

Rochester Ski Club, Constitution - Standing Rules

I. Officers

1. The **Treasurer** - shall: be responsible for obtaining appropriate bonding or liability insurance as directed by the Board of Directors. If bonding is requested, the signatories (President and Treasurer) will be bonded.
2. The **Treasurer** Keep reports of all major Organization activities (ski trips, etc.) segregated and separated.
 - a. Submit financial records to the Auditing Committee or designated experienced Auditor annually at the end of the fiscal year or before the start of a new presidential term.
 - b. Transfer all accrued accounts, credit cards, accounting software and reports promptly at the end of his/her term of office to the new Treasurer.
3. **Organization checks** shall not be made payable to any of the signatories (Treasurer and President) or any Relative of the Treasurer or President above \$100 without authorization/approval from the Board of Directors as indicated in the Board's Meeting Notes.

II. Committees

1. The **AUDITING COMMITTEE** - Consisting of three members or experienced Auditor appointed by the President. This committee shall audit financial records of the Organization and report the results at the May Board of Director's Meeting.
2. The **HISTORIAN** will maintain all records deemed pertinent to the Organization by the Board of Directors following the retention period established in Organization Procedures I.
3. The **PUBLICATIONS COMMITTEE** shall prepare and distribute a periodic newsletter (currently 5/year), trip brochures, flyers, etc. at the discretion of the Board of Directors for the Organization.
4. The **SOCIAL PROGRAM COMMITTEE** shall consist of the following sub-committees: General and Special Meetings. Special Events (such as Gatherings, Summer Picnic, Pig Roast, etc.) Hospitality
 - a. This committee will select meeting locations, programs, menus, (etc.) and welcome guests and members
5. The **SKI PROGRAM COMMITTEE** shall pursue and plan skiing activities/trips for the membership, and submit their plan for the Board of Director's approval prior to its being released to the general membership by the Trip Coordinator.
6. The **SUNSHINE COMMITTEE** shall be apprised of and/or apprise the Board of Directors of illnesses, Deaths occurring to organization members and members of their immediate family (Immediate family to comprise of non-member spouse, parents, parents-in-law, siblings, and children.) Recognition will be made in accordance with Organization Procedures VI - Sunshine.

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7. **WEBSITE** shall consist as the communication vehicle(s) and / or repository of Rochester Ski Club: By-Laws, Officers, Procedures, Forms, Events, Applications, and Marketing materials.
8. **Credit Card Usage:** Use of an individual's credit card to pay for Organization events (such as banquets, trips/hotel charges, etc.) is not allowed. Exception; If the Treasurer is not available then prior approval being granted by the Board of Directors as indicated in the Board's Meeting minutes would be acceptable.

III. Non-members:

1. Social Events: On an annual basis, the Board of Directors will determine how much to surcharge non-members for Social events.
2. Trips (Including ski and special): Guests are not allowed on trips (they must be members and sign the trip waiver forms to participate in trips).

IV. Membership Application:

1. The membership application form shall list all membership requirements.
2. **Renewal** - Application for membership renewal by Full Members shall be made and dues paid by the beginning of the fiscal year.
3. **New** - A non-member may apply for membership anytime during the year. New members shall pay the dues for the year in which their application for membership is processed.

V. Trip Lottery

1. **Application:** In the event a trip is over-subscribed on the tenth day from open enrollment registration and publication (E-mail, USPS, & Website), a lottery will be held to determine participation. Trip registrations (including roommate(s)) will be pulled randomly out of a hat.
2. **Lottery Ad-Hoc Committee:** The lottery will be conducted by the trip leader and two board members. Eligible trip participants must be a current member with a completed signed trip registration including the deposit paid and delivered to the trip leader by end of day 10.
3. **Eligibility:** The trip leader, and board members who have registered for the trip will have priority. To the best of our ability, the selected lottery registrants will be assigned to whatever housing accommodations (hotel rooms, suites, condo, etc.) is available, according to the expressed lodging requests identified on the trip registration form.
4. **Exceptions:** If the number of registrants on the form exceeds available room capacity, the excess member(s) will be added to a subsequent drawing. The name(s) of any excess members for a room can be decided among the registrants or randomly selected by drawing.

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- i. Should the assigned accommodation not meet the expressed wish of the registrant(s), the registrant(s) can refuse, and the club will return their deposit.
 - ii. If there is a transportation constraint, the process described above is to be used to fill the first conveyance (Bus, Airplane, etc.). If there are not enough registrants to fill a second conveyance, these registrants will be given the option of arranging their own transportation and having the transportation allowance refunded or cancel their trip and obtain a full refund.
5. **Waiting List(s):** Registrant(s) who have not been selected will be ranked randomly by pulling their name out of a hat and if desired will be included on the waiting list. Late registrant(s) at their option will be added to the waiting list in the order the registrant(s) are received.
6. **Notifications:** All registrant(s) will be informed of their status and assigned accommodation in a timely fashion after the lottery.

VI. Conflict Resolution

1. Behavioral problems can be broadly defined as behavior by an individual (RSC club member) that upsets, causes concern or discomfort, mental or physical harm or actions that could be detrimental to the quality of an event or to the image of RSC.
2. All behavioral complaints need to ultimately be brought to the attention of the RSC Board of Directors. If the board does not summarily dismiss the complaint, the Board shall notify the alleged person of question, APQ, about the complaint. The APQ will have two weeks to respond to the board in writing. The board has the responsibility to investigate the complaint and determine culpability and decide if and what punitive action will be imposed. Notification of the decision will be made to the defendant by USPS (at the least) and include copy of the minutes from the hearing.
3. Punitive actions could include (examples):
 - a. Permanent expulsion from the RSC with no renewal opportunities
 - b. Suspension -- time and/or event limited.
 - c. Probation- time limited
4. Any punitive decision must be reached by a minimum of $\frac{3}{4}$ of the Board of Directors
5. Any punitive decision can be appealed once by the transgressor.
6. Specific procedures:
 - a. Ski trips: Complaints should be funneled to the Ski Trip Leader and then to the Board of Directors
 - b. All other events: Any RSC member can bring a complaint directly to the Board of Directors.

VII. Dr. Roland Stevens Outstanding Achievement Award

1. **When** To be presented annually by the current club president at the Rochester Ski Club Spring Banquet
2. **Purpose** To reward and honor a member or members who have consistently demonstrated ***long term*** service, dedication, and achievement within the Rochester Ski Club. Instituting this award would serve to reward and honor worthy recipients, foster

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active club participation, and **Promote** attendance at the Spring Banquet. The name(s) of the annual recipient/s would not be revealed until the actual award ceremony at the Spring Banquet.

3. **Eligibility:** Minimum of five consecutive member years, as this would be promoted as a highly prestigious honor, bearing the name of the club founder, and given for **long term** service, dedication and achievement.
4. **Selection:** Candidate to be proposed and selected only by the current RSC board members. This would serve to simplify and legitimize the selection, as well as keeping knowledge of the recipient/s name to a minimum, maintaining the element of surprise for the president's announcement at the Spring Banquet, which would be the highlight of the evening.

Adopted:

Original dated: April 7, 1994

Revised and Adopted: April 2, 1998

Revised and Adopted: April 8, 1999

Revised and Adopted: April 13, 2000

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