to sign up one other individual with them, agreeing to room with that person on the trip. Additionally, board members will be allowed in general meetings free, but only if they wear their official Skiwi Board Badge

9. Smoking

The club has a "no smoking" policy for all bus trips. This is in compliance with Michigan State laws and Bus Company regulations. Board members are expected to help enforce this guideline.

10. Alternate Transportation

For all trips and events, if a club member elects to provide their own transportation, it must be pre-approved. The transportation cost associated with a trip/event can be reduced from the price, provided it has been pre-approved and the cost defined. (Reference "Sign Up Policy")

11. Death of Member or Member's Family

In the event of the death of a close relative of a Skiwi Club Member, (Parent, spouse, child), if time permits, flowers should be sent to the funeral home. Otherwise, a sympathy card should be sent. The same applies if a club member were to die. Either Hospitality or the President should be in charge of this.

12. Elections

According to club by-laws, in January, a nominating committee shall be appointed by the Board of Directors (Article VII, Sections 1) for nominations of office for the April elections. It has been recommended the two Directors make up the committee. All persons nominated for office are required to either accept or decline the nomination. If they are not present at the time of the nomination, they must be contacted as soon as possible to accept or decline. The election shall consist of sealed ballots and will be counted in a private room. Winners will be announced on the night of elections, it is not necessary to give the actual count of votes. (Reference: By-Laws Article V, Section 2.C)

13. Change of By-Laws

If by-laws are to be voted on, a copy of the proposed amendment must be submitted in writing to all voting members at least 10 days prior to the election. This is best accomplished by placing said amendment in two consecutive club newsletters prior to the date of the election. A 2/3 majority vote of active members present and voting is required to pass the amendment. (Reference: By-Laws Article XI)

14. Compensation

Trip and event leaders are eligible for "compensation" for running or leading the events. The club has separate guidelines for how the "comps" are administered (see "Skiwi Ski Club Activity Compensation Reimbursement Policy") and how the "comps" are determined (see "Skiwi Activity Compensation Determination Guideline") and what is expected to receive the comp. (References noted)

Trip Compensation is covered under the following proposal:

Comp- At the beginning of the fiscal year the Board shall set the value of compensation for members running club sponsored activities. The value of any full comp awarded for a trip/event shall not exceed the price of the trip/event.

15. Free Membership

No one will be able to receive more than one free membership per year. A motion should be made at the changeover meeting to award the past years board members with a membership credit.

16. Board Meetings

The Vice President is responsible for arranging a location for the monthly board meeting. The “host” of the meeting will be reimbursed for refreshments provided. Generally, the club provides food and beverages. A guideline is being developed to define acceptable costs and procedures for these meetings.

Business at a board meeting can only be conducted if a quorum is present. At a Skiwi board meeting, a quorum consists of 10 board members. You must have 2/3 of the members present to vote on any motion. Only one vote is valid per committee. (Reference: By-Laws Article VI)

17. Racer Awards

It is recommended the Ski Race Committee present awards for “best male racer” and “best female racer” soon after the ski season. In order to avoid confusion on the night of the “Club Auction”, it may be best to make an announcement at the April meeting that the awards will be given out at the May meeting. Any other “racing” awards can also be given out at this meeting.

18. Wait List Procedure

When a person is accepted to the wait list for a trip, their check/cash is not to be cashed or included in trip balances until that person accepts an open position for the trip. Once a person accepts the open position and their money is applied to the trip, they must follow the refund policy in effect for the trip. (Reference: Trip Sign Up Policy)

19. Children Participation

The Skiwi Ski Club is an over 21 “Adult” club. Unless otherwise advertised or pre-approved, children are not allowed on activities. The club picnic is an exception to this policy.

20. Pets

The Skiwi Ski Club does not allow pets at their activities unless otherwise advertised or pre-approved. The club picnic is an exception to this policy.

21. Inappropriate Behavior

(Can include actions such as, but not limited to: threats, **inebriation**, property damage, etc.)

For incidents not involving bodily harm or the assistance of the authorities:

First Offense - A person shall receive verbal warning by the event leader with notification to the board with further recommendations.

Second Offense – A person shall be placed on a 1 year probation.

Third Offense – (during the probation period) A person will have their membership terminated.

For incidents involving bodily harm or the assistance of the authorities:

A person shall have their membership terminated.

Rules and Regulations:

1. The Board prior to the trip being opened must approve all trip leaders and co-leaders along with applicable comp amounts.
2. All comps should be included in the trip price.
3. **All bus and overnight trips must have a leader and co-leader.**
4. All persons running trips and events must pay for the trip/event in advance. Comps shall be awarded only after the financial report has been verified.
5. If the leader drops out, the comp division will be decided by the leader, co-leader and the board member whose jurisdiction the trip was run.