

Conejo Ski and Sports Club

Policy and Procedures Manual –
Board Approved October 13, 2021

1. PURPOSE

1.1 The purpose of this manual is to provide guidance to the Board of Directors and the General Membership on the established policies and procedures of the Conejo Ski and Sports Club (CSSC). These policies and procedures have evolved over time to ensure that the club operates effectively and promotes its continued success.

2. SCHEDULING EVENTS

2.1 It is the responsibility of the Vice-President (VP) Activities to manage the CSSC Activities and Events Calendar. All VPs will work with the VP of Activities to organize the CSSC calendar. It is CSSC policy not to schedule more than one activity or event that is similar in nature on any given date.

3. APPROVAL POLICY - ACTIVITY, SOCIAL, MAMMOTH, SKI TRAVEL AND TRAVEL

3.1 All activities, social events, and travel will have a leader. The leader is the person that is hosting or presenting the activity, social event, or travel, and who will present it to the appropriate CSSC VP. The leader works directly with the appropriate VP to ensure that all procedures and information regarding the activity, social event, or travel is being managed properly to ensure a successful event for the CSSC members.

3.2 For the purpose of this Approval Policy, ACTIVITY, SOCIAL ACTIVITY, MAMMOTH TRIP, SKI TRAVEL, and TRAVEL are identified as “event” or “events.”

(a) All general finances and any potential liability must be presented to the Board by the appropriate V.P. and approved by a majority of the CSSC Board of Directors.

(b) Event details including event dates, price, venue, budgets, and financial reconciliation are the responsibility of the appropriate VP.

(c) The event leader, in coordination with the appropriate VP., determines the appropriate pricing and budget to ensure the event is financially sound. It is expected that the event should be financially positive. The V.P. may require the activity leader to complete event forms to assist in the financial analysis of the event. The event forms are included in the membership manual.

(d) The appropriate VP will determine if there is any CSSC financial liability associated with the event. It is the VP’s responsibility to ensure the event will not cause a financial burden or legal liability on CSSC.

- (e) If the VP determines that there may be a financial or other liability to the Club then the VP will present the event to the Board of Directors for input, review, and majority vote of the Board of Directors to determine the outcome of the event.
- (f) Anyone who attends an overnight trip with CSSC must be a current member.

3.3. (a) The Executive VP has a duty to ensure that all trips are equally available to all members:

- (b) The Board finds that first come, first sign-up policy favors people who do not work and who are older and disfavors younger people who are still working;
- (c) Each trip leader will be required to develop a sign-up policy for his or her trip that is equally fair to all members in that it allows all members ample time and opportunity to register for the trip;
- (d) Either the trip registration form or trip flyer must clearly state the trip sign-up policy, the trip sign-up date and the trip sign-up times, along with the cancellation policy.

3.4 The appropriate VP will assist the leader in coordinating all aspects of the event as follows:

- (a) Manage, guide, and mentor the leader to ensure accountability and confirm that the activity is managed properly.
- (b) Assist the leader in verifying that all the participants have a current membership and that non-members follow the non-member policies.
- (c) Assist the leader with CSSC member/non-member sign-ups for the event.
- (d) Assist the leader with purchase and preparation of food, beverages, paper goods, etc., for the event, as needed.
- (e) Assist the leader in creating flyers to promote the event at meetings, in the newsletter, on the website, and at the general membership meetings.
- (f) Assist the leader during the activity to ensure a successful event.
- (g) Assist the leader in completion of all documentation/paperwork for reimbursement, payments, and refunds.
- (h) Assist the leader in preparing final reconciliation of the event.
- (i) Assist the leader to ensure that all members have signed a waiver for the event
- (j) All bike ride event flyers must contain the route and directions. All riders are required to wear a helmet.
- (k) There is one master version of the Waiver that will be used for each and every activity, event, or travel trip. The waiver is on the CSSC website. The waiver will be dated at the bottom whenever changes/updates are made to it.

3.5 All Conejo Ski and Sports Club contracts which are to be performed more than thirty (30) days after the contract has been entered into, executed, or agreed to, shall be paid by the CSSC Treasurer, rather than a member.

3.6 When distributing gift cards or cash to support activities or trips there must be a receipt of the transaction. This could be a single receipt with name, date, amount, and a signature. It is acceptable to have a group receipt with individual names and signatures.

- (a) All travel arrangements that include air, train or boat travel may either be arranged with an outside agency that has a California Seller of Travel (CST) number or managed directly by CSSC trip leaders using the CSSC CST number.

- (b) Where a California Seller of Travel is used, including CSSC, the CST number of the travel company must be included on all advertisements and flyers.

4. POLICY ON COMP TRIPS AND EVENTS

4.1 It is the policy of CSSC to provide the trip or event leader with a “comp”. This may come from the event income or from the California Seller of Travel (CST) handling the trip. It is expected that the trip should be financially positive for the leader to receive a free comp or any discount. This includes all events and trips. It is the CSSC policy that only one “comp” is allowed to any leader running a single trip/event. If a second “comp” trip is offered by the California Seller of Travel (CST) or directly from airlines, hotels or other suppliers, it is CSSC policy to return the funds to the event income. Activity Leaders are expected to lead the trip even if the Activity leader must pay their own way.

4.2 Activity leaders are not reimbursed for mileage or fuel.

5. BUDGET AND EXPENSES

5.1 CSSC depends on income from membership dues, raffle, trips and events to fund the expenses associated with operating the Club. CSSC pays for general membership liability and board of director’s insurance, rental of the meeting room at the general meetings, storage locker, website and meetup websites and many other ongoing expenses. It takes between \$20,000 and \$25,000 a year to run CSSC. Membership dues and raffle income only covers a portion of our fixed expenses.

5.2 Membership Dues: \$50 per year Membership is for 12 months and expires on the first day of the new month. If the membership dues are paid late, the anniversary date of the membership will not change. Any member that brings in a new member will get a discount of \$5 off their next membership.

6. EVENT INCOME

6.1 The CSSC board expects each V.P. to help support activity income to bridge the difference between yearly club income and expenses. (a) In developing a price for an event, an activity leader should consider the yearly club expenses, income, and budget. If necessary, the activity leader should add a supplemental charge to the price of an event up to \$40.00 per person depending on the price of the event. For example, a 10-day, \$3,500 travel trip should budget \$40.00 to go back to the club, while a three day weekender might budget \$10 to \$15 back to the club. All parties and other events which have attendance fees should budget \$2 to \$4 to go back to the club.

7. CANCELLATION POLICY

7.1 It is the policy of the CSSC not to provide refunds if a member cannot attend the event. At times there may be a waitlist for an event or trip, if there is a wait list, the activity leader will assist the person on the waitlist to connect with the person that cannot attend. If there is not a wait list, then it is the canceling member’s responsibility to find a replacement. The person being added to the event will generally pay the canceling member directly, and any cancellation fees that have occurred such as airline

name changes, shall be worked out between the parties and are not the responsibility of the club. This policy protects the financial integrity of the event. All flyers should state “no refunds.” Many activities depend on meeting minimums on the number of participants to get the group rate or cover fixed expenses. This applies to all events.

7.2 If CSSC cancels an event or trip, the participants will have the opportunity to reschedule or receive a full refund.

As a club member, you enjoy substantial financial benefits derived from group travel bookings. The major costs of a ski or travel trip are the accommodations, the air, ski passes, and coaches. We book accommodations, double occupancy, quad occupancy, or in the case of Mammoth, 7 persons per condo. Your member price is based on the cost of the “unit” divided by the number of people in the unit. If the price of a unit is \$1,000, then the cost per person double occupancy is \$500, quad occupancy is \$250, and for 7 person per unit - \$142.85. Instead of paying the full \$1,000, CSSC members receive the benefit of large group pricing.

What happens when we have a cancellation? If we have a waiting list, the member on the waiting list writes a check to the canceling member for the amount of money he or she has already paid and then pays the balance due to the trip provider. This is called “refund with replacement” and is the best result for CSSC members.

When there is no one to take the canceling member’s place, it can have serious financial consequences on the trip and for the members who do not cancel. Instead of having two in a hotel room paying \$500 each, we now have only one in the room which still costs \$1,000. If we have a couple cancel in a quad condo, the price increases from \$250 each to \$500 each, and so on. By his or her cancellation without a replacement, the canceling member has increased the non-cancelling member’s cost of the trip by a substantial amount. Someone has to come up with the money to cover this extra cost.

This is why we have the no refund without replacement policy and why you may see non-refundable deposits that are equal to the single supplement, the airline cancellation fees, and other costs on a travel trip.

The non-refundable portion of the canceling member’s payments will be used to pay for the cancelling member’s portion of accommodations, air, ski passes, and coach. This ensures the trip does not lose money and that the member who is NOT canceling does not end up paying for the single supplement. Due to these various cancellation policies, CSSC strongly recommends you purchase travel insurance that includes coverage for trip cancellation, medical, and medical evacuation. A website where you can review over a hundred different trip cancellation and travel insurance policies is squaremouth.com.

8. DEPOSITS, PAYMENTS AND ADVANCES FOR EVENTS

8.1 VPs will work with activity leaders to request disbursement of monies/checks for deposits, advancements or payments by completing a check request form. Activity leaders will complete the check request form and attach a copy of the agreement, invoice or receipts relating to the request for the disbursement. The President must approve all check requests. In the event the President is not available to approve the check request or disbursement then the Exec. VP approves check requests and disbursements. The VP or activity leader will present the approved check request form with a copy of all completed documentation to the Treasurer. The Treasurer will tender payment in the amount requested.

8.2. Deposits should be given to the Treasurer as often as possible. The activity leader should use the current CSSC deposit form to record checks being deposited. All deposits should include a printout of the CSSC deposit spreadsheet and the original checks. Activity leaders are not to make copies of members' checks.

9. CONDUCT POLICY

9.1. CSSC offers events for a varied population. The CSSC Conduct Policy was developed to maximize the enjoyment for all participants and to provide guidelines for CSSC members. It is the responsibility of the Board to monitor member behavior and address any issues as they arise. Significant issues should be brought to the Board for discussion and potential action. This policy applies to all persons participating in a CSSC activity. All participants are requested to observe common courtesy and generally accepted standards of behavior. Activities include, but are not limited to, CSSC sponsored trips, parties, sports, and cultural activities.

9.2. The CSSC Conduct Policy states: "All participants are required to observe common courtesy and generally accepted standards of behavior. CSSC will not tolerate violation of any federal, state, or local laws or ordinances. Illegal use of drug, tobacco or alcohol will cause the participant to be removed from the event. Additionally, CSSC will not reimburse the participant for any forfeited payments. CSSC may also choose, for the benefit of all participants, to prohibit smoking or alcohol at events. Participants who display obnoxious or offensive behavior in violation of this conduct policy, as determined by the CSSC event representative, may be removed and/or isolated from the group. Participants shall adhere to the requirements of the CSSC event packages (i.e. lift tickets) and not transfer, resell or barter all or portions of the package. Only CSSC or the issuing agency may compensate the participant for the unused portion or transfer. Failure to comply may result in exclusion from future CSSC sponsored activities.

CSSC maintains a strict policy prohibiting harassment or discrimination of any type. Additionally, if behavior offensive to others (profanity, off-color humor) continues after the offending person is asked by a CSSC representative to refrain from its use, the offending participant may be subject to sanctions up to removal from the activity and/or removal from the club."

9.3. When there is a complaint brought to the Board about a member allegedly in violation of the Conduct Policy and that member against whom the complaint is made decides to resign from the club before the issue is adjudicated, he/she must appear before the Board if he/she wishes to rejoin the club at a future time. The past member is required to make a request to rejoin the club and must address the complaint of the violation of the Conduct Policy. The Board will make a determination and may make stipulations and conditions for reinstatement.

10. EMAIL – BOARD VOTING ON EVENTS

10.1 Occasionally, there is a need to provide a method to vote on items in between regularly scheduled Board meetings. The President will coordinate all voting. This includes any decision presented by a Board member that is time-sensitive.

10.2 Procedure:

- (a) Email the request to the President;
- (b) President will distribute the request within 2 working days to all Board members, requesting:
 - 1. 2nd to the motion (first Board member to respond will be listed as 2nd motion);
 - 2. Discussion;
 - 3. Vote;
- (c) Board members will respond within 2 working days;
- (d) President will tally vote and email result;
- (e) Note: Vote result will be recorded in the minutes of the next board meeting.

11. BOARD MEMBER BENEFITS

11.1 Twelve (12) months added to current CSSC membership expiration date. (a) Only Board members get a free membership for the year in which they are on the Board. No other members are provided a free membership.

11.2 \$150 board credits go toward CSSC activities, events, and trips to be used in the current fiscal year. Board Credits cannot be used for trips using a direct pay to an outside agency.

12. BOARD OF DIRECTORS

12.1 The business and affairs of the Club shall be managed and all powers shall be exercised by or under the direction of the Board and as described in the By-laws, Policies & Procedures Board of Directors Manual. The exercise of these powers shall be subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation per the CSSC bylaws.

12.2 The Board of Directors is made up of the elected officers. The CSSC By-laws allow for a maximum of 12 Board Members. The Board meets once a month to transact board business. The following are the Job Descriptions for the elected Officers.



13. PRESIDENT

The President is the leader of the club and the Board of Directors.

Position Requirements: Organizational skills, computer literate, experience working with people, and personable. The President shall have served on the CSSC Board of Directors for a minimum of one term. The organization, leadership, and facilitation of meetings is required. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must be a CSSC member in good standing. This is a non-voting board position. President is entitled to vote on a board issue only in the event of an even (tie) vote by other board members on that issue.

Position Duties:

1. Organize and preside over club meetings.
2. Organize and preside over club board meetings.
3. Coordinate voting per “Robert’s Rules of Order”.
4. Support, motivate and monitor all Board members.
5. Annually, investigate renewal costs and the policy terms of the General Membership and the Board of Directors insurance and ensure that the terms of both policies are the best value and that both policies are renewed prior to the expiration dates.
6. Oversee legal issues related to the club and resolve disputes (i.e.: insurance, injuries, etc.)
7. Oversee fiscal issues related to the club and resolve disputes (i.e.: activities, trips, refunds, etc.). President is listed on the CSSC bank accounts. The President may only write checks as designated by or in the absence of the Treasurer.
8. Ensure that the annual tax returns and the corporation annual Statement of Information are submitted prior to their due dates.
9. Mediate issues with club members and the board (i.e.: difficulties with refunds, conduct at activities, etc.).
10. Review and coordinate the voting process for any proposed changes and updates in the CSSC By-Laws as needed.
11. Work with Vice-Presidents to identify potential activity leaders and future Board members.
12. Attend CSSC general membership meetings and monthly Board meetings.
13. Promote CSSC to potential new members.
14. When attending events ensure that all membership policies are followed.
15. Follow policies as set forth by the CSSC By-Laws and policies and procedures approved by the Board of Directors.

The Treasurer shall keep and maintain books and records in accordance with basic accounting principles and shall deposit all money in accounts in the name of the club in federally insured depositories. The Treasurer, on a monthly basis, shall prepare financial statements which accurately reflect the financial transactions of the previous month and year to date, as well as, statements that reflect the financial performance for individual activities and present these statements to the Board of Directors.

Position Requirements: Organizational skills, detail oriented, accounting and bookkeeping experience. Experience in preparing financial statements and budgets. Must understand the difference between the cash and accrual method of accounting. Must be computer literate with knowledge of QuickBooks and Excel. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Enter all transactions into QuickBooks.
2. Deposit all monies collected from CSSC activities, event, trips, memberships, raffles, etc. into the CSSC bank accounts which must be federally insured;
3. Disburse checks as appropriate for CSSC expenses, as requested by the appropriate board members.
(a) There will be 3 authorized signers on the bank accounts: Treasurer, President, and Secretary. They should be able to handle financial matters such as signing checks and make deposits in the absence of the Treasurer. (8-2019) Note: Treasurer writes all checks unless the Treasurer is unavailable, then the President or Executive V.P. may write checks. Under no circumstance may the Treasurer, President, or Executive V.P. sign checks, or check requests, that are written to themselves. All checks require a check request approved by the President, Executive V.P. as applicable;
4. File and maintain all supporting documentation for expenses, trips, activities and events;
5. Ensure that the money required for the club's raffle prize is available at each general meeting;
6. At the end of each general meeting, review, verify and initial the raffle's summary sheet. Collect and deposit the raffle's proceeds into the CSSC bank account;
7. Enter all transaction into QuickBooks;
8. Treasurer cannot run any events that have money involved;
9. At each board meeting, present year-to-date CSSC Statement of Financial Position, Statement of Activities, Bank Reconciliations, and Budget and Performance of all the open and closed activities, trips, and events;
10. Present CSSC annual financial performance to general membership on a yearly basis, as appropriate;
11. In January, prepare 1099's and 1096 for Independent Contractors who received over \$600 (or the current minimum as provided by law) the prior year (January to December);
12. Produce fiscal year-end financial statements and reports suitable for the preparation of the annual tax return;
13. During the month of May, the outgoing Treasurer is allowed to make deposits and write checks for a reasonable "turnover period" (two to four weeks) while the incoming Treasurer is familiarized with the duties of the position.
14. Attend CSSC general membership meeting and monthly board meetings;
15. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of Directors;
16. When attending events ensure that all membership policies are followed;
17. Promote CSSC to potential new members

15. SECRETARY

The Secretary records and documents all CSSC meetings and keeps the corporate calendar.

Position Requirements: Organizational skills and computer knowledge, including Microsoft Word and Excel, is required. Experience in documenting and preparing accurate minutes of board meetings. Secretarial experience in filing and record-keeping are preferable for this position. Must have access to a laptop computer. Must have participated in a CSSC activity or event. Ability to work with people as a team member. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Prepare minutes of all meetings and actions of the board and members and shall give or cause to be given notice of all meetings and other notices as required by the CSSC By-Laws. The Secretary shall keep a copy of the Articles of Incorporation and By-Laws, amended to date.
2. Prepare accurate minutes of all Board meetings. The minutes must document the exact wording of a motion or policy proposal. (Final Board Minutes will have the caption on the line below: "Date Approved (with the date of approval)"3.Using a computer to document the minutes is the required method to document and maintain the minutes of the meetings. The minutes must include the date, meeting start and end times, board members present and absent, and any policy decisions that are made. The minutes must contain a record of any motions made and whether that motion passed or failed.
3. After board meeting, must distribute draft minutes to each board member by the second week following the Board Meeting so the Board has sufficient time to review before the next scheduled meeting.
4. Secretary to sign Board meeting minutes after approval. The minutes of the CSSC Board meetings will be posted on the website.
5. Maintain a historical electronic set of prior meeting minutes and other documents, such as Treasurer's reports, which further document the club's business records (i.e.: tax returns, CA Statement of information, insurance, and policies).
6. The minutes must reflect the actual sequence of events that occur at the meeting. The specific items contained in the minutes may be augmented as requested by the President (i.e.: an item reflecting email business and/or voting conducted by the board between meetings.)
7. Maintain a list of all approved board motions modifying operating policies and procedures. The approved board motions will be used to update the Policy and Procedures manual to keep it up to date.
8. Maintain the due date calendar that includes all important deadlines.
9. Ensure that the Statement of Information is completed bi-annually or upon Officer changes. Procure a copy for archive. Copies are to be given to the Secretary for archiving.
10. Assist all board members with requested CSSC documentation and research of the same.
11. Assist President in special CSSC projects.
12. Must document any corrections, deletions or amendments to previous minutes as discussed and adopted at a subsequent board meeting.
13. After the completion of each board year, ensure that all appropriate club documents including board minutes are organized by year and are archived electronically and a hard copy is filed in the club's storage facility for future board access.
14. Provide for a smooth transition to the newly elected Secretary and provide the new secretary the location of all the club's previous documentation and electronic records. Review process of Secretary's duties. Archived records should be kept in the club's storage locker.
15. Attend CSSC general membership meetings and monthly board meetings.

16. Promote CSSC to potential new members.
17. When attending events ensure that all membership policies are followed.
18. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of Directors.



16. EXECUTIVE VICE PRESIDENT

The Executive Vice President supports the President when the President is unavailable to the club and acts in the interim as President. The Executive Vice President is responsible for the CSSC Non-Skiing Trips that are outside the club's immediate vicinity, which require the organization of travel for the members, such as air, train, or other travel transportation.

Position Requirements: Leadership Skills, Organizational Skills, Public Speaking Knowledge, Writing Skills, Computer Skills and the ability to work with individuals as a team member. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must have previously participated in and has working knowledge of CSSC activities or events. CSSC membership must be active. This is a voting board position.

Position Duties:

1. Coordinate and manage all major non-ski travel activities and assist leaders of such activities.
2. Recruit trip leaders and work with members that have an interest in running travel trips, help them design and execute great travel trips.
3. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip. Long lines at sign-ups should be avoided.
4. Manage the CSSC raffle at club meetings.
5. Lead club and board meetings as designated by the President.
6. If the President can no longer perform his/her duties, the Executive Vice President will be acting President until the next election.
7. Manage special projects as assigned by the board.
8. Present reports related to non-ski travel to the board and determine what travel activities best fit the needs of CSSC.
9. Attend CSSC general membership meetings and monthly board meetings.
10. Promote CSSC to potential new members.
11. When attending events ensure that all membership policies are followed.
12. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.



17. VICE PRESIDENT ACTIVITIES

Activity is defined as a CSSC event that is non-party, non-skiing, non-Mammoth and non-travel in nature for the enjoyment of the CSSC members. This includes hiking, sport activities, camping trips, cultural activities, day trips, and local multi-day trips. These activities do not include trips that require air, plane or other travel, except travel by carpool or bus transportation. The activities are local events within the general vicinity, and never include travel outside the state.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Ability to work with others as a team member. Must have participated in a CSSC activity. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Recruit activity leaders and train them to plan and execute activities.
2. Manage all coordination, fiscal and legal aspects of CSSC activities.
3. Manage, guide, and mentor activity leaders, following CSSC guidelines.
4. Evaluate areas of liability and bring to the Boards attention as necessary.
5. Ensure the proper completion of all documentation/forms related to each activity including liability release at each activity.
6. Access and provide club supplies from storage locker as needed for activities.
7. May help activity leaders with purchase and preparation of food, beverages, paper goods, etc.
8. Traditional activities include the spring picnic, Lake Cachuma camping trip, Yosemite camping trip, Sycamore Cove beach party, hikes, volleyball and cultural activities.
9. Promote CSSC activities at general meetings and ensure that the flyers are included in the newsletter and posted on CSSC's website and Meetup.com as appropriate.
10. Ensure that activities are scheduled through the summer following board transition.
11. Work with the V.P's to develop and maintain a master CSSC event calendar.
12. Ensure that all event money/checks collected are recorded in the appropriate paperwork and are given to the Treasurer in a timely manner as they are collected.
13. Ensure that appropriate paperwork is completed for any event where money is collected. Money and paperwork should be finalized/reconciled with the Treasurer in a timely manner after the event (goal is to finalize the deposits, expenses and paperwork prior to the next board meeting following the conclusion of the event)
14. Attend CSSC general membership meetings and monthly board meetings.
15. Promote CSSC to potential new members.
16. When attending events ensure that all membership policies are followed.
17. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of directors.



18. VICE PRESIDENT SOCIAL

A **Social Activity** is defined as a CSSC major party for the purpose of enjoyment of the CSSC members.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Ability to work with others as a team member. Must have participated in a CSSC social activity. This position works closely with the V.P. of Activities for event coordination. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Coordinate and schedule social events including house parties, holiday parties and social activities. Traditional parties may include a summer dance party, Pray for Snow, Halloween and the Holiday Party.
2. Manage, guide, and mentor event leaders following CSSC guidelines. This can include helping with preparation of food, beverages, paper goods, etc.
3. Manage and oversee social events to ensure financial viability of events.
4. Access and provide club supplies from the storage locker as needed for social events.
5. Promote Social events at general meetings and ensure that the flyers are included in the newsletter and posted on the CSSC website and Meetup.com as appropriate.
6. Ensure that all event money/checks collected are recorded in the appropriate paperwork and are given to the Treasurer in a timely manner as they are collected.
7. Ensure that appropriate paperwork is completed for any event where money is collected. Money and paperwork should be finalized/reconciled with the Treasurer in a timely manner after the event (goal is to finalize the deposits, expenses and paperwork prior to the next board meeting following the conclusion of the event)
8. Attend CSSC general membership meetings and monthly board meetings.
9. Promote CSSC to potential new members.
10. When attending events ensure that all membership policies are followed.
11. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.



19. VICE PRESIDENT MARKETING

The Vice-President of Marketing advertises CSSC and CSSC events on social media and in print.

Position Requirements: Organizational skills, enthusiasm and public speaking knowledge. Must own a computer and have knowledge of websites and computer administrative functions. Skills to maintain the CSSC website, Facebook page and Meet-up sites. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing.. This is a voting position.

Position Duties:

1. Work with all CSSC V.P's to promote CSSC events.
2. Perform all administrative functions associated with the CSSC website www.conejoskiclub.org, Facebook page and meetup site.
3. Maintain content on the CSSC website www.conejoskiclub.org, Facebook page and meetup site.
4. Interface with people that are visiting our sites, answer their questions and encourage them to participate.
5. Investigate and optimize other internet technologies to promote CSSC to potential members.
6. Present website, Facebook and meetup performance to the board for their understanding and action.
7. Liaison with third party publications (Acorn and Happenings) to disseminate club information and promote club activities, etc.
8. Plan for a smooth transition of the technical knowledge to the new V.P Marketing, including training, Logons / passwords and ongoing support.
9. Ensure that the club's domains are active and have no outstanding issues prior to transition to the newly elected V.P.
10. Promotion of special projects as designated by the board.
11. Attend CSSC general membership meetings and monthly board meetings.
12. Promote CSSC to potential new members.
13. When attending events ensure that all membership policies are followed.
14. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of directors.
15. Knowledge of WordPress, website admin experience and website programming language (MySQL, php, HTML) is helpful.
16. Post the CSSC Board of Directors Meeting minutes on the website. (4-2019)



20. VICE PRESIDENT INTERNAL COMMUNICATIONS (Newsletter, etc.)

The Newsletter is published and placed on the club website each month and is printed as needed. It contains a message from the President, event schedules, a membership application, articles and other miscellaneous CSSC information. Additionally, members and outside organizations may advertise in the newsletter for a fee, as space permits.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer knowledge, including working with Excel, Adobe PDF, Publisher, or other graphic programs (some programs may be provided by club). Must own a computer that will support needed programs. Ability to work with others as a team member. Must have participated in CSSC activity or event. Must be a CSSC member in good standing. This position works closely with all the V.P.'s collecting information on activities as well as the V.P. of membership for member information. This is a voting position.

Position Duties:

1. Create the CSSC monthly newsletter and email a PDF version to the V.P. of Marketing and to the general membership that have an email by the 1st of every month. This includes a PDF version to members that have an email. This includes obtaining information about club events, members, etc.
2. Coordinate with the V.P. Marketing to ensure the V.P. is able to post the newsletter on the club's website.
3. Coordinate with the V.P. Membership and print a small number of newsletters (as required) to be used for recruiting new members.
4. Collect fees for advertising and forward to the Treasurer.
5. Attend CSSC general membership meetings and monthly board meetings.
6. Promote CSSC to potential new members.
7. When attending events ensure that all membership policies are followed.
8. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.



21. VICE PRESIDENT MAMMOTH

A **Mammoth Trip** is defined as a ski trip solely to Mammoth for the enjoyment of CSSC members. This includes all travel that may require air, bus or other transportation to Mammoth for the purpose of skiing.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must have participated in at least one CSSC Mammoth trip in the last 18 months and be at least an intermediate skier or snowBoarder. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Organize, schedule, promote, and manage all Mammoth winter weekend trips, including making room assignments, purchase and preparation of food, beverages, paper goods, etc., in order to ensure a successful trip.
2. Ensure financial viability and legal liability of all Mammoth trips.
3. Promote Mammoth trips at CSSC general membership meetings (including preparation and dissemination of fliers).
4. Ensure that the Mammoth Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season.
5. Attend CSSC general membership meetings and monthly board meetings.
6. Promote CSSC to potential new members.
7. When attending events ensure that all membership policies are followed.
8. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.



22. VICE PRESIDENT SKIING

Skiing is defined as a non-Mammoth ski trip for the purpose of the enjoyment of CSSC members. This includes all trips that may require air or other travel transportation to destinations other than Mammoth.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Ability to work with others as a team member. Must have participated in a CSSC ski activity. Must be a CSSC member in good standing. This is a voting position.

Position Duties:

1. Organize and schedule all CSSC non-Mammoth ski trips with a Seller of Travel or directly with ski resorts using CSSC Seller of Travel. Coordination will include picking locations, negotiating with suppliers, making room assignments, arranging dinners and parties and many other details that contribute to a successful trip.
2. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip. Long lines at sign-up should be avoided.
3. Liaison with LA Council of Ski Clubs and Far West Ski Association to schedule and promote sponsored ski trips. Attend Far West Ski Association Convention as available.
4. Promote ski trips at club meetings (including preparation and dissemination of fliers).
5. Manage trips to ensure financial viability and legal liability.
6. Ensure proper completion of all documentation/forms related to ski trips.
7. Ensure that the Travel Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season
8. Attend CSSC general membership meetings and monthly board meetings.
9. Promote CSSC to potential new members.
10. When attending events ensure that all membership policies are followed.
11. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of directors.



23. VICE PRESIDENT MEMBERSHIP

The VP Membership collects dues and maintains membership information.

Position Requirements: Organizational skills, enthusiasm, public speaking knowledge, computer literate. Must have access to a computer and have working knowledge of computer applications, such as Microsoft Word and Excel to generate documents and flyers. Knowledge of ACCESS computer program is helpful. Ability to work with others as a team member. Ability to meet deadlines. Must have participated in a CSSC activity. Must be a CSSC member in good standing. This position works closely with the V.P. of Internal Communications and the Treasurer. This is a voting position.

Position Duties:

1. Keep an updated database of all CSSC current members.
2. Maintain current and expired membership information. Provide current membership and recently expired list to Board Members and Activity Leaders monthly.
3. Oversee Membership/Guest Welcome Table at CSSC general meetings.*
4. Keep records of all guests and new memberships.
5. Notify all members before their membership expires so they can renew in a timely manner. Follow-up with members that have let their membership expire and encourage them to renew.
6. Collect all membership-related monies. Record and coordinate membership financial information with the Treasurer.
7. Coordinate with Exec. V.P. to provide information for general meeting raffles.
8. Quarterly publish a printed list of all members with their contact information. This is available at meetings.
9. Attend CSSC general membership meetings and monthly board meetings.
10. Promote CSSC to potential new members.
11. When attending events ensure that all membership policies are followed.
12. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors

* Note that this function requires the V.P. of Membership to organize, train and oversee a committee of approximately 3 persons to assist at club general meetings. V.P. of Membership should train an assistant to handle the check-in table at meetings in case of V.P. of Membership's absence.

24 VICE PRESIDENT WEBMASTER

The Vice-President Webmaster manages the club website and administers G Suite and other club network services.

Position Requirements: Organizational skills, enthusiasm and public speaking knowledge. Must own a computer and have knowledge of websites. Ability to work with others as a team member. Must have participated in a CSSC activity or event. Must be a CSSC member in good standing. This is a voting Board position.

Position Duties:

1. Work with all CSSC VP's to promote CSSC events.
2. Perform all administrative functions associated with the CSSC website www.conejoskiclub.org, and GSuite
3. Manage the club's Email accounts.
4. Maintain content on the CSSC website www.conejoskiclub.org,
5. Help other Board members in the use of the Club's computer programs such as G Suite, Microsoft Access, Quicken and Survey Monkey.
6. Interface with people that are visiting our sites, answer questions and encourage them to participate.
7. Investigate and optimize other internet technologies to promote CSSC to potential members.
8. Present the website, performance to the Board for their understanding and action.
9. Plan for a smooth transition of the technical knowledge to the new VP Marketing, including training, Logons / passwords and ongoing support.
10. Ensure that the club's domains are active and have no outstanding issues prior to transition to the newly elected VP.
11. Promotion of special projects as designated by the Board.
12. Attend CSSC general membership meetings and monthly Board meetings.
13. Promote CSSC to potential new members.
14. When attending events, ensure that all membership policies are followed.
15. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of Directors.
16. Knowledge of WordPress, website admin experience and website programming language (MySQL, php, HTML) is helpful.
17. Post the CSSC Board of Directors meeting minutes on the website.



25. CSSC ELECTION OF OFFICERS POLICY & PROCEDURE

Number of Elected Officers for the Annual Election

The elected officers shall be a President, Secretary, Treasurer and V.P. Membership and not less than four (4) nor more than eight (8) other elected officers. The Board shall determine the number, designation and duties of the other elected officers annually, at least ninety (90) days before the annual election meeting of members. Each elected Officer shall serve for one (1) year.

25.2 Nominating Committee (1) A nominating committee comprised of a chairman and at least two (2) other regular members who are not then Officers shall be elected by the members at least sixty (60) days before the regular annual election meeting of members. The Board shall determine the number of Officers to be elected at least ninety (90) days before the annual election meeting and notify the members. The committee shall select nominees for Officers and report their selections at a meeting of the members at least thirty (30) days before the annual election meeting. The committee shall also supervise and be in charge of the election, supervise the voting, count the ballots and report the results to the members. The committee may seek the assistance of other regular members who are not Officers.

(2) The nominating committee members cannot be a present Officer or a candidate or a relative or a significant other of a present Officer. The nominating chairman must be a CSSC member and have the ability to understand and implement the CSSC Election of Officers Policy & Procedure. They must have the ability of working with others as a team member. No committee members of the nominating committee shall openly campaign for another member running for office.

24.3 Nominee for President and Officers

A nominee for President shall have served at least one (1) year as a Board member, and no member may serve more than two (2) consecutive terms as the same Officer unless no other member will accept nomination for that Officer position. Otherwise, any qualified regular member may serve as an Officer. The nominee receiving the highest number of votes for each Officer position shall be elected to that Officer position.

24.4 Nominees Selected by the Committee & Nominations from the Floor

The nominating committee shall solicit members willing to serve on the Board as an Officer for a year. The committee shall interview the candidate and ensure that the candidate understands his Job Functions as specified in the CSSC Policy & Procedures Manual for the Officer position that they will be running for. The committee shall validate that each candidate is qualified for the position. The committee shall report their selections at a meeting of the members at least thirty (30) days before the annual election meeting. After the committee's announcement of their candidate selections have been made at the meeting, a member may be nominated from the floor for election as an Officer candidate, if qualified and willing. If the nominee from the floor accepts the nomination, the nominee shall be placed on the ballot with the nominating committee selected nominees. Once the Chairman closes nominations, no additional nominations will be accepted. The Chairperson will make an announcement that Candidates and their supporters will operate in an ethical manner adhering to the CSSC code of conduct. This message will be published in the newsletter with the announcement of candidates.

24.5 Write-in Votes

A regular member receiving a write-in vote for a particular office, shall, if qualified, be deemed to be a nominee for that office.

24.6 Notice of Annual Election Meeting

Notice of annual election meeting shall be published and distributed to the members prior to the annual election meeting. It shall specify the time and place of the election and a ballot for the candidates running for each position. It shall also include instructions on voting by absentee ballot. The information shall be published and distributed to the members after the candidates have been finalized. It will be distributed in the CSSC Newsletter and on the CSSC Website (on both media vehicles, if they are active at the time).

24.7 Solicitation of Votes

All members nominated by the Nominating Committee, and from the floor, shall be given an opportunity to solicit members' votes and may do so by any reasonable means. Each nominee shall be allowed an equal amount of advertising space in the Newsletter (if active) as allocated by the Board for that purpose. Upon request by a nominee the Vice-president Membership shall within seven (7) days provide the nominee with a list of the names and addresses of members entitled to vote. No member may use any list so provided for commercial purposes.

24.8 Voting by Members

Each regular member shall be entitled to cast one vote on all matters submitted to a vote of the members. The annual election of Directors / Officers shall be by ballot. No member may vote by proxy.

24.9 Absentee Ballots

Provisions for absentee ballots shall be made for annual elections.

For an absentee ballot to be valid, the name of the member voting shall appear on the envelope in which the ballot is contained. Each absentee ballot must be checked off with the Membership list that is to be generated within the tenth (10th) day before the date of the annual election meeting. Absentee ballots shall be counted first and the member's name checked off the Membership list that was generated by the V.P. Membership Officer and then provided to the election committee chairman to ensure that they member who voted by absentee ballot cannot vote in person at the annual election meeting.

24.10 Record Date and Eligibility

Only members in good standing may vote. The record date shall be the tenth (10th) day before the date of the vote.

24.11 Order of Candidates on the Ballot

The order of the candidates on the ballot shall be by alphabetical order by the candidate's last name for each Officer position.

24.12 Candidate Speeches

At the CSSC general meeting prior to the annual election meeting, each candidate may, if they elect, present a speech to the members no longer than three (3) minutes in length. The order of the candidate's speech position shall be by alphabetical order by the candidate's last name for each Officer position. Job title will be used to introduce the speakers; Job descriptions will be available upon request and on the website.

24.13 Collecting and Counting the Ballots

24.13 Collecting and Counting the Ballots

After the Board of Director candidate slate is finalized, the Board will appoint two neutral members who are not Candidates or Board members or members of the election committee, or closely associated with any of the candidates, to collect ballots during the election process. These ballot collectors shall receive the mailbox keys on April 1 and agree to perform their duties as follows:

- 1) They must go to the mailbox together,
- 2) On the 10th day prior to the election, all membership applications and checks shall be delivered to the membership VP.
- 3) mail-in ballots shall be collected from the mailbox two or three times prior to the day of the election as needed, and on the day of the actual election;
- 4) All ballots collected shall be counted and confirmed by both ballot collectors and placed in a large envelope which shall be sealed with tape, the date collected and number of ballots shall be written on the outside of said envelope, and the signatures of the ballot collectors shall be written on the outside of said envelope, and the signatures of the ballot collectors shall be written under the tape seal
- 5) The ballot collectors shall email the election Chairperson the number of ballots that were collected and the date they were collected.
- 6) Ballot collectors shall pick up the final ballots from the mailbox after 4 PM on the night of the election;

7) All ballots sealed in the large envelopes shall be delivered to the election chairperson at the meeting place by 6 PM. on the day of the election.

(8) At the election meeting, the member's ballot must be given to the election committee member. The committee member shall then 1) validate the voter is an active member, 2) confirm the voter has not already voted, 3) check the voter's name off the election membership list, 4) then the committee member will put the active, confirmed voter's ballot in the CSSC election ballot box. Members must be in line to turn-in their ballot no later than 8:30 p.m. Ballot counting may begin earlier than 8:30 p.m. as decided by the Chairman.

(9) Election Observers: All candidates who are participating in a contested election have the option to select up to two persons to serve as election observers. These election observers must be familiar with the election processes and procedures. If any irregularities are observed, the election observers shall write down, or otherwise record, the irregularity and discreetly bring it to the attention of the Nominating Committee Chairperson to resolve. Election observers shall not, in any way, perform the duties of the election committee. However, the election observers may count and keep their own tallies of the ballots after the election committee has finished its work on a particular group of ballots. On election night the Nominating Committee Chairperson, in the presence of any election observers, will open the envelopes containing the mail-in ballots and verify the number of ballots delivered equal the number communicated by the ballot collector.

(10) If the election results for an Officer position is within ten (10) votes, the ballots will be counted a second time. If the results of the second count of the ballots support the same candidate having the most votes then they will be declared the winner. The election committee chairman will validate the election results and after their validation, they will return to the meeting to announce the election results.

24.14 Election Validation and Ballots Disposition

The election committee chairman shall put the ballots into a sealed box or envelope and retain the ballots until the next Board meeting. A candidate can request a recount to the election committee chairman in writing no later than three (3) days after the election. The election committee chairman shall then recount the vote for that Officer position in the presence of a witness of the candidate's choice. This will be completed prior to the next Board Meeting. At the next Board meeting, following the election, and after results have been approved by the Board, the secretary will record the election results in the minutes of the meeting. Subsequent to this process, the ballots will be destroyed.

25. ELECTION OF MAN AND WOMAN OF THE YEAR POLICY & PROCEDURE

25.1 Man and Woman Nominations for the Annual Election

During the annual election meeting for the CSSC officers, the general membership will vote for a Man and Woman of the Year.

25.2 Nominee for CSSC Man and Woman of the Year

The nominating committee chairmen shall solicit candidates from the floor for election for Man and Woman of the Year at the same meeting that the committee reports their Officer selections to the members, which is held at least thirty (30) days before the annual election meeting. The Man and Woman Nominees shall be a member (not currently serving on Board) and has not won the Man or Woman of the year for the past five (5) years. They must meet these qualifications and must have contributed to the club during the past year. They must be willing to have their name placed on the ballot. The nominating

committee chairmen shall request from the nominator to state to the members presented at the meeting what and how the nominating member contributed to the club in the previous year. The nominated candidate must accept the nomination and be willing to have their name on the ballot. The members at the meeting then will accept the nomination by a voice vote.

25.3 Order of Man and Women Candidates on the Ballot

The order of the Man and Woman candidates on the ballot shall be by alphabetical order by the candidate's last name for each position.

25.4 Man and Woman Candidate Speeches

At the CSSC general meeting prior to the annual election meeting, each Man and Woman candidate may, if they elect to, present a speech no longer than three (3) minutes to the members.

25.5 The Man and Woman of the Year Holiday Gala and Plaques

The Man and Woman of the Year shall receive complimentary admission to the annual Holiday Gala, where they shall be presented with their plaques.

25.5 Voting by Members

Each member in good standing shall be entitled to cast one vote on all matters submitted to a vote of the members. The annual election of Man and Woman of the Year shall be by ballot. No member may vote by proxy.

25.6 Absentee Ballots

Provisions for absentee ballots shall be made for annual elections. For an absentee ballot to be valid, the name of the member voting shall appear on the envelope in which the ballot is contained.

25.7 Record Date and Eligibility

Only members in good standing as of the record date may vote. The record date shall be the tenth (10th) day before the date of the vote.

END