

Policies

Mogul Meister Ski Club Policies

Membership

1. Membership renewal forms shall be mailed by the first meeting in August. Forms may be returned in person or by mail.
2. Renewing members must submit their dues by the second meeting in September.
3. No application shall be accepted without complete address, including Zip Code and telephone number. Members shall be encouraged to inform the Club of any changes in this information.
4. The Constitution, By-Laws and Policies and Procedures shall be provided to all Members upon enrollment.
5. The Membership Committee shall review the roster by the first meeting in November and send one renewal reminder to all whose dues remain unpaid. Members whose dues are unpaid shall be removed from the Club mailing list after the second meeting in November.
6. The Vice President of Membership or his/her designee shall greet guests and new members at the general meetings.

Meeting Policies

1. Meetings shall be at a central location in Westchester County accessible to a majority of members.
2. Meetings shall start promptly at the appointed time.
3. General meetings shall be devoted to Club activities and programs of general interest and educational value.
4. Members shall be encouraged to participate in Club meetings and become active in the Club.
5. Meetings shall be announced in the Club newsletter prior to the date of the meeting.

6. Any member or guest wishing to make an announcement to the membership must first secure the permission of the President prior to the meeting.
7. All sign ups for trips or events shall be conducted after the meeting has adjourned.

Trip Planning

1. The Club shall plan ski trips whose primary goal is economical skiing.
2. Each trip must be planned to be financially self-sustaining.
3. The trip leader and activity VP shall prepare the event budget.
4. A Club surcharge shall be added to the per person cost of every event. The surcharge shall be \$2.00 for a one-day event, \$5.00 for a weekend event, and \$15.00 for a weeklong event.*
5. Every activity shall have a trip leader and an assistant trip leader.

** Suspended indefinitely 8/04*

6. Only the trip leader and Activity VP are authorized to contact the entities involved in scheduling and reservations for a trip.
7. Trip leader is responsible for meeting all commitment deadlines
8. Trip leader shall arrange room assignments with lodging management.
9. Trip costs are to be prorated among all trip participants, including trip leaders.
10. Finalized Trip plans must be approved by the Board of Directors.
11. Week long trip planners will solicit proposals from at least two (2) sources using identical criteria as a basis for the proposal.

12. Activity VP shall conduct a comprehensive survey to serve as a planning guide for the following year's activities.

Trip Policy

1. List of trip participants is to be reviewed with the VP of Membership to ascertain the status of all. Appropriate fees are to be collected from guests and those whose membership is not current.
2. Trip leaders are required to pay full share of trip cost following the same payment schedule as the other participants.
3. No refunds may be disbursed until approved by Activity VP.
4. Trip leader shall submit a trip reconciliation with supporting vouchers for all money collected and distributed no later than two meetings after the completion of the activity. The reconciliation shall be submitted to the Activity VP, who shall review it and pass it to the Club auditor.
5. Ski trip leaders shall be compensated \$100 for a weekend trip and \$250 for a full week trip, if all paperwork has been submitted within two months after completion of the trip to the Activity VP. Compensation shall occur after the completed trip financial report is audited and approved. This policy does not apply to the assistant trip leader.
6. Carpooling expenses are to be shared by all riders.
7. The Board reserves the right to decide on a refund if a late cancellation occurred and has not been replaced
8. Members are responsible for their guests' adherence to club policies.
9. Interested trip participants must sign up at meeting at which trip opens. If space remains after that meeting, sign ups shall be permitted by mail, based on receipt of deposit payment.
10. Board Members and Trip Leaders actively conducting Club business during sign up period may request inclusion on trip without waiting on line. Deposit must be presented by the close of sign ups.
11. Trip leader is required to obtain deposit from every trip participant. An individual is not considered signed up until deposit is received.

12. A "Wait List" shall be used to replace an individual who drops out of the trip.
13. Trip Leader or Activity VP shall establish the date by which all payments must be received.
14. Full payment for the trip is due at least two meetings prior to the trip.
15. "No Shows," i.e., a person who does not show up for the activity and does not inform the trip leader in advance, shall lose the full amount of the trip cost.
16. "Dropouts" i.e., a person who cancels after the deadline as stated in the Trip Policy may lose the full cost of the trip. The decision regarding refunds shall be made upon the completion of the audit of the trip leader's reconciliation.
17. Replacements for dropouts must be cleared through the trip leader and selected from a wait list.
18. Non ski activities shall be subject to the same general policies as ski trips.
19. Participation in all activities is to be denied to 'Event Crashers'. An "Event Crasher" is a member and/or guest who has not made prior arrangements with the trip leader.
20. For social events (dinner/dances, parties, etc.) each member may bring one (1) guest without assessment of nonmember fee.

Children on Trips

1. Children ages 13-17 shall be allowed on bus trips
2. Children shall be allowed on trips as long as the reserved accommodations are for the guardian and child only.
3. Obtaining a child's lift ticket shall depend on the flexibility of the contract with the destination resort and is not guaranteed.

Financial Policies

1. The General Treasurer shall submit a proposed budget no later than the June board meeting.
2. Dues are to be reviewed by the Board in relation to the proposed budget. Dues for the ensuing year shall be set by August 1.
3. Club surcharges are to be transferred from Activities Account to General Account as soon as final payments are received from participants. *
4. Guest (non-member) fees shall be transferred from the Activities Account to General Account after the trip audit process has been completed.
5. Temporary fund transfers made from the General Account to the Activities Account are to be repaid as soon as trip receipts allow.
6. Event surpluses of less than \$25 per person shall be retained within the Activities Account for the purpose of making advance deposits for future events or covering deficits incurred by other events.
7. When event surplus exceeds \$25 per person, such excess funds shall be refunded to the event participants after completion of the audit.
8. Audited reports shall be available for inspection on request by trip participants.
9. All funds for club activities shall be managed through the Activities Treasurer.
10. Event leader shall submit all deposits along with a list of payees to the Activities Treasurer at the end of each meeting at which funds are collected.
11. All disbursements shall be made with Ski Club checks.
12. Refunds shall be paid with Ski Club checks by the Activities Treasurer upon the recommendation of the event leader and the activity VP.

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Board of Directors

1. Policies may be amended by a majority vote of the Board.
2. First year Directors shall identify possible successors and cultivate and encourage them

to accept a nomination.
3. The Board shall consider appointing a Director at Large. That person shall have:
 - a. served as a Director in the past or
 - b. have a sense of the club history or
 - c. have an area of expertise identified as being useful to the Board.
4. Board members who complete their full two-year term shall receive complementary individual membership for the succeeding year.

Awards

1. Each year a new member may be recognized for outstanding involvement in Club activities. The award shall be made at the Annual Dinner in form of a certificate. The individual's name shall be inscribed on a plaque designated as the "Larry Conners Award" which shall remain in Club possession.
2. The Club shall recognize those who have made outstanding contributions to the organization.

Miscellaneous

1. All club property in storage must be signed out to the trip or event leader. Said items are to be returned clean and useable.
2. The Club shall encourage its members to take ski lessons and improve their ski technique.
3. The Club shall take part in worthwhile community activities.