

**THE GM SKI CLUB
CONSTITUTION 1984**

**ARTICLE I
NAME**

Section 1 The name of this organization shall be the GM Ski Club, here-after referred to as the Club.

**ARTICLE II
PURPOSE**

Section 1 The purpose of the Club shall be to encourage interest in skiing and group social activities and to foster friendliness and good sportsmanship.

**ARTICLE III
MEMBERSHIP**

Section 1 Membership of the club shall be open to all persons who are at least nineteen (19) years of age and whom the membership committee considers qualified in accordance to Article II, Section 1., of the By-Laws.

Section 2 Each member will agree to abide by the Constitution and the By-Laws of the Club.

**ARTICLE IV
OFFICERS**

Section 1 The officers of the Club shall be President, Vice President, Secretary and Treasurer. These four (4) officers, the Chairpersons of the Standing Committees, and the immediate Past President shall constitute the Board of Directors.

Section 2 The officers of the Club shall be elected by secret ballot at the annual election meeting of the Club Membership in April and shall continue in office for one (1) year.

**ARTICLE V
MEETINGS**

Section 1 Meetings of the Club membership shall be held each month in accordance with Article V of the By-Laws.

Section 2 Meetings of the Board of Directors shall be held each month in accordance with Article V of the By-Laws.

**ARTICLE VI
AMENDMENTS**

Section 1 This Constitution may be altered, amended, added to, or repealed, in whole or in part, by an affirmative vote of not less than the majority of the membership, voting either in person or by absentee ballot, at any meeting duly called and held, if the notice of the proposed amendments shall have been given in the call for such meeting.

Section 2 Written notice of proposed Constitutional changes shall be given each member at least fourteen (14) days in advance of the meeting at which the vote is to be taken.

Section 3 The requests for absentee ballots must be made, in writing, and returned to the Secretary no later than three (3) days prior to the vote.

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GM SKI CLUB BYLAWS

ARTICLE I GOVERNMENT

Section 1 Government

The Government of the Club shall be vested in the membership.

Section 2 Administrative Body

The Board of Directors shall serve as the administrative body of the Club, and will consist of the elected President, Vice President, Secretary, Treasurer, immediate Past President, and Chairs of the Standing Committees (refer Article VII, Section 4).

The immediate Past President shall be a member of the Board of Directors for twelve (12) months following his termination of office as President.

Section 3 Vacancy in the Office of the President

If a vacancy in the office of the President should occur, the Vice President shall fill and assume the duties of that office, and shall serve only for the duration of the current term of office. Should the office of President need to be filled do to the inability of the Vice President to serve in that position, the vacancy of the President shall be filled, in succession, by the Secretary, Treasurer, or by immediate vote of the membership within 60 days.

Section 4 Vacancies in Offices other than the President

Vacancies on the Board of Directors, other than the President, shall be filled by appointment of the President, subject to a confirmation vote by a majority of the Board of Directors. Those so elected shall serve only for the duration of the current term of office.

Section 5 Removal of Officers

Any elected or appointed officer may be removed from office for non-performance of duties by a two-thirds vote of the Board of Directors, or by two-thirds vote of the membership.

ARTICLE II MEMBERSHIP

Section 1 Eligibility

Membership of the Club shall be open to all persons who are at least nineteen (19) years of age and whom the Membership Committee considers qualified in accordance with Article II, Section 2, of the By-Laws.

Section 2 Requirements for New Membership

Upon acceptance of the membership application with the first year's dues (Article IV, Section 1) by the Membership Committee, applicant will be placed on a two (2) month probationary period.

If, in the opinion of the Membership Committee, with the approval of the Board of Directors, the applicant is found to be detrimental to the best interest of the Club, all application fees will be refunded and the membership will be terminated.

Section 3 Membership Year

The membership year shall begin, on the day of the October business meeting of any year through the October business meeting of the following year.

Section 4 **Renewal of Membership**

Renewal of Annual Membership must be done on or before the October business meeting of each year. Any member who has not paid his membership renewal at that time will automatically cease to be a member of the Club.

Section 5 **Board Members' Dues**

All elected and appointed officers of the Board of Directors, shall have his/her dues for the membership year in which they serve on the Board of Directors paid for by the Club. In the case of married Board members, when one spouse is not on the Board of Directors, the amount equivalent to a single membership shall be deducted from their dues.

Board members will be eligible to receive a discount on trips and activities for which there is a fee. The decision to grant the discount and the amount of the discount must be decided upon for each trip or activity for which there is a fee and approved by a simple majority vote of the board of directors . The discount may never exceed 20% of the amount charged to the general membership for the trip or activity.

Section 6 **Members in Good Standing**

To be a Member in good standing an individual must:

- 1) Had paid dues.
- 2) Conduct themselves properly and in a manner as to avoid bringing dishonor or discredit to the Club.
- 3) Honor and abide by the GM Ski Club by-law's.

Section 7 **Removal of a Member**

Any member who has been accused of misconduct shall have their membership reviewed by the Membership Committee. If, in the opinion of the Membership Committee, with the approval of the Board of Directors, the member is found to be detrimental to the best interest of the Club, the membership will be revoked and the person will cease to be a member. The Club will refund prorated membership fees.

Any member who has had his/her membership revoked or membership renewal declined shall have the right of appeal to the Board of Directors. The findings and decision of the Board of Directors shall be binding.

Any person who has had his/her membership revoked will not be permitted to sign-up for Club activities or trips.

Said person shall have opportunity to petition for Annual Membership for the membership year following a one (1) year period after the revocation or decline for renewal of his/her membership.

Section 8 **Liability**

The GM Ski Club shall not be liable to any member or guest, for injury or loss of personal property, at any meeting or activity of whatsoever nature, or wheresoever held.

ARTICLE III

GUESTS

Section 1 **Guests**

A Guest shall be one who is not currently a member of the Club.

Section 2 **Conduct**

Guests shall be expected to conduct themselves in a manner that is not detrimental to the Club. Members who sponsor guests that have been accused of misconduct may themselves be reviewed by the Board of Directors and may, at the discretion of the Board of Directors, be required to answer concerning said conduct.

ARTICLE IV

FINANCES

Section 1 Annual Dues

All dues will be set forth by the Board of Directors and are non-refundable except under provision of Article II section 7.

Summer Dues

Applicants for membership during the five (5) month period from May 1 up to the October Business Meeting shall be charged a fee set forth by the Board of Directors for summer membership.

No member shall hold a summer membership for more than one (1) summer, after which renewal may be done only on an annual membership basis.

Section 2 Disbursement of Dues

Dues and proceeds from Club fund raising endeavors shall be deposited in the Club Treasury and disbursed to cover expenditures approved by the Board of Directors.

All goods and services purchased with Club funds remain the property of the Club, and shall be made available to all Club members by approval of the Board of Directors.

Awards and pronouncements resulting from Club funded activities shall bear the name of the Club as described in Article I, Section 1, of the Constitution.

Club funds may not be used to pay cash awards for participation in Club activities without approval of the Board of Directors.

Section 3 Budget Reports

Chairpersons of projects, trips, and activities shall be responsible for presenting a projected budget to the Board of Directors for approval. The projected budget shall include itemized expenditures of club funds (bus, tickets, reservations, food, material goods, etc.) and the projected income from sales of the event.

Budgets must be presented in hard copy to the Board of Directors for approval at the monthly Board Meeting prior to commitment of any Club funds totaling a financial liability of \$100 or more for each project, trip, or activity. In the event the timing of approval should need to precede the monthly Board Meeting, the Chairperson responsible is required to seek the approval of the elected Officers and then other chairpersons such that a majority of the Board of Directors, which constitutes a quorum, approves the projected budget. A hard copy of the approved projected budget must be presented at the next Board Meeting indicating the vote of the quorum.

A final actual budget must be presented to the Board of Directors within thirty (30) days after the completion of the trip/activity/project. If accounting can not be made within that time, the chairperson shall explain the reason for the delay and provide an expected completion date at the next board meeting following completion of the trip/activity/project.

Section 4 Expense/Refund Voucher

Chairpersons of trips/activities/projects are responsible for submitting expense/refund vouchers far enough in advance of any need or deadline to allow the Treasurer time to disburse the check to the recipient. It is the responsibility of the Chairperson to assure payment deadlines are met.

Chairpersons of trips/activities/projects shall be responsible for filing all itemized expense/refund vouchers with the Treasurer within thirty (30) days after the completion of the trip/activity/project.

Section 5 Signing of Checks

Any expenditure may be paid by check; any check in the amount of up to \$1,000 requires the signature of one (1) officer of the Club, and any check \$1,000 or more requires the joint signatures of two (2) officers,

until the Treasurer is bonded at the Club expense (within 30 days) after being elected/appointed into office. After which the Treasurer may sign any checks for expenditures for Board of Director's approved activities or functions.

ARTICLE V

MEETINGS

Section 1 Business Meetings

The Club shall hold monthly general membership meetings on such dates as shall be determined by the Board of Directors.

Section 2 Social Meetings

The Club shall hold social meetings during the year on such dates as shall be determined by the Board of Directors.

Section 3 Board Meetings

Meetings of the Board of Directors shall be held monthly and be conducted in conformance with Robert's Rule of Order.

A majority of the Board of Directors shall be necessary to constitute a Quorum for the transaction of business.

The acts of a majority of the Board of Directors present at a meeting at which a quorum is present shall be the acts of such Board, provided that, if the Board shall individually and/or collectively consent in writing to any action to be taken, such action shall be valid as though it had been authorized at a meeting of the Board.

Section 4 Special Meetings

Special meetings of the general membership or the Board of Directors may be called by any officer at the request of at least three (3) members of the Board.

A quorum for a special Board Meeting shall be the same as for a regularly scheduled Board Meeting. Board Members shall be notified at least 48 hours in advance of a Special Board Meeting where practicable.

Section 5 Standing Committee Meetings

Standing committees may have meetings at the call of the President or the Chairperson of said committees.

Section 6 Annual Election Meeting

The Annual Election Meeting shall be the April Business Meeting.

ARTICLE VI

DUTIES OF THE OFFICERS

Section 1 Duties of the President

The President shall be the Chief Executive Officer of the Club. He shall preside at all meetings; he shall be responsible for all orders and resolutions being put into effect, he shall appoint necessary committee chairperson.

If all officers are absent, the general meeting shall be presided over by a person designated by the President.

See Supplement A for detail.

Section 2 Duties of the Vice President

The Vice President shall assist the President in the discharge of his duties; he shall, in the absence of the President, perform the duties of that office; he shall serve as parliamentarian and chair of any special Constitutional Committee.

See Supplement B for detail.

Section 3 Duties of the Secretary

It shall be the duties of the Secretary to send proper notices of all meetings to the Board of Directors and the general membership. Keep the minutes of each meeting and to furnish copies of these minutes to the Board of Directors and to conduct the correspondence pertaining to that office.

See Supplement C for detail.

Section 4 Duties of the Treasurer

The Treasurer shall be responsible for the funds of the Club. The Treasurer shall keep correct an itemized account of all receipts and disbursements, deposit all monies in the name of and to the credit of the Club, take proper expense/refund vouchers for all disbursements, and render, upon request, to the membership at any meeting, an account of all transactions performed by that office and of the financial condition of the Club. The Treasurer shall present a financial statement at the end of his term of office. The treasurer shall publish a monthly statement in the Club newsletter on the financial condition of the Club.

See Supplement D for detail.

ARTICLE VII
COMMITTEES

Section 1 Committee Chairperson and Members

The President shall appoint all Committee Chairs. The appointed Committee Chairperson shall choose other members to serve with them.

Section 2 Committee Chairperson Plans

It shall be the responsibility of each committee to submit committee plans to the Board of Directors for approval.

Section 3 Committee Voting

The Chairperson of the Standing Committees shall each have one (1) vote on issues presented to the Board of Directors.

Section 4 Standing Committees

The Standing Committees of the Club shall be the following:

1. **The Activities Committee** shall plan, organize, and carry into effect all activities of the Club, except trips and or activities under the Ski Instructional/Athletic Committee. See Supplement E for detail.
2. **The Membership Committee** shall recruit members, process applications for membership, and decide upon the qualifications of all applicants for membership. See Supplement F for detail.
3. **The Hospitality Chairperson** shall act as host or hostess at the general Club meetings by introducing guests to members, helping to see that they circulate among members and are informed about Club activities. See Supplement G for detail.
4. **The Ski Instructional/Athletic Committee** shall promote and instruct classes in recreational skiing and shall be responsible for the appointment and coordination of all non-skiing athletic activities of the Club. See Supplement H for detail.
5. **The Trip Coordinating Committee** shall plan, organize, and carry into effect all trip activities. See Supplement I for detail.
6. **The Newsletter Committee** shall be responsible for the gathering and publication of the Club newsletter. See Supplement J for detail.

7. **The MDSC Representatives** shall act as delegates for the Club at the Metropolitan Detroit Ski Counsel. See Supplement K for detail.
8. **Publicity Committee** shall promote the Club and activities of the Club to the general public outside the boundaries of the Club Newsletter. It is the responsibility of the committee to make outside media contacts and submit articles, with approval of the Board of Directors, for public advertisement. See Supplement L for detail.
9. **Webmaster** shall plan and organize the Club Website, GMSKICLUB.ORG. It will be the responsibility of this person to place all articles and pictures supplied by individuals for posting to the website. See Supplement M for detail.

Section 5 Special Committees

A special committee shall be a committee other than the standing committees and shall be appointed by the President on an annual basis. A special committee shall be responsible for any project needing extra attention. Special Committees have no vote on the Board of Directors.

ARTICLE VIII

ELECTIONS

Section 1 Election of Officers

At the annual April Business Meeting of the membership, a President, Vice President, Secretary, and Treasurer will be elected.

Section 2 Appointment of the Nominating Committee

Prior to the January Business Meeting, the President shall appoint, with the approval of the Board of Directors, at least three (3) members to serve on a special Nominating Committee.

Section 3 Duties of the Nominating Committee

The Nominating Committee shall present at least two (2) nominees for each of the elective office, whenever possible. If a member of the Nominating Committee accepts a nomination, he shall withdrawal from said committee. The Nominating Committee shall not endorse any of the candidates. The Nominating Committee shall tally all votes of election and announce results.

Section 4 Nominations by the Membership

Any member may place his desired candidate in nomination by notifying the Nominating Committee no later than thirty (30) days prior to the date of the election.

Section 5 Requirements for Candidacy

Candidates for offices shall have been active members in good standing for one (1) year and have shown qualities of leadership and responsibility in planning and carrying through activities of the Club.

Section 6 Notification of Election

In the notice of the election meeting, a list of the names of all the nominated candidates for office shall be published and mailed at least fourteen (14) days prior to the election.

Section 7 Voting

Voting shall be by secret ballot. The candidates shall be automatically elected upon receiving a majority vote of all members voting, either in person or by absentee ballot.

Section 8 Term of Office

Newly elected officers shall take office May 1, for a period of one (1) year. No member shall hold the same office for more than two (2) consecutive years.

ARTICLE IX

AMENDMENTS

Section 1 Amending the By-Laws

These by-law's may be altered, amended, added to or repealed in whole or in part by a two-thirds (2/3)-majority vote of the Board of Directors.

Section 2 Notification of Proposed Amendments

Notice of proposed amendments to these by-law's shall be given in writing to the Board of Directors at least ten (10) days prior to the meeting at which the vote is to be taken.

ARTICLE X

TRIP / ACTIVITY PROCEDURES

Definition: Trips, in terms of travel, are defined as a function departing the metropolitan area. The determination whether a function qualifies as a Trip is determined first by the Trip Coordinating Chairperson, or second by a motion the Board. The Board shall have the final decision if the motion passes.

Definition: Trips or Activities will be classified as Short Term if less than five (5) days and Long Term if five (5) days or longer.

Section 1 Sign-Ups

Eligibility:

Sign-ups are available on a Club Member basis only, except for those activities determined by the Board of Directors as social in nature and would promote new membership. Immediate family members of the single households, who are not yet 19 years of age, may sign up as Member provided the parent(s) or legal guardian is a Member. The parent/guardian Member must be present on the trip/activity and is responsible for the actions of the family member. Family members who have reached the age of 19 must apply for their own membership. Exceptions must be brought before the Board of Directors for approval before the trip sign-up can be valid.

Signing up at the first meeting:

At the first meeting at which a trip or activity is opened, the event will be officially opened to members only on a first-come, first-served basis. All GM Ski Club events advertised with the MDSC will be opened to any MDSC member on a Club member basis.

Wait Lists:

The Trip or Activity Leader shall maintain a wait list to be used as follows:

If an event is completely filled by members, additional members may sign up on a wait list on a first-come first-served basis. The Trip or Activity Leader shall use names from the wait list to fill cancellations as they occur until all members from the wait list have been put on the event.

It is the responsibility of the Trip or Activity Leader to notify people on the wait list that they have been added to the official list. The Trip or Activity Leader should notify people wait listed within three (3) days after they have been put on the official list. Persons should not be considered on the official list until they are so notified.

Section 2 Deposits and Cancellations

- a) No member may sign up for an event without leaving at least the minimum deposit. The minimum deposit that is required to officially be wait listed. The Trip or Activity Leader shall inform those people wait listed of the remaining amount due at the time of notification. At that time, they will be responsible

for making all payments up to schedule. Any payments mailed to the Trip or Activity Leader must be postmarked within five (5) days and received by the Trip or Activity Leader within ten (10) days, the Trip or Activity Leader may make that opening available to a second person, without further contacting the first person who is delinquent.

b) Deposits:

Short Term Trips or Activities:

The minimum deposit for all trips or activities costing more than \$50 dollars total will be at least 50% of the total cost of the event. The minimum deposit for all events costing less than 50 dollars will be the total cost of the event. The exact amount and minimum deposit will be established according to these guidelines by the Trip Chairperson for all trips and by the Activities Chairperson for all other events.

Long Term Trips or Activities:

The minimum deposit will be 25% of the total cost of the trip or activity. The balance will be paid in two (2) equal installments, with payment schedule to be determined by the Trip or Activity Chairperson. Total balance is due 45 calendar days prior to the event.

c) Cancellations:

Short Term Trips or Activities:

- 1) If full payment, or written notice of cancellation, is not received by the last payment deadline, then deposit and payments will be forfeited per the schedule below.
- 2) The following schedule details the amount a person may forfeit if they cancel or fail to show on time on the day of the event. Unrecoverable expenses are expenses incurred by the club for transportation, lodging, etc. due to cancellation of the member:
 - a) If more than sixty (60) calendar days prior to the event, he/she is assessed only unrecoverable expenses.
 - b) If less than sixty (60) calendar days prior to the event, he/she is assessed a \$25 cancellation fee plus unrecoverable expenses.
 - c) "No Show" on the day of departure forfeits the total cost of the trip.
 - d) If a canceller finds a substitute for himself, he/she will only be subject to any unrecoverable expenses. The canceller is responsible for collecting all forms and monies for the trip and transferring them to the Trip or Activity Leader before the commencement of the event.

Long Term Trips or Activities:

- 1) If full payment, or written notice of cancellation, is not received by the last payment deadline, then deposit and payments will be forfeited per the schedule below.
- 2) The following schedule details the amount a person may forfeit if they cancel or fail to show on time on the day of the event. Unrecoverable expenses are expenses incurred by the club for transportation, lodging, etc. due to cancellation of the member:
 - a) If more than ninety (90) calendar days prior to the event, he/she is assessed only unrecoverable expenses.
 - b) If less than ninety (90) calendar days prior to the event, he/she is assessed a \$50 cancellation fee plus unrecoverable expenses.
 - c) "No Show" on the day of the event forfeits the total cost of the trip.
 - d) If a canceller finds a substitute for himself, he/she will only be subject to any unrecoverable expenses. The canceller is responsible for collecting all forms and monies for the trip and transferring them to the Trip Leader before the commencement of the trip.

Section 3 Refunds

This section applies to both Short and Long Term trips or activities.

- a) A full refund will be made if, for any reason, the trip is canceled by GM Ski Club and/or the Tour Operator.

- b) A refund of the deposit will be made if a member cancels while still wait listed. A full event accounting shall not be required to execute the refund process.
- c) Requests for refunds will be processed by the Trip or Activity Leader; only after the event is run and all revenues and expenses detailed. The Trip or Activity Leader shall provide the respective Trip Chairperson or Activities Chairperson the requests which includes the of names, addresses, phone numbers, date of cancellation, and amounts requested within thirty (30) calendar days of completion of the event. At the next Board Meeting, the Treasurer will write refund checks for approved requests. It will be the responsibility of the Treasurer to mail the refund checks to the canceling member.
- d) If the refund affects previously submitted final budgets that have been reviewed by the Board of Directors, it is the responsibility of the respective Chairperson to update the budget and present it to the Board of Directors as a revised final budget.
- e) Members may appeal any determination of a refund to the Board of Directors. Any request to deviate from the above policy must be submitted in writing to one of the officers within sixty (60) calendar days of the completion of the event and approved by a majority vote of the Board of Directors.

ARTICLE XI

TRIP / ACTIVITY LEADER REMUNERATION AND SELECTION

Section 1 Remuneration

The intent of the GM Ski Club Policy is that the person or persons who run a trip or activity shall receive one (1) fully paid place on that trip or activity as remuneration for their efforts in organizing, publicizing, and running the event. At the same time insure that the membership is given maximum and timely information about the trip and good service. It is the responsibility of the appointed Leader to indicate to the Chairperson if there will be Club disbursement of remuneration to additional members selected by the Leader as Co-Leaders. The appointed Leader may also decide to handle this disbursement himself. As a Club disbursement, if two or more people jointly run an event, each Leader shall receive remuneration amounting to the full remuneration allocated, divided by the number of people running the event.

It is the responsibility of the associated Chairperson to determine if one (1) fully paid place for the activity/trip is appropriate for the given specifics. Factors may include such things but not limited to club cost, vs. pricing, vendor supplied compensation, participation size, etc. Remuneration must be based on good business practice and should contain contingencies for remuneration should the trip not fill to expectations. The Chairperson will submit his/her recommendations regarding remuneration plans to the board during the time period when the Board of Directors is making trip approvals. The Chairperson will discuss the details of remuneration and conditions of contingency with the Leader before Leader accepts the position.

Section 2 Appointing the event Leader

It is the responsibility of the Trip Chairperson or Activity Chairperson to appoint one and only one Leader for each trip or activity at the earliest possible date. The approval of the trip or activity by the Board of Directors shall not be necessary before the Leader is appointed.

It is the responsibility of members to indicate to the Trip Chairperson or Activity Chairperson that he or she desires to run a trip or activity. The appointed Leader shall assume full responsibility for the performance of all the duties of the event Leader. The appointed Leader may select and work with additional Club members as Co-Leaders as he/she may decide, and shall assume full responsibility for their performance.

ARTICLE XII

NON-SMOKING POLICY

Section 1 Club Meetings

The Club recognizes the needs of non-smokers and prohibits smoking, except in designated areas outside the meeting area. This pertains to all meetings conducted for Club business when the environment is under control of the Club alone.

Section 2 Trips and Activities

Smoking is prohibited when non-smoking members are present during transportation, social meetings, or other gatherings where the nature of the environment (i.e., bus, enclosed room, etc.) makes smoking offensive to non-smokers and is under control of the Club alone. It is the responsibility of the event Leader to enforce this policy.

Section 3 Rooming Arrangements

The Club recognizes the difficulty of making rooming arrangements between non-smokers and smokers. The Club therefore prohibits smoking on all trips where rooming arrangements are made by the Club, except when all roommates unanimously consent to permit smoking and the rooming facility permits smoking.

ARTICLE XIII

INDEMNIFICATION OF OFFICERS AND DIRECTORS

The Club shall indemnify each member of the Board of Directors and each Officer of the Club at any time in office, whether prior or subsequent to the adoption of this Bylaw, who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Board member or Officer of the Club against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believes to be in or not opposed to the best interests of the Club, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Club; and with respect to any criminal action proceeding, shall not have had reasonable cause to believe that his or her conduct was unlawful.. The foregoing right of indemnification shall not preclude any indemnification of any such Board member or Officer or any employee or other person acting for or in the interests of the Club, to which such Board member, Officer, employee, or other person may be entitled by law or by virtue of any document or agreement, or which may be legally provided or afforded by or under any action by the members an/or Board members or this Club. All rights of indemnification shall inure to the benefit of the heirs, executors, administrators and personal representatives of the person involved.

Supplemental Descriptions

Supplement A

Duties of the President

- a) Decide all questions of order.
- b) Remain fair and impartial. Vote only in the case of a tie or when the chair's vote will change the result (i.e. a Board majority is required and, without the President participating, there would not be enough people to vote).
- c) Have one vote on the Board of Directors.
- d) On routine matters, to put up the question without waiting for a formal motions.
- e) On routine matters, to approve reports and motions without waiting for a vote. If however, anyone objects, a vote will be taken.
- f) Keep Board Meetings short and on-track with the agenda.
- g) Preside over Board Meetings and general meetings, or appoint someone to do same.
- h) Provide an agenda for both Board Meetings and general meetings. It may be beneficial to FAX or somehow provide a copy of the Board Meeting agenda to the secretary, prior to the meeting - this should be discussed with the secretary to determine what the best is for him/her and who will initiate the action.
- i) Help remove roadblocks that may hinder other members from doing their jobs. The job does not include doing other peoples work, although there is nothing wrong in pitching in when circumstances allow.
- j) In extreme circumstances, make executive decisions without formal Board approval (as may be necessary to benefit the club), but only after discussion with an adequate number of Board members.
- k) Be responsible for all orders and resolutions being put into effect.
- l) Appoint committee chairpersons.
- m) Be the official head and public spokesperson for the club.
- n) Be responsible for the overall operation of the club and of the committees.
- o) To co-sign checks and be held responsible for all checks authorized.
- p) Submit the Certificate of Change of Registered Office and/or Change of Registered Agent (form C&S 520) at the start of the new Board of Directors.

Update and fee is returned to :

Michigan Department of Consumer and Industry Services Corporation,
Securities and Land Development Bureau
Box 30054

Lansing MI 48909-7554

- q) Submit the annual Non-Profit Corporation Information Update (form C&S 2000) at the start of the new fiscal year. Start of fiscal year is May 1st

Update is returned to :

Michigan Department of Consumer and Industry Services Corporation,
Securities and Land Development Bureau
Box 30057

Lansing MI 48909-7557

- r) The President , with support and presence of the Treasurer, will represent the Club during any financial audits conducted by the IRS or other official agency.
- s) Participate in making decisions necessary for growth of the club.

Miscellaneous Responsibilities / Things Done Monthly

Author a monthly "President's" article for the newsletter. The article can talk about upcoming or past events, but should focus primarily on bolstering club spirit, membership, or life in general at the Club (usually, the editors have been detailing upcoming events, but you may want to coordinate with them to determine what they will be doing). It could also talk about supporting various club and ski council activities and volunteering to help run them. In general, it is appropriate to include two or three articles throughout the year which talk about routine things, i.e. the one year's free membership, increasing membership, why it's good to increase membership, etc.

It's a good idea during the first two or three months, to contact the committee chairpersons on a routine basis (every two or three weeks) to solicit suggestions, listen to problems, etc. and to let them know that your are there if they need you. Often times, just talking things through with them will result in their getting new ideas on how to accomplish a potentially difficult task. If, for some reason, anybody else's work isn't get done on time, and it has to be done, then the President may have to pitch in and participate to assure that is does get done. If this has occurred, it's just as much the committee's fault as it is the President's fault for not making sure that everything

was according to schedule - this is usually the result of a lack of routine communication between all individuals involved.

When receiving phone calls or letters from potential new members, get their name, address and phone number. Pass the information along to the Membership Committee so that applications, newsletters, pamphlets, etc. can be mailed to the new person. DO NOT give them Membership's phone number and expect them to call Membership - Board members should do the leg work for the guests and not make the guest go the extra mile to find out about the club. The guest has done the hard part, taking the time and effort to contact us, we are obligated to do as much as possible for them to make them feel comfortable and to not lose them as potential new members.

Change Over Meeting

These items should be taken care of at the Change Over Board Meeting:

Have name tags made for new Board members - the tags must be available for the Board members by the next General meeting. Obviously, Board members who already have name tags won't need new ones unless their old one is worn. It is ideal if the tags are available to be handed out at the next Board Meeting.

Solicit names / phone / FAX numbers from the new Board and distribute the completed list at the first Board Meeting. This is especially important to assure adequate communication between all Board of Directors members.

Distribute copies of updated Constitution and by-law's, and any other pertinent material. It is appropriate to detail how the President expects to operate and what is expected of each committee and their members.

Supplement B

Duties of the Vice President

- a) Assist the President in all presidential duties.
- b) In the absence of the President - assume the presidential role in presiding over the General Meetings and the Board Meetings.
- c) Be the sole trustee of the GM Ski Club Constitution and By-Laws.
- d) Chair any special Constitutional Committee.
- e) Be the trustee of all club property and to keep a current Club inventory list.
- f) Attend all General and Board Meetings.
- g) Fulfill all duties as assigned by the President.
- h) Current on all Club procedures.
- i) Familiar with all Club events and activities.
- j) Co-sign checks and be held responsible for all checks authorized.
- k) Perform a quarterly audit of the Club finances by examining bank statements, canceled checks, deposit slips, and accounting methods and bring any discrepancies or recommendation the attention of the board.
- l) Run, or delegate someone to run the annual Board Election.
- m) Participate in making decisions necessary for growth of the Club.
- n) Have one vote on the Board of Directors.

Property

Complete set of by-law's and the Constitution.

Complete property inventory list.

All Club forms:

Income Recording Sheets

Expense Vouchers

Budget Forms

Receipt Forms

Membership Application Forms (when not included in the newsletter)

Supplement C

Duties of the Secretary

- a) Recording the minutes of Board Meetings, including motions, suggestions, discussions, and distributing a preliminary copy to the Board of Directors two (2) weeks prior to the next Board Meeting.
- b) Responsible for typing and mailing any official Club correspondence.
- c) Responsible for keeping Club records up to date.
- d) Maintain a record of all past minutes, correspondence, treasury financial statements, one uncirculated newsletter, and participation list submitted from the Standing Committee Chairpersons. Records should be neatly organized by category, boxed or bundled by Board term, and forwarded to next Secretary.
- e) Set up monthly Board Meetings and inform all members of the location.
- f) Attend all General and Board Meetings.
- g) Fulfill all duties as assigned by the President.
- h) Be current on all Club procedures.
- i) Co-sign checks and be held responsible for all checks authorized.
- j) Be familiar with all Club events and activities.
- k) Participate in making decisions necessary for growth of the Club.
- l) Have one vote on the Board of Directors.

Property

- a) Complete record of prior year's minutes, correspondence, treasury financial statements, uncirculated newsletters, and participation lists, and any Club correspondence.

Supplement D

Duties of the Treasurer

- a) Balance the checkbook with bank statement each month.
- b) Deposit all monies in the name of, and to the credit of, the Club.
- c) Issue receipts for all funds received.
- d) Keep record of all checks issued and all money received.
- e) Keep separate record of every trip or event.
- f) Balance each trip or activity record with the report received from the chairperson. Reports should be received from the chairperson by the Board Meeting following the trip or event.
- g) Publish a monthly statement in the Club newsletter on the financial condition of the Club.
- h) Method used for accounting is Quicken or equivalent. If a newly elected Treasurer does not have the technical resources to perform the accounting methods, the Club will make provisions to furnish the Treasurer in order to meet the Club accounting requirements.
- i) Checks should only be issued after a check request has been properly completed.
- j) Deposit funds into the bank as soon as possible.
- k) List each check and who it is from separately on the deposit ticket.
- l) Notify appropriate person(s) if deposit is incorrect.
- m) The newly elected Treasurer is responsible for completing the end of fiscal year financial documentation and file Form 990 (Return of Organization Exempt From Income Tax) with the Internal Revenue Service. The due date is 8/31. The past Treasurer is responsible for completing and organizing all financial records concerning his/her fiscal year. The records must be in a state such that the new Treasurer can complete Form 990. The past Treasurer must make himself/herself available for questions/guidance during the first months of the new Treasurer's term so that transition is smooth.
- n) File appropriate forms 1099 with the Internal Revenue Service. Form 1099 is used for payments to individuals having a value of greater than \$600 for the tax year.
- o) The President, with support and presence of the Treasurer, will represent the Club during any financial audits conducted by the IRS or other official agency. The Treasurer will provide any supporting financial documentation required of the Club during any financial audits conducted by the IRS or other official agency.
- p) The Treasurer will pass onto a newly elected Treasurer all financial materials (canceled checks, recording sheets, etc.) that would have been used in preparing any financial statements.
- q) All records used to calculate any financial statement(s) must be retained by the current Treasurer and passed on to the newly elected Treasurer. The life of the records shall be seven (7) years past.
- r) File with the Bank any change of Board Officers that are signers on the Checking Account (President, Vice President, Secretary, & Treasurer). Address for all bank statements is to be the Treasurer.
- s) Always have two signatures on the Checking Account.
- t) The Treasurer shall be bonded at the expense of the Club within 30 days of taking office. Checks may be signed under Article IV, Section 5, until that time.

Monthly Board Meeting Report

- a) List all funds received separately by receipt number and the total receipts for the month.
- b) List all checks issued separately by check number and the total expenses for the month.
- c) Show the total income and expenses by each Committee for the month.
- d) List the total receipts and expenses for all future trips and events
- e) List the final profit /loss of reports from trips or activities that were submitted in the past month.
- f) Distribute a copy of the Treasurer's Report to each Board Member.
- g) Participate in making decisions necessary for growth of the Club.
- h) Have one vote on the Board of Directors.

Property

- | | |
|---------------------------|---------------------------|
| a) Checkbook | g) Bank Statements |
| b) Deposit Book | h) Miscellaneous Supplies |
| c) Bank Endorsement Stamp | |
| d) Receipt Book | |
| e) Old Records | |
| f) Canceled Checks | |

Supplement E

Duties of the Activities Chairperson

Activity Planning

- a) Plan, organize, and carry into effect all activities of the Club, except skiing and or activities under the Ski Instructional/Athletic Committee.
- b) Activities classified as Trips shall be conducted per the approval of the Trip Coordinating Committee.
- c) Hold approximately two to four activity planning meetings per year. Generally, the meetings should be planned to schedule events that will take place three to five months in the future.
- d) Solicit participation in activities planning meeting from the general membership.
- e) Schedule events as evenly across the calendar year as practicable and try to avoid conflicts with schedules of the other standing committees.

Activity/Events

- a) Appoint one and only one event Leader for each activity at the earliest possible date. The approval of the activity by the Board shall not be necessary before the event Leader is appointed.
- b) Reserve the event with a GM Ski Club check from the Treasurer if necessary.
- c) Distribute an information folder and all contents to the event Leader along with a copy of all details. The Activity Chairperson will retain the originals.
- d) Maintain a supply of the GM Ski Club Bylaws Article X, and to provide a copy of it to the event Leader within one (1) week of his/her appointment.

Activity Calendar

- a) Activity calendar should be updated monthly and submitted to the Newsletter
- b) The Activity Committee generally produces, with the assistance of the event Leader, all fliers for events. The Activity Chairperson will proof read the flier before general distribution is made.
- c) Communicate those events, which could be included on the MDSC Hotline, to the MDSC Representative at the beginning of each month.

General Meeting

- a) You or your designate must attend and speak at every General Meeting about past and upcoming activity events. The event Leader normally gives all the specific details. If, for some reason you or your designate cannot attend the General Meeting, inform the President.

Board Meeting

- a) Presenting a projected budget to the Board for approval. The projected budget shall include itemized expenditures of Club funds (bus, tickets, reservations, food, etc.) and the projected income from sales of the event.
- b) Budgets must be presented in hard copy to the Board for approval at the monthly Board of Directors meeting prior to commitment of any Club funds totaling a financial liability of \$100 or more for each project or event. In the event the timing of approval should need to precede the monthly Board Meeting, the Chairperson is required to seek the approval of the elected Officers and then other chairpersons such that a majority of the Board of Directors, which constitutes a quorum, approves the projected budget. A hard copy of the approved projected budget must be presented at the next Board Meeting indicating the vote of the quorum.
- c) The Activity Chairperson will also be responsible for presenting the final budget to the Board of Directors within thirty (30) days after completion of the event. The event Leader should have completed the final budget within this time period.
- d) Be prepared to inform the Board of Directors on the status of the past and upcoming activities at the Board Meeting. If you are uncertain about a possible future event, discuss it with the Board of Directors to reach a majority decision. In most cases, the Activities Committee should make all decisions concerning details of an event.
- e) Provide a complete list of activity participants to the Board of Directors when events are significant or when requested by the Board..
- f) Participate in making decisions necessary for growth of the Club.
- g) Have one vote on the Board of Directors.

Supplement F

Duties of the Membership Chairperson

General Meetings/Functions

- a) Appoint additional committee members to assist in the membership function.
- b) Sign up new members by having them complete a New Member Application.
- c) Observe that all requested information has been completed
- d) Recruit new members and decide upon the qualifications of the applicants.
- e) Renew existing memberships.
- f) Get any name/address/phone number changes and update the original application form and mailing list database with this information.
- g) Collect applicable membership fee as stated in the Bylaws.
- h) Issue membership cards indicating name and expiration date.
- i) Be responsible for the cash box and have a change balance of twenty (\$25) dollars at the beginning of each general meeting

Membership Records

- a) Keep all New Membership Application forms for current members in a binder and make corrections as needed for address changes, etc.
- b) Maintain an electronic database of all member's names, addresses, and membership expiration dates. Retain database information about expired members for future use possibly by transferring them to a separate database of non renewals.
- c) Keep records of new member's sponsors. If any member (sponsor) gets 3 new members to sign up within one year, the sponsor receives a free one year membership renewal
- d) Credit Board Members for one year membership renewal.
- e) Honor all Lifetime Memberships.
- f) Print address labels for GM Ski Club mailings prior to each mailing deadline.
- g) Print a membership list each month of current and recently expired members
- h) Print list of members whose birthday is during the current and upcoming two month period of the current newsletter and deliver to the newsletter committee by their publication deadline.

Board Meetings

- a) Report the number of new members, renewals, and guests during the previous month.
- b) Report any membership applications that the membership committee has reservations approving.
- c) Provide a complete list of membership to the Board
- d) Submit all monies collected in an itemized fashion to the Treasurer. All cash must be converted to a check and then submitted along with other checks collected.
- e) Report on membership contests or any other issues related to membership.
- f) Participate in making decisions necessary for growth of the Club.
- g) Have one vote on the Board of Directors.

Supplement G

Duties of the Hospitality Chairperson

General Meeting Functions

- a) Greet guests, introduce them to other Club members, in general be the ambassador for the Club.
- b) Solicits participation in the Club 50-50 raffle and conduct the raffle in a fair manner.
- c) Assure that All members and guests fill out and visibly wear a name tag.
- d) Keep track of the remaining quantity of name tags so that adequate supplies are on hand.
- e) Promotes themes during the General Meetings. Prizes for best costume, attire, etc., must be approved by the Board.
- f) Arrange for decoration at Club functions when applicable.
- g) Make arrangements for the General Meeting with the management of the host location.
- h) Schedule the DJ for the General Meetings that require one.

Board Meetings

- a) At least one member of the Hospitality Committee must attend each Board of Directors meeting Reports on the outcome of the 50-50 raffle (amount collected and given away, who won)
- b) Reports out on the outcome of promotional themes.
- c) Make sure the Event/Activities Committee is kept up to date.
- d) Budgets must be presented in hard copy to the Board for approval at the monthly Board of Directors meeting prior to commitment of any Club funds totaling a financial liability of an average of \$200 or more for each project or activity. In the event the timing of approval should need to proceed the monthly Board Meeting, the Chairperson is required to seek the approval of the elected Officers and then other chairpersons such that a majority of the Board of Directors, which constitutes a quorum, approves the projected budget. A hard copy of the approved projected budget must be presented at the next Board Meeting indicating the vote of the quorum.
- e) Obtain a check from the Treasurer for payment of the DJ. Payment is made the night of the meeting so prior arrangements with the Treasurer may need to be made.
- f) Participate in making decisions necessary for growth of the Club.
- g) Have one vote on the Board of Directors.

Supplement H

Duties of the Ski Instructional/Athletic Chairperson

General Description

- a) Plan and organize sports activities within the Club. Activities may include, but is not limited to the following:

Volleyball / Wallyball

Rollerblading

Mountain Biking

Golfing / Miniature Golf

Water Parks

Men's and/or women's softball

Coed softball

Football

Soccer

Recreational Skiing Instructions

- b) Plan, organize and enter teams in organized sports leagues.

- c) Plan and organize trips to sporting events featuring local professional and college teams. Coordinate all of these activities with the Activity Committee. Such events may include, but are not limited to the following:

Tigers

Red Wings / Vipers

Pistons

Lions

College Football (U of M and/or MSU)

- d) Responsible for Club sporting equipment. Must report inventory of equipment to the Vice President at the beginning, middle, and end of the "Board year".
- e) Interact and coordinate sports activities with the Activity and Skiing Committees.
- f) Communicate those activities and events, which could be included on the MDSC Hotline, with the MDSC Representative at the beginning of each month.
- g) Strive to offer a wide range of sporting activities to appeal to everyone in the Club.
- h) Plan to have at least one Sports activity every month.
- i) Responsible for managing funds received or disbursed relating to sporting events, equipment, etc.
- j) Offer or request assistance for purchase of tickets, bus reservations, sporting facility reservations, etc.
- k) Plan or assist in one event/activity that will generate an excess of funds.
- l) Plan/Organize activities 2-3 months in advance to ensure timely notification to our members.
- m) Coordinate with the Editors so that flyers/articles about sporting events/activities are submitted for publishing in our newsletter.
- n) Report briefly and enthusiastically on current and upcoming sporting events/activities at the General Meetings.
- o) Interact with guests and members regarding Club functions and activities.
- p) Make guests feel welcome and assist them when possible

Board Meetings

- a) At least one member of the Committee must attend each Board of Directors meeting
- b) Reports on the outcome of recent events and the calendar of upcoming events.
- c) Participate in making decisions necessary for growth of the Club.
- d) Have one vote on the Board of Directors.

Supplement I

Duties of the Trip Coordinating Chairperson

General Description

- a) Attend travel shows or other events and gather information where travel agents are presenting materials suitable for planning Club trips. Planning should begin as early as practicable.
- b) Contact various travel agencies who deal more specifically with short or long term trips
- c) Solicit input from the general membership regarding preferences for trips.
- d) Formulate several options for trips including:
 - i) Designated travel agent (name, agency, phone number, alternate contacts)
 - ii) Location (what resort is primary, other resorts that honor the trip ticket)
 - iii) Timing (proposed departure, deposit deadlines, cancellation deadlines, etc.)
 - iv) Cost (total cost, participant cost, cancellation penalties, any additions for promotions)
 - v) Number of participants (minimum for trip to go, maximum that can go)
 - vi) What are the provided comps provided (airline, lodging)
 - vii) Other amenities included
 - viii) Lodging (type of lodging and amenities, number of occupants, layout if possible)
- e) Negotiate with the vendors and package these results in a proposal (budget) to be put to the Board of Directors for approval. The Trip Coordinating Chairperson should budget trips for the unexpected expenses so that overall the season can be profitable and monies are available for the next season's deposits.
- f) With approval of the Board of Directors, enter into contract with the travel agent. The Trip Coordinating Chairperson is the acting agent for the Club concerning trips. Significant changes in contract require discussion with the Board at the earliest possible time.
- g) Submit articles to the newsletter announcing planned trips along with any other information.
- h) Maintain payment schedules with the travel agent by keeping in contact with the Treasurer and advise the Treasurer when payments and amounts are due. Continuous follow-up to assure payments schedules are met and satisfied.
- i) Make Trip Leader selections and provide recommendations to the Board of Directors for approval. Candidates who are good at record keeping and have a proven track record are good candidates.
- j) Provide Trip Leaders with all information concerning the trip. This includes details on the trip, information sources where they can seek answers to questions, and hard copy of details concerning the duties of the Trip Leader. Make sure there are newsletter articles, posters, and fliers at all the general meetings.
- k) Act as counselor to the Trip Leader if problems arise.
- l) Keep close track of trip sign-ups to assure a non-selling trip can be canceled with minimal penalties. It is important to track of deadline dates for all trips and be ready to make decisions about go-no-go.
- m) Follow-up with Trip Leaders to assure all records of the trip are on schedule and complete. Advise the President if things fall behind.

General Meetings

- a) Be the initial spokesman, or have delegate present, to introduce the trip and Trip Leader to the general membership.
- b) Answer members' questions concerning trips.
- c) Introduce them to the Trip Leader for further discussion of the trip.
- d) Support enthusiasm for the ski trip agenda among the general membership.

Board Meetings

- a) Attend each Board of Directors meeting.
- b) Bring forth proposals and budgets concerning trips.
- c) Report on the status of each trip. (sign-ups, benchmark dates, etc.)
- d) Upon completion or sold out status, bring forth from the Trip Leader a complete participation list.
- e) Participate in making decisions necessary for growth of the Club.
- f) Have one vote on the Board of Directors.

Supplement J

Duties of the Newsletter Chairperson

General

- a) The newsletter is printed monthly and mailed to the entire membership as well as to guests.
- b) It shall be mailed so that it is received prior to the general membership meeting. One week prior is the target. Labels are supplied monthly, by the membership committee, with current address updates and changes.
- c) Deadline for all submissions (articles, pictures, advertisements, etc.) is to be determined by the newsletter committee. Generally 3 weeks prior the General Meeting.
- d) Bring to the attention of the President any delinquent information required for the newsletter.
- e) Submit a final prototype newsletter to the appointed person for proof read prior to publication.
- f) Take the finalized newsletter to the printers along with the mailing labels. The current print shop will copy, collate, label, and mail the newsletter. Be sure to request enough copies to cover membership plus any additional to cover General Meetings and/or special events. The President will make recommendations as to the surplus required.

The layout of the Newsletter is as follows

- a) Front cover with GM Ski Club Header and Logo and upcoming or recent major events or lead-ins.
- b) 2nd page: Board of Directors block, membership information.
- c) Remaining pages: future trip and event notices, social previews, articles and pictures of events and trips already run, new members, etc.
- d) Back cover: activity calendar, GM Logo and return address, position for mailing label and postage.

Board Meetings

- a) At least one member of the Committee must attend each Board of Directors meeting
- b) Provide the Secretary with one uncirculated newsletter to archive as published material if he/she has not obtained one, or provide the Webmaster with an electronic copy to post on the website.
- c) Receive input regarding layout of the newsletter.
- d) Make request of information from other chairpersons.
- e) Participate in making decisions necessary for growth of the Club.
- f) Have one vote on the Board of Directors.

Supplement K

Duties of the MDSC Representative Chairperson

General

- a) The Metropolitan Detroit Ski Council Representative is the Club spokesperson at all MDSC meetings.
- b) Attends or solicit a delegate to attend all MDSC meetings
- c) Votes on any council matters the way that will be in the Club's best interest.
- d) Communicates all information between the MDSC and the Club which benefits both organizations.
- e) Collects materials offered at MDSC meetings and makes distribution to the Board or general membership as necessary.
- f) Submit articles to the Club newsletter for publication.

General Meetings

- a) Makes announcements to the general membership concerning various offers, discounts, coupons or activities of the MDSC that would be of interest.
- b) Brings for distribution to the membership the annual MDSC Ski Guide.

Board Meeting

- a) Discusses topics of interest from the MDSC meetings.
- b) Distributes any material.
- c) Participate in making decisions necessary for growth of the Club.
- d) Have one vote on the Board of Directors.

Supplement L

Duties of the Publicity Chairperson

General

- a) Send information about upcoming GM Ski Club Events/Activities/Trips to the local newspapers. Information must be sent to newspapers well enough in advance to meet their publication deadlines.
- b) Take an active part and participate in local ski shows.
- c) Participate in activities that would promote the Club
- d) Interact with the guests and members regarding Club functions and activities.
- e) Make guests feel welcome and assist them when possible.
- f) Make sure to arrange for the appropriate literature to be present at the ski show to advertise the Club and our upcoming activities.
- g) Maintain a list of publicity contacts.

Board Meetings

- a) Report briefly to the Board of Directors on the changes in the status of newspaper mailings and advertisements.
- b) Bring clipping of articles from the sources showing the monthly advertisements if possible.
- c) Participate in making decisions necessary for growth of the Club.
- d) Have one vote on the Board of Directors.

Supplement M

Duties of the Trip/Activity Leader

General

Trip Leader or Activity Leader, here-after referred to as the Leader, reports to the respective Trip or Activity Chairperson, here-after referred to as the Chairperson.

- a) The Leader and Co-Leaders shall be required to pay the same deposit for the trip/activity as required of the people who sign up.
- b) The Leader shall submit this deposit to the Treasurer at the first meeting at which sign-up begins.
- c) The Leader must prepare a flyer 8 1/2" x 11" or 8 1/2"x 5 1/2" describing the trip/activity. The flyer shall include the following information:

- Date, time, place of departure
- Map of the departure point
- Total cost of the trip
- Date total payment is due
- Amount of deposit
- Lodging Provided
- Meals Provided
- Lift tickets or admission provided
- Wine and cheese party (date, time, location, etc.)
- Swimming, tennis, golf, etc., facilities
- Estimated time of return
- Name, address, home and work phone numbers of the Trip Leader(s)
- Date of meeting when sign-up will begin

- d) The Leader must publicize the flyer in the newsletter prior to the meeting at which sign-up will begin and each newsletter until the trip/activity is run.
- e) The Leader must have sufficient quantities of the flyer available at every meeting from the first sign-up until the trip/activity is run.
- f) The Leader must make a poster with art work and information suitable for display and display it at all meetings from the first sign-up until the trip/activity is run. The associated Chairperson will determine when a poster is not required.
- g) The Leader must read and abide by Article X of the By-Laws.
- h) The Leader must maintain wait lists as provided in Article X.
- i) The Leader must maintain a cancellation list as provided in Article X. Every cancellation must be recorded with:

- Name of canceller
- Date of cancellation
- Time of cancellation
- Amount already paid by canceller
- Phone number of canceller

- j) The Leader shall provide the Chairperson the refund requests which includes the of names, addresses, phone numbers, date of cancellation, and amounts requested within thirty (30) calendar days of completion of the trip/activity.
- k) The Leader (or Co-Leader) must be available for each meeting for at least two (2) hours from the first sign-up until the trip/activity is run.
- l) The Leader (or Co-Leader) must make opportunity to sell the trip/activity at other Club functions or have a delegate representing them when possible.
- m) The Leader must have sufficient supply of Article X of the By-Laws (sign-up, deposit, cancellation, and refund policies) and make a copy of Article X available at the sign-up table at every meeting to everyone who signs up for a trip/activity at the time they sign up. It is the responsibility of the Leader to secure copies of Article X from the Vice President or Chairperson before the trip/activity opens for sign ups. The Leader should ask everyone who signs up if they are familiar with the policy in Article X, and give them a copy if they are not.

- n) On the trip/activity, the Leader shall be responsible for supplying wine and cheese, if applicable, garbage bag for bus and party, all clean-up, checks for paying bills, and check on rooming arrangements for the bus driver.
- o) The Leader must write an article describing the trip/activity in an interesting manner for the newsletter and deliver it to the editor in sufficient time to be published in the newsletter immediately following the trip/activity.
- p) The Leader, at the conclusion of the trip/activity, must submit a profit or loss statement to the Treasurer within thirty (30) calendar days. This statement must include all monies paid out by the GM Ski Club for resort/lodging reservations, transportation costs, meals, cost of advertising (flyers), etc., and all monies collected for the same trip/activity. This statement is imperative in order for the Treasurer to keep the Club's financial records up to date.
- q) The Leader shall be responsible to enforce the policy of non-smoking outlined in Article XII.

Collection of Deposits

- a) The amount required as a deposit is to be set by the Chairperson in accordance with the guidelines as set forth in Article X of the By-Laws. The Leader must collect the deposits from anyone who signs up at the time they sign up for the trip/activity. Deposits must be collected from people who sign up on wait lists, as well as people who sign up on the official trip/activity list, as provided in Article X.
- b) Deposits must be submitted to the Treasurer in a timely fashion using the appropriate recording forms.

Refunds

- a) The handling of all matters concerning refunds is the duty of the Treasurer and only the Treasurer.
- b) The Leader should never indicate to anyone that they will receive a refund or lose a deposit. The Trip Leader should inform the canceller that Article X will determine the amount of the refund or loss and will be decided by the Treasurer after the event or trip is run.
- c) The canceller should be told that no refunds will be made until after a full accounting of the trip is made by the Trip Leader within thirty (30) calendar days of the completion of the trip. Exception being when the canceller cancels while still wait listed.

Remuneration or Failure to Perform

- a) At the 2nd Board Meeting immediately following the trip/activity, the Treasurer shall propose a motion to refund the deposit (or the amount determined to be proper remuneration) to the Leader and Co-Leaders. The Chairperson shall comment on the completeness of the duties performed by the Leader, and upon statement that all the minimum duties have been performed, the Board shall vote to make a full refund of the deposit or remuneration.
- b) If the Leader or any Co-Leaders has not performed the minimum duties as described above and other duties deemed necessary by the Board to insure success of the trip/activity, the Board members should amend the motion to reduce the remuneration amount to be refunded by an amount appropriate to the inconvenience caused because of the duties performed, or to any losses the trip/activity may have incurred.
- c) The appointed Leader assumes responsibility for the performance of any Co-Leaders he appoints, and shall forfeit his deposit or portions thereof as determined by the Board, as though he had failed to perform the duties himself.
- d) It shall be the responsibility of the Chairperson to maintain a supply of this policy and to provide a copy of it to the Leader within one (1) week of his/her appointment.
- e) It shall be the responsibility of the Leader to read and understand this policy and to take any questions he may have to any officer for resolution.

Supplement N

Duties of the Webmaster

General

- a) The website will be updated in a timely fashion.
- b) Materials received such as, newsletters, flyers, activities calendars and pictures shall be posted to the site in a timely manner.
- c) Bring to the attention of the President or the Board, any delinquent information that may be relevant to the promotion of the club.

Layout of the Website is as follows

- a) Page 1; Club logo, brief description of club and a table of contents to navigate through.
- b) The setup and focus of the site to be at the discretion of the webmaster with the approval of the Board.

Board Meetings

- a) Report at the Board Meeting any changes to website.
- b) Provide input to Board of Directors on how best to utilize the site.
- c) Participate in making decisions to best meet the needs of the membership.
- d) Participate to continue the growth of the Club.
- e) Have one vote on the Board of Directors.

WAIVER

The following waiver is a suggested format to be used by Trip/Activity Leaders when signing up participants for certain activities (for example; raft trip, canoe trip, etc.):

PARTICIPATION IN THE GM SKI CLUB

In consideration for me being able to participate in this activity, I assume personal responsibility for any risks and hazards to my personal safety and equipment. I release the GM Ski Club, their Directors and Officers, and anyone affiliated with any and all activities from all liability and waive any and all claims I may have or may hereafter acquire related to any and all injuries or damages whatsoever arising as a result of my participation in any and all activities connected directly or indirectly with the GM Ski Club. I also certify that I am at least 19 years of age or older and that I have read and understand the conditions outlined above.

Date: _____ Signed _____
(Participant)

Forms & Instructions

Expense/Refund Voucher

- The form is to be completed by the requestor.
- All completed forms must be submitted within thirty (30) days of the conclusion of the event.
- Must have the requestor and appropriate Chairperson Signatures.
- Receipts must be attached.
- The requestor is responsible to retain a copy before submitting to the Treasurer in the event the submission is lost.
- The Treasurer will sign and complete the information below this signature and keep the submission as a record

Income Recording Sheet

- The form is to be completed by the Event Leader or Event Co-Leader.
- Every event participant is listed individually and the amount of the transaction detailed.
- Multiple transactions with a participant require a separate line entry or a comment detailing the separate amounts of individual transactions (comment example: "Joe gave separate payments in cash of \$50 and \$100". The single line would have \$150 in the cash column).
- Transactions with an individual involving a mix of check and cash require a separate line entry.
- Use additional income recording sheets if the line items are full and number them sequentially.
- The total cash collected is to be submitted to the Treasurer by a check from the person submitting the form. A note in the memo field should indicate "for cash collected" and the event name.
- Try to keep separate income for the event and income for membership dues. Request separate checks from the participant. Use separate income Recording sheets for the event and for membership income.
- The submitter is responsible for making copies of the Income Recording Sheet and all checks before submitting to the Treasurer in the event the submission is lost.
- Income should be submitted to the Treasurer in a timely manner.

Budgets

- The form can be completed by the Event Leader but shall be presented to the Board of Directors by the responsible Chairperson
- The form is split into two (2) sections, Projected and Actual.
- The two (2) sections are again split into two (2) sub-sections, Expenses and Income.
- Projected Expenses should detail the expected cost of the Trip/Activity/Project and be based upon research and/or vender contractual quotes. Additional administrative costs are also estimated. It is desirable to project costs on a per person basis if possible.
- Projected Income should detail all expected income from sales of the trip/activity/project, on a per person basis if possible.
- Vendor payment schedule has two available positions if there needs to be a different payment amount and schedule for different vendors supplying services for the same trip/activity/project.
- Member payment schedule has two available positions if there needs to be a different member payment for the same trip. Example, different amenities like rooms, transportation, etc.
- Actual Expenses and Actual Income will be completed on the same form after the trip/activity/project is completed.
- The Chairperson will sign and date the Final Budget.
- The final Budget is to be presented to the Board of Directors for review and a copy of the final Budget is to be submitted to the Treasurer within thirty (30) days of the completion of the trip/activity/project. The final Budget should reflect the totals submitted on all the Income Recording Sheets and Expense/Refund Vouchers associated with the trip/activity/project. The Treasurer can not accept additional Income Recording Sheets and Expense/Refund Vouchers once the Final Budget has been submitted, unless the Chairperson revises the Final Budget and presents it to the Board of Directors.

The preceding forms should be made available on the website