

Conejo Ski & Sports Club Membership Manual

Membership

1. Introduction and goal / Club Charter

Our goal / club charter is to provide ski, sports, social, and entertainment activities to members in an economical and fun way!

- 1982 organized with a focus on skiing and trips in California
- 1995 gradually the scope of activities and regions expanded to include travel

The members voted to change the name to Conejo Ski & Sports Club (CSSC).

www.conejoskiclub.org

2. Membership Benefits

We offer an individual **12-month membership** for an annual fee – see MEMBERSHIP FORM for current pricing

- Effective from the 1st day of the month as documented on the membership sign-up form
- Renewal is due 1st of your membership month
- A late fee applies after 30-day renewal grace period as documented on MEMBERSHIP FORM
- If you have a gap in membership for more than 12 months your renewal date will be 1st of the month after receipt of the payment and forms otherwise your original renewal date applies

Members of the Conejo Ski & Sports Club are also members of the LA Council and Far West Ski Council

Meetings to socialize and learn about the many activities the Club organizes

- Twice a month starting at a scheduled time
- Opportunity to sign-up for many events, socialize and participate in our raffle
- Prospective members and guests are welcome and attending is FREE
- Cash bar and food, provided by the venue / location, as applicable

Events organized include trips, activities, social, and travel (day trips, ski trips, US travel, international travel) All events have a **leader** who hosts / manages a successful event. All events are board approved.

Website www.conejoskiclub.org

We communicate via email, our website, a newsletter, monthly meetings, and Facebook

Monthly Newsletter

CSSC publishes a monthly newsletter for all members of the club, which may be found on the CSSC website. The newsletter contains trip schedules, membership application/waiver, trip articles, advertisements, and other miscellaneous club information.

- Do you want to contribute to our newsletter? ... submit an article to our VP Newsletter
- You can run an ad for a fee - contact VP Newsletter for review and approval

3. Member Responsibilities

- Must be 21 to become a member
- Must sign all release forms – at membership sign-up, renewal, and to participate in activities
- Adhere to procedures and requirements for all events
- Agree and comply with conduct policy
- Elect the board annually
- Vote to recognize our volunteer(s) of the year

See CSSC Policies and Procedures manual for more information

How the Club operates

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1. The Board

Role and responsibility

- Term to serve is from May 1st to April 30th
- The board meets once a month at a location confirmed at the end of each board meeting
- Members can attend a board meeting by inquiring about the time and location. If they would like to make a presentation, they must notify the president of the topic of discussing and share notes / materials they will present so it can be added to the agenda

Roster

President president@conejoskiclub.org	Vice President of Social vpsocial@conejoskiclub.org
Treasurer treasurer@conejoskiclub.org	Vice President of Mammoth vpmammoth@conejoskiclub.org
Secretary secretary@conejoskiclub.org	Vice President of Skiing vp Skiing@conejoskiclub.org
Executive Vice President executivevp@conejoskiclub.org	Vice President of Newsletter vpnewsletter@conejoskiclub.org
Vice President of Membership vpmembership@conejoskiclub.org	Vice President of Marketing vpmarketing@conejoskiclub.org
Vice President of Activities vpactivities@conejoskiclub.org	Vice President of Webmaster webmaster@conejoskiclub.org

Elections

Each year CSSC holds elections to determine the Board of Directors who will manage the Club for the following fiscal year. See CSSC Policies and Procedures manual for more information

2. The Volunteers

Leader roles

- Trip Leaders are volunteers from the membership who coordinate and oversee events

Leader responsibilities

- Prepare a budget and event details to submit to the appropriate Vice President and / or Board for review and approval prior to promoting an event.
- For details see CSSC Volunteer manual

3. The Finances

Financial records

- CSSC fiscal year runs from May 1st through April 30th
- CSSC is a nonprofit that maintains financial statements and files tax returns
- The CSSC Treasurer handles all financial matters on behalf of the CSSC membership under the direction of the Board of Directors.
- Events, meetings, and raffle have to break even to ensure an overall balanced budget each year.

Club address

CONEJO SKI & SPORTS CLUB
P.O. BOX 6276, WESTLAKE VILLAGE, CA 91359

Events

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The Club organizes a lot of events with some listed below. Volunteers lead all our approved events.

Vice President of Social	Vice President of Activities	Vice President of Skiing	Vice President of Mammoth
Halloween Holiday Beach Party Pray for Snow Dinners	Summer Picnic Hikes Bike rides 2 nd Tuesday at the Movies A Day at the Races Camping Camp land Cachuma Yosemite Sequoia	Out of state travel usually Feb- Mar Sun Valley, Idaho Big Skye, Montana and others	Mammoth 3 days stays usually Jan-Mar

Domestic and International Trips
Turks & Caicos Club Med Scotland Pageant of the Masters The Dalmatian Coast Bordeaux Luxury River Cruise and additional destinations

Forms

- Membership form
- General waiver and release of liability form