

ORGANIZATION PROCEDURES

I. RECORD RETENTION

- A. The President's and Vice-President's files must be retained for a minimum of five years.
- B. The Secretary's files must be retained permanently.
- C. Treasurer's files must be retained for seven years.
- D. Committee files must be retained for a minimum of three years.

NOTE: At the end of the minimum time period, the Officers or Chairperson shall review the oldest records and, with the approval of the Board of Directors, release pertinent material to the Historian.

II. LIABILITY WAIVER

A Liability Waiver is to be signed by ALL members at the time initial or renewal membership is made and when reservations are made for Club Sponsored trips.

III. ARRANGEMENTS FOR MEETINGS (Organizational and Board)

The Non-Skiing Program Committee is charged with the responsibility of finding a location and making arrangements for Organization meetings.

The President is responsible for determining when and where Board meetings will be held.

IV. ORGANIZATION BANNER AND OTHER PROPERTIES

The President maintains a list of Organization properties and where they are stored. (Note: We need to find out if the RSC has anything Newsletter article?)

V. ORGANIZATION PINS

Organization pins are presented to new members. The Membership Secretary keeps a record of who receives them and when. After a three-year lapse in membership, a member opting to rejoin the club may be awarded a new pin if requested. Replacement pins can be purchased at cost (Cost is determined by membership secretary).

VI. SUNSHINE (Illness/death of member or immediate family member)

- 1. Death of an active member - an appropriate card will be sent and an announcement published in the Newsletter.
- 2. Illness occurring to members - an appropriate card will be sent and an announcement published in the Newsletter, only if agreed to by either the member or their immediate family.
- 3. Information regarding member's immediate family (as defined in Standing Rules, 2. F.) shall only be announced in the Newsletter, if agreed to by either the member or their immediate family.
- 4. Any special acknowledgements may be decided upon by the Board of Directors.

VII. FORMS:

A. Mandatory Forms: There are a variety of forms available for use within the RSC; however, it is a requirement that all RSC members strictly adhere to the indicated guidelines when using the mandatory forms listed below.

- 1. Rochester Ski Club Finance Report - Expense or Income:
 - a. This form is always used when any request is made to the treasurer for:

1. Checks that are to be written for withdrawal from the Club's bank account.
 2. Funds that are to be deposited to the Club's bank account.
- b. When personal funds are used to pay for "incidental" expenses, sales receipts detailing the expenses must accompany this form when it is submitted to the Treasurer for reimbursement.
- c. Requests for ski trip expenses can only be made after the Board of Directors has approved the trips and the Ski Trip Coordinator has approved the contracts relating to these trips.
- d. Coordinators of any trips or events are not allowed to deduct any expenses or reimbursements from trip/event funds. All funds received by any coordinator, for any trip/event are to be sent to the Treasurer to be deposited in the Club's bank account.
2. Rochester Ski Club Membership Application/Liability Waiver; This form is required for all new or renewing RSC members.
 3. Rochester Ski Club Activity Report - This form is completed at the conclusion of all major Organization activities (ski trips, special events, etc.) and released to the Treasurer with financial reports attached.
 4. Rochester Ski Club Trip Application/Liability Waiver: This form is required to be signed by each participant in any ski or special event trip.

B. Non Mandatory Forms: Forms such as the Day Trip Planning and Extended Trip Planning forms are quite helpful for both new and experienced coordinators.

VIII. SKI TRIPS. The RSC realizes that ski trips are the heart of the organization. With that in mind, the Board of Directors has for many years allowed ski trip coordinators to be reimbursed, in some way, for their efforts in running a ski trip. The specific reimbursement details for both coordinators and participants are outlined as follows.

A. Day Trips

1. The trip leader will receive a complimentary bus fare, and also a lift ticket. If the ski area provides a complimentary lift ticket, then only the bus fare will be paid out of ski trip funds. Any additional comps for lift tickets will remain in the RSC ski trip funds and may be allowed to be used for the trip amenities.
2. Refunds (General) - Bus fares will not be refunded. Lift tickets will be refunded, if possible

B. Extended Trips

1. Generally the agency or resort has specific requirements for their complimentary package. The trip leader is generally entitled to that complimentary trip package (comp), provided that all minimum number requirements are fulfilled for the trip. The trip leader is not allowed to use additional trip or club money to pay for any additional personal trip costs. However, in the event additional comps become available, the values of the additional comps that the trip leader may take cannot exceed the total cost of the pp/do cost of the trip. Any comp funds above that must be applied to the trip treasury for the sole benefit of the trip members or returned to the RSC as excess funds for the trip.
2. The trip leader is entitled to accept "gifts in kind" (Non cash gifts). However, if those gifts in kind are exchanged for cash, the cash value is to be applied to the trip treasury as mentioned in item #1. If a trip leader receives a gift in kind not exchangeable for money, then the gift should be noted in the trip report.
3. Refunds –General: Despite what the trip fliers say, whenever possible, maximum refunds should be made to participants that cancel. A maximum refund is one that does not incur additional costs to the trip or the RSC, or jeopardize the trip in any way.

C. Miscellaneous: All trip chairs must submit to the treasurer a list of all participants and what they paid for the trip. No reimbursement for expenses will be made to the chair until this step is completed.

IX - Duties and Responsibilities of Coordinators

- A. The Ski Trip Coordinator is the contact person for RSC members who would like to run a club ski trip.
1. Contact each potential trip leader to review RSC expectations for ski trips and obtain tentative trip details.
 2. Plan a tentative trip schedule with the President for presentation to the Board.
 3. Distribute Trip Planning Packet, which includes:
 - a) Running an Extended/Day Trip Guideline
 - b) Trip Planning Forms
 - c) RSC Finance Report
 - d) RSC Club Activity Report
 4. Check accuracy of contracts and required deposits before contract is signed.
 5. Notify Treasurer that deposits for trips have been approved.
 6. Check accuracy of completed Trip Planning Form and final prices before Trip Flyer is mailed to membership.
 7. Follow-up with Trip Leaders and report status to Board of Directors.
- B. Non-skiing Program Coordinator
1. Reserve locations for the four General Meetings, decide on the menu, and price to charge. Plan programs for the meetings.
 2. Have Flyer printed with location, date, time, program, price, to be included with the Club Newsletter.
 3. Receive reservations and payments from the members.
 4. Notify the restaurant of the total number coming.
 5. Arrange to have nametags printed.
 6. Check the final bill for accuracy and make sure it is paid with an RSC check, and turn over the money collected from the members to the Treasurer.
 7. Submit an RSC Finance Report to the Treasurer.
- C. Non-skiing Special Events Coordinator; Be responsible for all non-skiing Special Events of the Club, including but not limited to: Spring Banquet, Picnic, Golf Tournament, Pig Roast, and Holiday Banquet.
1. Appointing Event Chairperson who will:
 - a. Choose venue for event.
 - b. Make Flyer and receive sign-ups.
 - c. Submit a Finance Report to the Treasurer
 - d. Submit an Activity Report to the Non-skiing Special Events Chairperson.
 2. Follow up on all details of the Event
 3. Make reports to the Club Board as necessary.

ADOPTED: April 7, 1994

REVISED AND ADOPTED: April 2, 1998
REVISED AND ADOPTED: April 8, 1999
REVISED AND ADOPTED: April 11, 2002
REVISED AND ADOPTED: Feb. 9, 2003
REVISED AND ADOPTED: June 19, 2003
REVISED AND ADOPTED: Feb. 12, 2004
REVISED AND ADOPTED: Jan. 13, 2005