

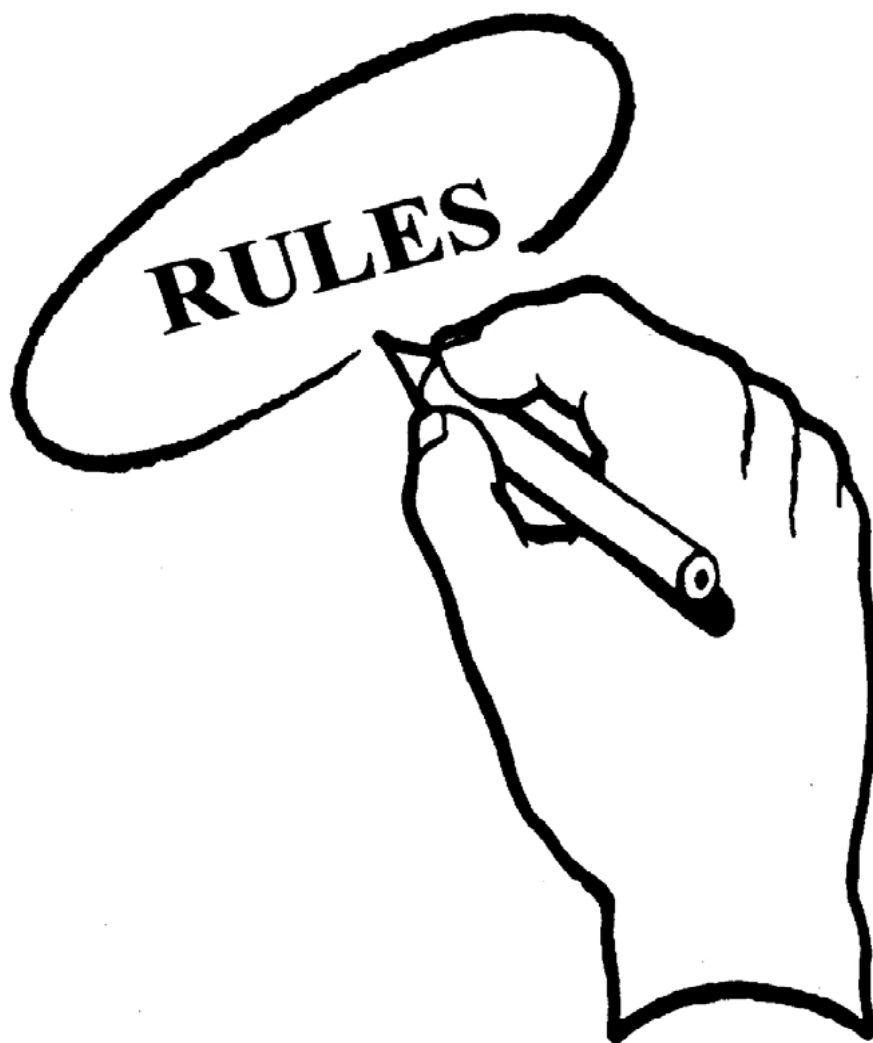


Amended April 2019

SUNCOAST ALPINE SKI CLUB, INC.

(Also known as Tampa Bay Snow Skiers and Boarders)

APPENDIX B



SECTION 1. Purpose

The purpose of these rules is to implement the bylaws of and to enumerate the policies and procedures of the Board of Directors of the Suncoast Alpine Ski Club, Inc., a.k.a. Tampa Bay Snow Skiers and Boarders.

SECTION 2. Membership

The Social Committee shall be responsible for recruitment of new members.

The Social Committee shall operate a member services table at all Club functions. Nametags, trip applications and general Club information will be available at the tables.

Total nametags used will be counted to determine attendance and should be reported at next Board Meeting.

The treasurer shall be responsible for maintenance of the membership database in quick books.

The vice president shall prepare and submit a proposed annual budget to the budget and finance committee for consideration by the Board. The budget shall include a recommendation for membership goals and a proposed dues structure.

SECTION 3. (None)

SECTION 4. Officers – Board of Directors

The below job descriptions of board position is in addition to the By-laws. These position descriptions may have additional tasks that are not mentioned.

4.1 President

- The president shall provide leadership to the Club by establishing goals and objectives. The president shall be responsible for the agenda for all board meetings
- The president is the designated representative of the Club at all functions requiring Club participation
- The president may delegate this authority with the consent of the Board
- The president is responsible for the appointment of the parliamentarian, trip committee chairman, Nominating Committee Chair, Head Teller and Web developer
- The president shall, if a board or officer position is vacated, appoint a replacement for the balance of the fiscal year

4.2 Vice President

- The vice president is the chairperson of the Program Committee and has responsibility for:
 - Planning all Club meetings
 - Negotiating with meeting site hosts
 - Obtaining and scheduling meeting sponsors

- Layout of Club meeting rooms, rental equipment and posters
- Preparing a proposed schedule of meeting dates and places for Club meetings, Club meeting programs and sponsors for Board approval
- Preparing a detailed Club annual budget for the Budget and Finance Committee for consideration by the Board
- The vice president is responsible for procurement of trip posters
- The vice president will arrange the trip leader appreciation dinner

4.3 Secretary

- The secretary is responsible for the maintenance and organization of all Club records. In addition to the minutes, a copy of all correspondence and other significant documents distributed/discussed at the meetings are kept with the minutes. The official Club records are turned over to the Club and kept at the Club office at the end of the secretary's term.
- The secretary shall provide a copy of the minutes of all board meetings to all board members at least one week prior to the next board meeting. The minutes shall include trip counts and complete election results.
- The secretary shall notify all Board members, trip leaders, and assistants at least one week prior to all Board meetings.
- The secretary is responsible for keeping a copy of the Club catalog with the Club records. Copies of newspaper articles or other news items about Club activities will also be saved.
- The secretary is responsible for ordering and distributing trip name badges and all Board nametags.
- The secretary shall prepare the annual secretary's budget for the Vice President.
- The secretary shall review the insurance and bonding requirements of the Club every year and shall report his/her findings to the Board prior to such policies being renewed.
- The secretary will file the Club's sensitive financial data in secured/locked filing cabinet. This cabinet will include insurance policies, legal contracts, yearly IRS/Tax records, deposit books and bank stamps. The prior 7 years of Club forms must be kept for IRS purposes.
- The secretary will set up files for check requests and member/other deposit forms received from treasurer.
- The secretary is responsible for obtaining mail from post office box, unless it is more convenient and acceptable for another board member to retrieve.
- The secretary shall keep the official copy of the club bylaws, rules in office.
- The secretary shall elicit from all board members information to be incorporated in the agenda for the upcoming board meeting.
- The secretary will note the due dates of current insurance policies and communicate with appropriate insurance agencies regarding renewals and/or obtain different policies.

4.4 Treasurer

The treasurer shall issue monthly reports to the Board showing:

- All expenditures and income in each budget category and for each trip and activity and the amount of cash on hand in all bank accounts
- At the beginning of each year, the treasurer shall prescribe the forms and procedures, and may be responsible for providing the training for all trip leaders to account for all receipts and expenditures for their trips.
- The treasurer shall conduct reconciliation with all trip leaders before and after their trips. The results of all final reconciliations shall be reported to the Board.
- The treasurer is responsible for ensuring all the tax returns are prepared as required by various governmental bodies and making sure any taxes are paid in a timely fashion.
- The treasurer shall assist the vice president in preparing and submitting an annual budget to the Budget and Finance Committee for consideration by the Board.
- The treasurer and/or the assistant treasurer shall be responsible for retrieving bank deposit stamps and distributing to trip leaders
- The treasurer, with input from the trip committee chairman, shall establish the site selection value for each ski season.
- The treasurer shall train and communicate and coordinate all job responsibilities of the assistant treasurer.
- The treasurer shall organize and provide trip leader accounting training.
- The treasurer shall order banking supplies as needed (checks & deposit slips).
- The treasurer shall pay monthly bills, insurance policies and any other bill presented by a board member, the trip committee chairman or trip leaders.
- The treasurer is responsible for day-to-day administration of the club database including:
 - Set up the club database for the new fiscal year.
 - Train the assistant treasurer for input of all database entries.
 - Review input regularly
 - Work with the accountant regarding tax issues, timely filing of taxes and communicate to board.
- The treasurer shall be responsible for pre & post trip reconciliations:
 - Ordering and maintaining an inventory of club stationery, office supplies, trip name tags, luggage name tags, and SWAG.
 - Prepare pre-trip evaluation items for each trip leader (trip evaluation forms with stamped envelope, site selection report, name tags, luggage tags, and SWAG).
 - Meet with each trip leader to review details of trip accounting
 - Provide feedback to trip committee chairman, president and vice president
 - Complete necessary input in database regarding final trip expenses
 - Print final trip reports and distribute to board and trip leaders.
- The treasurer shall keep the officers and board of directors informed of any and all updates, changes and concerns with the day-to-day finances of the club.

SECTION 5. Elections

- A. Top vote receivers for Director At Large get two-year terms, as stated in the bylaws. If a two-year term is vacated, the next top elected person shall fill that term.
- B. Voting order shall be entered into the minutes by the Secretary of the first Board meeting after elections.
- C. All appointed Board positions must run for office the following year.
- D. All nominees will be allowed two minutes speaking time.
- E. The election will be conducted in a manner that is fair and equal to all nominees.
- F. The head teller, as appointed per the bylaws, will have the ballots printed and numbered. Distribution will be controlled by the head teller and his/her assistants as the members enter the annual meeting.
 - 1. Ballots may be deposited in the ballot box at any time during the meeting until the head teller has declared the election complete. No one may deposit more than one ballot in the ballot box.
 - 2. Solicitation of votes will not be allowed near the membership table or near the ballot box.
 - 3. The winners of the election will be announced at the close of the annual meeting and will be listed in the next mailing of the Sitzmark.
 - 4. Any opposed candidate, or his representative, may watch the counting of the ballots.
 - 5. A list of all nominees, in the order of the number of votes received will be presented to the secretary to be kept in the Club records.
- G. Any and all Write-in candidates entered on ballots during the election must be fully vetted by the Nominating Committee to ensure that they meet all eligibility qualifications. If a write-in candidate does not have enough votes to be elected, the vetting must be completed by April 30, otherwise it must be completed within the next 7 days and the election results for that position cannot be announced until that vetting is complete.

SECTION 6. Government

The president shall be responsible for the following positions:

- Director of Publicity/Social Committee
- Director of Catalog
- Assistant Treasurer for Budget and Finance Committee
- Trip Committee Chairman
- Director of Sitzmark
- Webmaster

Director of Sitzmark

- An electronic newsletter will be e-mailed to members 10-14 days in advance of every meeting.

- The newsletter will contain dates of Club meetings and Board meetings as well as trip lists and Club activities schedules for the future.
- Newsletter contents must be submitted to the editor by the date(s) designated by the editor.
- The editor will submit a rough draft of the newsletter to the president for review and editing. (Draft may be submitted to the vice president if necessary.)
- The editor has final approval of all items submitted, and may edit those items.
- The editor shall prepare a budget and submit it to the Vice President.
- The editor will coordinate with publicity and trip committees to maintain a mailing list of key media, resort, and other personnel to receive a complimentary Sitzmark.
- Meeting sponsors and catalog advertisers will be allowed to place paid notices in the Sitzmark at rates to be determined by the Sitzmark editor and as approved by the Board.
- The editor will be responsible for all communication regarding the newsletter.

Director of Catalog

- The catalog editor is responsible for preparing, printing, and distributing a booklet of trip descriptions every year. The booklet will also contain a list of Club officers and Board members, advertisements, trip applications with the Club's current cancellation policy, meeting dates, and other items of interest to the members.
- The editor will submit rough drafts of the catalog to the president for reviewing and editing throughout the editing process. The final draft must also be submitted to the vice president.
 - The catalog editor shall prepare and submit a budget to the Vice President for consideration by the Board. The budget shall include:
 - The quantity of booklets to be printed and the prices
 - Advertising rates and an estimate of advertising income
- The catalog editor will present a schedule of due dates to the Board to include dates for:
 - Photos to be taken of the officers, trip leaders, and assistants
 - Copy due for trip descriptions
 - Copy due for ads
 - Proofs for trip descriptions and ads
 - Target date for completion of catalog
- The catalog editor will notify each trip leader that he/she is responsible for obtaining one page of ads for the catalog, and for writing and proofing his/her own trip description
- The catalog editor may appoint other Club members as assistant editors to help in the preparation and distribution of the catalog.

Director of Publicity and Social

- The publicity/social director will be responsible for public relations for the Club and for suggesting and promoting Club events throughout the year for Club members to participate in.

- The publicity/social director will act as the club's representative to all media outlets.
- Complete media information packets
- Do media interview or arrange for media interview of Club members
- The publicity/social director will be responsible for recruitment of new members
- The publicity/social director will operate a volunteer-based member services table at all Club functions.
- The publicity/social director will try to recruit from the general membership at least ten members to serve as a working social committee.
- The goals of the Social committee will be to plan fun non-ski-related activities; biking, roller skating, happy hours, golf outings, et cetera.
- The Social Committee should try to meet monthly
- The Social Committee should try to recruit new members
- The Social Committee will man the member services table at Club functions and parties

Trip Committee

The trip committee chairperson is responsible for securing deposits to make air/land reservations for the current and upcoming ski season before a full slate of trips is presented to the board.

The trip committee chairperson is responsible for the Trip committee, who oversees the selection of trip locations, dates, specific lodging sites and appointing trip leaders and assistants.

- The Trip Committee chairperson and Biking Coordinator shall each, with prior approval from the president and one other officer, be able to secure from the treasurer refundable deposits to make air/land reservations before a full slate of trips is presented to the Board.
- Working positions or leadership roles may be required to make a site selection visit, besides those specified in the Bylaws (namely, each member of the Board of Directors and each officer and the Trip Committee Chairperson). All additional site selections are to be assigned and approved by a two-thirds majority vote of the Board of Directors each season. Example positions may be, but are not limited to: Trip Committee Co-Chair, Webmaster, and Workbook Administrator.
- The Trip Committee and/or Biking Coordinator can approve those individuals to be Trip Leaders who don't meet the full requirements, if they have shown trip-leading skills over and above the average assistant trip leader.
- The post of the Trip Committee chairperson and Biking Coordinator shall be held by one person for a one-year period of time. The same person may be appointed by the incoming president for a second term. That same person may be appointed by the incoming president for a third and final year. Approval must be obtained by two-thirds majority vote of the Board of Directors.
- The term of the trip committee chairperson and the biking coordinator chair will begin in January of each appointed term.

- The trip committee chairperson is responsible for the recruiting, selection and training of trip leaders and assistants.
- The trip committee chairperson is responsible to oversee trips cancellation dates, penalty and cutoff dates on their respective contracts.
- The trip committee chairperson is responsible to compile traveler data from trips and evaluate same to make improvements in our trips for future years and acquire an overall impression of the trip leader/assistant performance during the trip.

Any person interested in becoming a member of the Trip Committee must submit a letter to the current Trip Committee chairperson. This letter should state the qualifications that the applicant has to participate in the committee. Final decision on appointment to the committee is to be decided by the president with the Board's approval.

Assistant Treasurer

- The assistant treasurer shall assist in coordinating the management of the budget.
- The assistant treasurer shall process all incoming member/ other deposits from trip leaders on a timely basis.
 - Double checking records from trip leaders
 - Logging checks to bank deposit slip
 - Taking deposits to bank
 - Working with trip leaders to resolve deposit discrepancies
 - Informing treasurer and trip committee when significant problems arise
- The assistant treasurer shall act in any capacity required by the treasurer for annual trip leader training.
- The assistant treasurer shall assist the treasurer and attend pre trip reconciliations to ensure accuracy.
- The assistant treasurer shall back up the treasurer as needed.
- The assistant treasurer shall distribute bank stamps to each trip leader and ensure return of the stamps during pre-trip reconciliation meetings.