

**ERIE SKI CLUB, INC.**  
**Policies and Operating Procedures**

The following POLICIES were originally presented to the Officers and Executive Board of the Erie Ski Club, Inc. at the Executive Board meeting held January 29, 1992. ALL POLICIES were reviewed and accepted and become effective as of January 29, 1992.

The policies were first revised by the Officers and Board of the ESC Inc. at the Board meeting held June 8<sup>th</sup>, 2000, and became effective immediately.

The policies were further revised by the Officers and Board of the ESC Inc, at the Board meetings held June 14<sup>th</sup>, 2001, and became effective immediately.

The policies were further revised by the Officers and Board of the ESC Inc. at the Board meeting held June 13<sup>th</sup>, 2002, and became effective immediately.

The policies were further revised by the Officers and Board of the ESC Inc. at the Board meeting held June 12<sup>th</sup>, 2003, and became effective immediately. Changes from the prior revision are shown lined-out (deletions) and underlined (additions), both with vertical change bars. Spelling and typing corrections were made but are not noted below.

**INTRODUCTION**

**A. PURPOSE**

The primary purpose of a Policy is to guide the thinking of the Board of Directors as we make the decisions affecting the Erie Ski Club, Inc.

Policies provide the link between the overall goals of the Erie Ski Club, Inc. as stated in the By-Laws and the specific activities initiated by the club. Policies enable the operation of club activities, and management of Board decisions to be facilitated in a smooth, equitable and directed manner.

**B. SYSTEM**

This manual serves as a workable and dynamic document which is a major part of the Policy system of the Erie Ski Club, Inc. These Policies should be reviewed for possible revision at least once per year, and may be amended by a simple majority of the Board.

Any Policy changes will be communicated by the Secretary to the membership in the club newsletter.

### 1 OFFICERS

#### 1.1 PRESIDENT

The President of the ESC, Inc., shall preside over the monthly meeting of the board of directors and present a written agenda.

#### 1.2 VICE-PRESIDENT

In the absence of the President, the VP shall assume all the duties of the President.

#### 1.3 SECRETARY

The secretary of the ESC, Inc. shall record in the minutes the attendance/absence of Board members at each scheduled meeting.

#### 1.4 TREASURER

The Treasurer’s monthly financial report shall include a listing of all bank account activity since the previous statement, and a summary of club finances listed by activity.

### 2 BOARD OF DIRECTORS

#### 2.1 TERM OF OFFICE

The term of office for all Directors and Officers shall be July 1 through June 30.

2.1.1 Incoming officers and directors may attend the June Board meeting but will have no vote.

#### 2.2 ATTENDANCE

Erie Ski Club, Inc. Board Members are expected to attend all scheduled meetings of the Board. Any Board members missing more than three meetings without justifiable cause over the course of a membership year, shall automatically relinquish his/her seat on the Board.

2.2.1 Pre-notification of any absence shall be made directly to the President or Secretary.

2.2.2 Majority of 2/3 vote of the Board of Directors present shall decide whether or not an absence is justifiable, if questioned.

### 3 GENERAL MEMBERSHIP

#### 3.1 YEARLY MEMBERSHIP PERIOD

The regular yearly club memberships are effective from August 1 through July 31. All memberships must be documented by a completed and signed application form.

#### 3.2 MEMBERSHIP CATEGORIES

The following membership types will be offered by the club:

- Single membership – entitles the named member to all benefits of the club.
- Family membership – includes two adults and any dependent children living in the same household.
- Reduced Rate Single – available to individuals who are active members of the Professional Ski Instructors of America, the National Ski Patrol, or the American Association of Snowboard Instructors.
- Reduced Rate Family – available to families in which one or more of the adults is an active members of the Professional Ski Instructors of America, the National Ski Patrol, or the American Association of Snowboard Instructors.

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- Summer – Reduced rate summer memberships will be made available upon the return of the last club sponsored ski trip, and will expire at the normal date.
- Event – Reduced rate one-day event memberships will be made available. This membership will not apply to overnight trips, and only one per season may be obtained.

The dues schedule for the above memberships shall be proposed for Board approval by the membership chair at the beginning of each year, even if no change from the previous year is recommended.

### **3.3 MEMBERSHIP LIST**

The list of the Erie Ski Club, Inc. members is the property of the Erie Ski Club, Inc. and shall be used only for official club business as defined by the Board.

### **3.4 NAME TAGS**

Name tags will be provided to all new members, or returning members who have legally changed their name. Single members shall receive one name tag. Family memberships are entitled to receive two name tags. Additional or replacement tags will be made available for a replacement fee.

Summer and special event members will not receive name tags.

### **3.5 MONETARY GAIN**

It is the policy of the Erie Ski Club, Inc. that no member shall enjoy financial (or monetary) gain by reward from his/her membership in the Erie Ski Club, Inc. Any complimentary gifts, passes, trips, etc., or monetary reward received by organization of any sub-group within the membership or related activity, becomes the property of the Erie Ski Club, Inc. to be dispersed by the decision of the Board.

## **4 CLUB ACTIVITIES**

### **4.1 CHAIRPERSONS**

The chairperson for each event shall be appointed by the President and approved by the Board.

- 4.1.1 Major events (typically trips) must be chaired by a Director. Lesser events may be chaired by other members, but a Director will be assigned as 'point contact' and the event chair will be required to attend Board meetings as requested, or to submit a status report to his contact immediately before each Board meeting.
- 4.1.2 When presenting an event to the Board for approval, the Chair shall submit the following information in writing:
  - a detailed description of the event's scope, (what's included for price)
  - a breakdown of anticipated costs to the club,
  - a suggested price to members. Pricing will be set to reflect the approved pricing budget (see clause 5.4).
  - a suggested member payment schedule, including early payment incentives, if any.
  - a schedule of when payments are required from the club to suppliers.
  - [An outline of vendor cancellation policies, penalties and deadlines](#)

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- 4.1.2.1 The initial package and any proposed changes to scope or price must receive Board approval before being presented to the membership.
- 4.1.3 At the time of submittal to the Board, the structure of the event will be made clear (purchased through a tour operator as package or components, or arranged by the club with individual suppliers.) All agreements between the club and suppliers should be made in writing, with a copy of contracts or agreement letters given to the President and Treasurer.
- 4.1.4 The chairperson of each event shall keep an accurate record of all receipts and expenditures for the event (exceptions to be determined by the President).
- 4.1.5 The chairperson of each event shall be responsible for payment of the same fees required of any other participant for that event.
- 4.1.5.1 It is the policy of the Erie Ski Club, Inc. to equitably recognize the Officers, Board Members and Chairpersons for contributions made during the previous year at an annual event to be held prior to July 30.
- 4.1.6 The chairperson of each event shall submit all money and a financial report to the Treasurer within 30 days of the event.
- 4.1.7 The chairperson of each event shall submit a written report to the Board of the procedures following the outcome of the event. The report is intended as an aid in planning for the next year's chairperson, and should include any contact information or ideas that will help to improve the event in the future.
- 4.1.8 The chairperson of each event shall submit written information for inclusion in the club newsletter each month on the deadline determined by the editor. A recap of event shall also be submitted.

## **4.2 ELIGIBILITY**

Any person attending an Erie Ski Club, Inc. event must be a member in good standing, (or a member of a club affiliated with the ESC through a ski club council) unless otherwise specified by the Board.

Typical exceptions include general membership meetings and social events.

- 4.2.1 All persons attending an Erie Ski Club, Inc. event are subject to all club Policies and event procedures as delineated by the Board.
- 4.2.2 Any child 18 years of age or under attending an Erie Ski Club, Inc. event shall be accompanied by a parent or authorized adult, who shall be responsible for the child at all times. Such authorization must be documented in writing.
- 4.2.3 Partial packages may be offered at the discretion of the chair, with details to be approved by the Board.
- 4.2.4 Bus transportation for any ski club function will originate at a designated place, proceed to the event's site and return to the origination. No stops to pick up or disperse passengers enroute will be permitted, except as designated in the event as proposed and approved.
- 4.2.5 Non-ESC members must verify their membership in an affiliated club and sign an ESC release form.

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### **4.3 CONFIRMATION AND PAYMENT**

All events will be filled on a 'first come, first served' basis.

- 4.3.1 To be confirmed, completed registration and release forms and a payment of the required deposit must be received by the event chairman.
- 4.3.2 The cut-off date for sign-ups and/or payment schedule dates will be listed in the club newsletter. There is a \$10 fee for the first late payment. Subsequent late payments may result in the members being moved to the waiting list. Mailed payments will be judged by the postmark as determined by the event chair and the Treasurer.
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### **4.4 CANCELLATIONS & REFUNDS**

Personal notification of any cancellation must be received in writing by the chairperson of the event prior to the event for any refund of moneys (time constraints to be determined by the chairperson of the event). Hearsay cancellation shall not be acceptable. Emergency cancellations will be considered on a case-by-case basis.

- 4.4.1 If a confirmed participant must cancel and there is no waiting list, it is the participant's responsibility to find a replacement. If no replacement is found the canceling participant is responsible for all non-recoverable expenses incurred by the club specifically as a consequent of the cancellation.
  - 4.4.1.1 Non-recoverable expenses do not include the fixed costs of an event (i.e.: bus cost, hall rental, etc.)
- 4.4.2 The amount of refund, if any, will be determined by a vote of the Board on a case by case basis.
- 4.4.3 If it becomes necessary for the club to cancel an event due to weather, lack of participation or other reasons, all money paid by participants will be refunded.
- 4.4.4 Refunds will be made in a timely manner, pending Board review and resolution of event finances.
- 4.4.5 Roommate requests must be specified on the registration form for each trip. Requests and/or exclusions cannot be guaranteed due to the limited room allocations.

### **4.5 MISCONDUCT**

The board of the Erie Ski Club, Inc. and the presiding chairperson(s) of the event reserve the right to dismiss anyone in attendance at an Erie Ski Club, Inc. function for unacceptable behavior.

### **4.6 LEGAL LIABILITY**

The Erie Ski Club, Inc. shall not be responsible for any legal violations incurred by any Club member during and Erie Ski Club, Inc. event.

### **4.7 PERSONAL INJURY LIABILITY**

The Erie Ski Club, Inc. shall not be held responsible or legally liable for personal injury or property damage by any person attending an Erie Ski Club, Inc. event.

## 5 FINANCIAL POLICY

### 5.1 TREASURY

The Erie Ski Club, Inc. shall maintain sufficient financial reserves within its treasury to support operations throughout the year.

### 5.2 DISBURSMENTS

All money paid out by the Erie Ski Club, Inc. shall be paid by authorized Erie Ski Club, Inc. check. For unavoidable exceptions, an expense reimbursement form must be submitted to the Treasurer with receipts.

5.2.1 The Treasurer may, at his discretion, make cash reimbursements of up to \$10 out of a petty cash fund. The normal record keeping and reimbursement procedures still apply.

### 5.3 Tax Status

The club's tax ID number is 25-1810618.

Federal tax exempt status was granted in April, 2000 under IRC section 501(c)(7), *Social and Recreation Clubs*.

A federal tax return using Form 990 must be filed each year before November 15<sup>th</sup>, for the preceding fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>.) This return is based upon the cash assets of the club as of the end of the fiscal year, and does not include debts, receivables or outstanding assets.

### 5.4 Event Pricing

At the first Board meeting of the fiscal year, the Treasurer will submit a 'pricing budget' for Board approval. This budget will be based upon the previous year's experience, and will attempt to balance income and expenses in an equitable way. Anticipated events for the entire year will be allocated a surplus or subsidy goal to be used when pricing each event. The Treasurer will monitor events over the course of the year, and use this information to effect pricing of later events.

Given the required timing, it is expected that the outgoing and incoming Treasurers will develop this plan jointly.

5.4.1 Once trip scope and members pricing has been approved, any subsequent change in the Club's incurred costs (either up or down) shall not impact member pricing. Member pricing may include provisions for expected contingencies. Changes in delivered scope may result in changes to pricing as approved by the Board.

## 6 GENERAL POLICY

### 6.1 ADVERTISING

It is the policy of the Erie Ski Club, Inc. that any requests to promote outside interests are subject to Board approval.

6.1.1 No unauthorized party shall be permitted to use the name of, or associate him/herself with the Erie Ski Club, Inc. either by blatant use, implication or association. Violation of the Policy will be presented to the Board for disciplinary action.