

Conejo Ski & Sports Club

Policy and Procedures Manual

Board Approved April 9, 2024

PURPOSE

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 & Sports Club (CSSC). These policies and procedures have evolved over time to ensure that the club operates effectively and promotes its continued success.

CSSC was organized in 1982 as the Conejo Ski Club and the club's primary objective was to provide a group for adults who wanted to participate in sports and entertainment activities of all types. For several years, the Conejo Ski Club focused on a regular schedule of skiing activities and events at local, northern California and other ski destinations. Gradually, ski trips to Canada and Europe were included. During these years the schedule of events expanded to include travel, sports, and social events. In 1995, the membership recognized and increased the scope of activities provided by the club and the members voted to change the name to Conejo Ski & Sports Club (CSSC).

1. MEMBERSHIP

Annual Membership

- a. Annual membership dues are \$50 for a 12-month period. All memberships begin on the first day of the following month. All late membership renewals begin on the expiration date of your original membership anniversary date. If a member has been out of the club for over a year, the renewal membership starts over as if a new member.
- b. Membership applications are available at club meetings and on our website.
- c. Members must be at least 21 years of age, sign a liability waiver and agree to our code of conduct. In addition, all participants will be required to sign a liability waiver for each activity and trip.
- d. Members of CSSC are also members of the LA Ski Council and Far West Ski Council and may participate in trips sponsored by these groups.
- e. Activity and trip participants must be members of the club at the time of sign up as well as at the time of the activity or trip. For participants less than 21 years old accompanied by a member, the member will pay the event fee for the participant and be a guest of the member for the activity or trip.

Event Membership

In addition to an annual membership, we offer event memberships. An event membership allows a person to pay a fee and become a member for an activity or trip up to 4 days. Event membership fees are between \$2 and \$50 depending on the price of the event. You must be 21 years old to sign up for an event membership. The membership starts when the event begins and expires when the event is complete. Event membership requires the person to complete an event membership form and sign a liability waiver. This is a non-voting membership. The person signing up for an event membership will be added to the membership data base with an expiration date when the event concludes. With their permission, we would communicate with the person for 1 year. Event membership fees will be included in the income for the activity or trip.

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Membership (Continued)

Event Membership Fees

- Event price of \$1 - \$20 is a \$1-\$5 event membership fee;
- Event price of \$21 - \$40 is a \$5-\$10 event membership fee;
- Event price of \$41 - \$100 is a \$10-\$15 event membership fee;
- Event price of \$101 - \$400 is a \$15-\$20 event membership fee;
- Event price of \$401 to \$1000 is a \$20 to \$50 event membership fee,

Participants less than 21 Years Old

If the event leader, in conjunction with the appropriate VP, allows attendees to be less than 21 years old to attend an event, and a member chooses to bring a person less than 21 years old, the member must pay for the event fee. People less than 21 cannot pay for any event fees.

Membership Meetings

- CSSC usually meets on the first and third Wednesday of each calendar month.
- Meetings are a social and informative. Social hour begins at 6:30 p.m.
- Membership Meetings are currently held at *Palm Garden Hotel, 495 North Ventu Park Road, Newbury Park, California 91320.*
- Membership meetings should not be used to announce personal information about members or past members including hospital stays or obituaries. It is best communicated personally by friends of the member. The meeting should not be used for fund raising for a member's favorite charity.

Guests at the General Meeting

- Guests are welcome at our general membership meetings held twice a month.
- When guests check in at the general meeting, the guest will be asked to fill out a guest form. The guest form will have the person's name, email address, meeting date and how they found the ski club. We will add them to the membership database. With their permission, we will communicate with them for 1 year from the date the meeting.

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2. RESPONSIBILITIES OF ACTIVITY AND TRIP LEADERS

- a. Leaders are volunteers from the general membership who coordinate and oversee activities and trips.
- b. Leaders attend meetings, promote, and take sign-ups and money for event you are leading (when applicable).
- c. Leaders create and provide the itinerary and other information for activity or trip you are leading.
- d. The leader works with the V.P. to complete activity or trip forms and complete the budget for the activity or trip
- e. Create a flyer in accordance with the guidelines.
- f. Ensure that all participants sign a liability waiver.
- g. All activity and trip expenses shall be paid by Treasurer with a club check or credit card. Leaders may only use personal funds to pay for activities or trips when it is not possible to use a club check or club credit card.
- h. Activity leaders are not reimbursed for mileage or fuel.
- i. After conclusion of activity/trip complete a final financial report showing all income and expenses for the activity/trip. Expense reimbursements for leaders are distributed upon receipt of a completed reimbursement form that has been submitted and approved by the appropriate Vice-president, who will present it to President and Treasurer for payment.
- j. All liability waivers will be delivered to the Treasurer with the reconciliation. The Secretary is responsible for archiving the waivers.
- k. To be a leader of skiing or Mammoth trips contact the appropriate Vice President.
- l. To be a leader for out of state travel contact the Executive Vice President.
- m. To be a leader for a short trip, hike, camping trip, cultural event contact Vice President of Activities.
- n. To be a leader for a social or party contact Vice President of Social

3. SCHEDULING ACTIVITIES AND TRIPS

All activities and trips must be scheduled with the VP Activities. It is the responsibility of the VP Activities to manage the club calendar. It is club policy not to schedule more than one activity or trip that is similar in nature on any given date.

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

All activities and trips will have a leader. The leader will present the proposed event and the budget to the appropriate Vice-president for review and financial viability

Board Approval of Proposed Activity or Trip

- a. All activities/trips must be presented to the board for directional review and calendaring.
- b. The activity/trip leader, in coordination with the respective VP., determines the appropriate pricing and budget to ensure the event is financially sound. It is the VP's responsibility to ensure the event will not cause a financial burden or legal liability on CSSC.
- c. It is expected that the activity/trip will be financially positive.
- d. 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 Board of Directors.
- e. All contracts over \$10,000 must be reviewed and approved by two or more persons on the board prior to the contract being signed. The appropriate VP will sign the contract. The Treasurer may not approve or sign contracts.

The Board of Directors has a duty to ensure that all trips are equally available to all members:

- a. 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;
- b. 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.
- c. All participants need to be a member when signing up and on the first day of the activity or have paid for an event membership when the activity is 4 days or less. For trips 5 days or more, the participants must be a member at the time of sign up and on the first day of the trip. For participants less than 21 years old accompanied by a member, the member will pay the event fee for the participant and be a guest of the member for the activity or trip.
- d. If more members sign up by the registration deadline than spaces available, then a lottery will be held at a general meeting to determine the order of members on the trip and waitlist. If there is a lottery only members that paid for an annual membership will be included.
- e. As space becomes available, the Trip Leader will contact those on the waiting list in the order established on the day of the lottery. You are not confirmed on a trip until the trip leader has received your deposit and confirmed your space.
- f. You may cancel off a waiting list at any time.
- g. Once your trip is confirmed with the trip leader, you are responsible for making payments. according to the payment schedule as indicated on your trip packet and sign-up sheet.
- h. The Conejo Ski & Sports Club has reciprocity with other LA council ski clubs. After the initial sign up if there is additional space available at activities or trips the trip leader will make the additional spots available to members of other ski clubs and honor reciprocity. To be eligible for reciprocity the person should complete an event membership form and liability waiver. They will not be charged an event membership fee as long as they provide proof of active membership in another club.

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APPROVAL POLICY (Continued)

The appropriate VP will assist the leader in coordinating all aspects of the activity/trip as follows:

- a. Manage, guide, and mentor the leader to ensure accountability and confirm that the activity/trip is managed properly.
- b. Assist the leader in verifying that all the participants have a current membership.
- c. Assist the leader with sign-ups.
- d. Assist the leader with purchase and preparation of food, beverages, paper goods, etc.
- e. Assist the leader in creating flyers to promote the activities/trip at meetings, in the newsletter, on the website, social media, and at the general membership meetings.
- f. Assist the leader in completion of all documentation/paperwork for reimbursement, payments, and refunds.
- g. Assist the leader in preparing the final reconciliation.
- h. Assist the leader to ensure that all members have signed a waiver.
- i. All bike ride event flyers must contain the route and directions. All riders are required to wear a helmet.
- j. There is one master version of the liability waiver that will be used for each and every activity or trip. The waiver is on the club website. The waiver will be dated at the bottom whenever changes/updates are made to it.
- k. VPs must ensure that all activity and trip expenses are paid by Treasurer with a club check or credit card. VPs must ensure that leaders only use personal funds to pay for activities or trips expenses when it is not possible to use a club check or club credit card.

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

All travel arrangements that include air, train, bus, 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. 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.

In the event there is an injury during a trip or activity and the injured person receives medical care from a doctor, urgent care or hospital, a CSSC injury report must be completed. A blank report is available on the CSSC website. It is the responsibility of the VP to:

1. An injury report is completed by the activity leader.
2. Report the injury to the board at the next board meeting,
3. Upload the injury report to the injury folder on google drive.

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5. TRIP INSURANCE

Conejo Ski & Sports Club encourages all travelers to purchase trip insurance. We have partnered with Trip Assure to provide reliable fixed price trip insurance that is not based on age. When you purchase trip insurance from Trip Assure it benefits the ski club. All participants are encouraged to do their own research and make a decision that is best for themselves. More information is on conejoskiclub.org under the travel tab with a link to Trip Assure. You can type the following URL into your web browser.

<https://atc.tripassure.com/main/?welcome=CONE6276CA>

6. POLICY ON COMP TRIPS AND EVENTS

It is the policy of CSSC to provide the trip or event leader with a “comp.” A “comp” is defined as the activity or trip leader participating in the activity/trip without paying the full flyer price. CSSC provides a comp to activity/trip leaders as compensation for the work in planning and executing the trip/activity. A comp may come from the trip/activity income, airlines, hotels, or the travel vendor handling the trip and should be calculated as part of the original budgeting process. An activity/trip must be financially positive for the leader to receive a comp or any discount. Activity/trip leaders are expected to lead the trip even if the activity/trip is not financially positive and the leader must then pay their own way. It is the club policy that only one “comp” is allowed for any single activity/trip. If more than one “comp” is provided, it is club policy to return the dollar value of the comp to activity/trip income in the form of a discount or additional benefit to the participants.

The comp only applies to the base price of the activity or trip including transportation. If there are options to the activity/trip the leader is responsible to pay for their own option and tips. Activity leaders are not reimbursed for mileage or fuel.

A ski trip leader will be provided the value of a five-day lift ticket not to exceed the price of a general season ski pass for that resort as part of their comp.

The Ski Trip Coordinator acts as a liaison between the club and the ski industry, travel vendors, airlines, hotels, mountain activities, and trip leader to arrange, coordinate, and budget travel ski trips when needed. When the board makes the decision to utilize a ski trip coordinator for a specific ski trip the coordinator will receive the value of a 5-day lift ticket for the local resort as a comp.

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7. BUDGET AND EXPENSES

CSSC depends on income from membership dues, raffle, activities and trips to fund the expenses associated with operating the Club. CSSC pays for general membership liability insurance and board of director's insurance, rental of the meeting room for the general meetings, storage locker, website, and many other ongoing expenses. It takes between \$25,000 and \$30,000 a year to run CSSC. Membership dues and raffle income only covers a portion of our fixed expenses.

- CSSC Treasurer handles all financial matters on behalf of the CSSC membership under the direction of the Board of Directors.
- The club's fiscal year runs from May 1st through April 30th of each year.
- CSSC maintains bank account(s) governed by the By-Laws. These funds are needed to run all aspects of maintaining CSSC on behalf of its members, including, but not limited to, disbursement of taxes, club fees, permits, cost of and distributing the CSSC Newsletter, cost of maintaining the CSSC Website, cost of the rental of membership meeting room, etc.
- CSSC funds are also used to make deposits on activities, events, skiing, Mammoth and travel, etc.
- Certain events may be subsidized financially by the club at the discretion of the Board of Directors.
- Monies acquired from the CSSC General Meeting Raffle are also added to the account and used for the benefit of the membership.

- There will be a \$25 fee on all returned checks (no matter what the reason).

8. ACTIVITY AND TRIP INCOME

The CSSC board expects each activity that has a participation fee to generate income to bridge the difference between yearly club income and expenses. All activities and trips should be planned with a budget that includes a supplemental charge that ranges from \$2 to \$60 per person depending on the price of the activity/trip to support club operating expenses. Below is a guideline for the required supplemental charge;

- o \$10 to \$30 event price should budget \$2-\$5 toward club operating expenses
- o \$31 to \$100 event price should budget \$5 to \$15 toward club operating expenses
- o \$101 to \$400 event should budget \$15 to 25 toward club operating expenses
- o \$401 to \$2,000 trip should budget \$25 to \$40 toward club operating expenses.
- o \$2,001 to \$4,000 trip should budget \$50 toward club operating expenses.
- o \$4,001 and higher trip should budget \$60 toward club operating expenses.

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9. CANCELLATION POLICY

Many activities depend on a minimum number of participants to get the group rate and cover fixed expenses. Therefore, it is the policy of the club not to provide refunds if a member cannot attend the activity or trip. At times there may be a wait list for an activity or trip. If there is a wait list, the leader will assist the person on the wait list to connect with the person that cannot attend. If there is no wait list, then it is the canceling member's responsibility to find a replacement. The person being added to the activity/trip will generally pay the canceling member directly, if possible. Any change or cancellation fees shall be the responsibility of the cancelling participant. This policy protects the financial integrity of the event. All flyers should state the cancellation policy and/or "no refunds." This policy applies to all activities and trips.

If the club cancels an activities or trip, the participants will have the opportunity to reschedule or receive a full refund provided the club is able to recover the funds from the event or trip vendor.

Although CSSC tries to accurately price trips, some changes to final price may be necessary. This is particularly relevant to European, Canadian, and foreign trips and ski trips, where fluctuations in the value of the dollar can affect the final price. Other miscellaneous charges like airport fees and cruise fees can also be levied at the last minute and are beyond the control of CSSC.

Due to these various cancellation policies, CSSC strongly recommends you purchase travel insurance that includes coverage for trip cancellation, medical, and medical evacuation. CSSC partners with a travel insurance company, TripAssure, and the information is on the club website.

10. DEPOSITS, PAYMENTS, AND ADVANCES FOR EVENTS

VPs will work with activity leaders to request disbursement of monies/checks for deposits, advancements or payments by completing a check request form. A CSSC check or credit card will be used for payment unless the VP pre-approves an exception. A credit card is the preferred method of payment since the ski club financially benefits when paying by credit card. Activity/trip leaders will complete the payment request form and attach a copy of the agreement, invoice or receipts relating to the request for the disbursement. The President must approve all payment requests. In the event the President is not available to approve the check request or disbursement then the Executive VP will approve payment requests. The VP or activity leader will present the approved payment request form with a copy of all completed documentation to the Treasurer. The Treasurer will tender payment in the amount requested.

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

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DEPOSITS, PAYMENTS, AND ADVANCES FOR EVENTS (Continued)

Zelle Payments to the Ski Club

Members are able to Zelle their renewal payment for membership to the VP membership. The member will need to add to Zelle in their checking account the membership email of membershippayment@conejoskiclub.org. Once its set up enter the payment of \$50 and in the comments field the members name and personal email address. The money will be transferred to the ski club bank account and the member will have a record in the Zelle tab of their bank account. Using Zelle to pay for activities and trips may be available. Please check the flyer for more information.

Bank Accounts

The ski club has two checking accounts and one credit card account. We separate our money into an operating account and a travel trust account. Once the trip is complete any additional money is moved to the operating account. Periodically, the Board purchases CDs and the interest is used to offset operating expenses. The credit card is used as much as possible to generate cash back to offset operating expenses.

11. CONDUCT POLICY

The CSSC Conduct Policy was developed to maximize the enjoyment for all participants and to provide guidelines for CSSC members participating in an activity / trip.

Conduct policy: “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 drugs, 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 activity/trip packages. Failure to comply with this Conduct Policy may result in exclusion from future CSSC sponsored activities.”

It is the responsibility of the board members and activity/trip leaders to address any issues as they arise. If the violation of the conduct policy continues after the offending person is asked by a CSSC representative to follow the conduct policy, the offending participant may be subject to sanctions up to removal from the activity or trip. Significant violations of the conduct policy shall be brought to the Board for discussion and potential action.

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 resigned member is required to make a request to the board for reinstatement of membership by addressing the alleged complaint as well as any other issues raised by the board. The Board will make a determination and may make stipulations and conditions for reinstatement.

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12. BOARD OF DIRECTORS

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 and Policies & Procedures. 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.

The Board of Directors is made up of the elected officers. The CSSC By-laws allow for a maximum of 12 Board Members. From time to time two members may be elected as a team to a single board position. They work together and will have one vote for any board related matters. The Board meets once a month to transact board business.

- Members of the Board of Directors are as follows:

1.) President (non-voting position)	7.) Vice President Social
2.) Treasurer	8.) Vice President Mammoth
3.) Secretary	9.) Vice President Skiing
4.) Executive Vice President	10.) Vice President Internal Communications (Newsletter)
5.) Vice President Membership	11.) Vice President Marketing
6.) Vice President Activities	12.) Vice President Website

- a. Board of Directors terms begin on May 1st of each year and end on April 30th.
- b. There is a limit of two (2) consecutive years for any board position. A board member who has held a position for two (2) consecutive years may run for an additional term if no other *qualified* members are interested in running for that position.
- c. You must be a regular paid member in good standing to run for an office of the Board of Directors and have the required qualifications for the position for which you are running.
- d. The Board of Directors meets on the second Wednesday of each month.
- e. The location of Board of Directors' meetings may vary and is announced at the end of each board meeting.
- f. Any CSSC member may attend a board meeting.
- g. General members wishing to attend a board meeting should contact a board member to confirm the exact location and directions to the meeting.
- h. If a member attends a board meeting and wants to make a presentation, they must notify the president of the topic of discussion and what they are presenting so it can be added to the agenda for that meeting.

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13. BOARD MEMBER BENEFITS

Board member shall have twelve (12) months added to their current CSSC membership expiration date. 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.

\$150 board credits good 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.

Each board member will have the opportunity for a trip lottery exemption each ski club year. If a trip is oversold on the final registration day and there is a lottery, the trip leader will reserve the last two spots for one board member and their traveling companion who were not selected for the trip in the lottery. If there are more than one board member that did not get on the trip, the order of priority will be determined randomly by the board members at the transition board meeting in May. Any board members that did not get on the trip will be added to the top of the wait list. This is good for the board members and their roommate traveling on the same trip.

If two persons are elected to the Board in a single board position, each person shall receive the 12-month membership extension, \$75 board credit, and one shared trip lottery exemption.

14. EMAIL – BOARD VOTING ON EVENTS

10.1 Occasionally, there is a need to provide a method to vote on items between regularly scheduled Board meetings which will be done via email. The President will coordinate all email voting and will adhere to normal board voting rules.

10.2 Email voting procedure:

- (a) Email the request to the President
- (b) President will determine if there is need to email discussion/vote or the motion should be added to the next board meeting agenda. If it is determined that an email vote is warranted the president will distribute the request within two working days to all Board members.
 - 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.

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15. 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 “Roberts 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 the tax return is approved by the Board prior to filing.
9. Ensure that the annual tax returns and the corporation annual Statement of Information are submitted prior to their due dates.
10. Mediate issues with club members and the board (i.e.: difficulties with refunds, conduct at activities, etc.).
11. Review and coordinate the voting process for any proposed changes and updates in the CSSC By-Laws as needed.
12. Work with Vice-Presidents to identify potential activity leaders and future Board members.
13. Attend CSSC general membership meetings and monthly Board meetings.
14. Promote CSSC to potential new members.
15. When attending activities/trips ensure that all membership policies are followed.
16. Follow policies as set forth by the CSSC By-Laws and Policies and Procedures approved by the Board of Directors.

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16. TREASURER

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.

Preferred Skills: Good organizational skills, detail oriented, accounting and bookkeeping experience. Experience in preparing financial statements and budgets. Knowledge of QuickBooks and Excel preferred. 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. Deposit all monies collected from CSSC activities, event, trips, memberships, raffles, etc. into the CSSC bank accounts which must be federally insured. Money that is held for future overnight trips must be deposited in the travel checking account. Once the trip is complete the excess money shall be moved to the operating account.
2. Disburse checks as appropriate for CSSC expenses, as requested by the appropriate board members.
(a) There will be three 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. Note: Treasurer writes all checks unless the Treasurer is unavailable, then the President or Secretary may write checks. Under no circumstance may the Treasurer, President, or Secretary sign checks, or check requests, that are written to themselves. All payments require a payment request must be approved by the President or Executive V.P. with supporting documentation.
3. Ensure that the money required for the club's raffle prize is available at each general meeting;
4. 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;
5. At the beginning of each ski club year the board will appoint a bookkeeper that will maintain the finances of the ski club in Quickbooks. This could be the treasurer, member or outside bookkeeper that is experienced using Quickbooks. The bookkeeper will update QuickBooks with all deposits and expenses and assign them to the correct accounts and activities, produce year-to-date CSSC Statement of Financial Position, Statement of Activities, Bank Reconciliations, and Budget and Performance of all the open and closed activities and trips. The bookkeeper will produce fiscal year-end financial statements and reports suitable for the preparation of the annual tax return.
6. 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 and trips are produced by the bookkeeper;
7. Present CSSC annual financial performance to general membership on a yearly basis, as appropriate;

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TREASURER (Continued)

8. In January, prepare 1099 and 1096 for Independent Contractors who received over \$600 (or the current minimum as provided by law) the prior year (January to December);
9. Ensure the tax return is approved by the Board prior to filing and filed on time.
10. The outgoing Treasurer is allowed to make deposits and write checks for a reasonable “turnover period” while the incoming Treasurer is familiarized with the duties of the position.
11. If the Treasurer is leading an event, there must be another member managing the money;
12. Attend CSSC general membership meeting and monthly board meetings;
13. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of Directors;
14. When attending events ensure that all membership policies are followed;
15. Promote CSSC to potential new members

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17. 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. Once the minutes are approved by the board the secretary will save them on the google drive in the minutes folder. The minutes of the CSSC Board meetings will be available to members.
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. All liability waivers from activities and trips will be delivered to the secretary by the Treasurer. The Secretary is responsible for archiving the waivers.
11. Assist all board members with requested CSSC documentation and research of the same.
12. Assist President in special CSSC projects.

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SECRETARY (Continued)

13. Must document any corrections, deletions or amendments to previous minutes as discussed and adopted at a subsequent board meeting.
14. 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.
15. 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.
16. Attend CSSC general membership meetings and monthly board meetings.
17. Promote CSSC to potential new members.
18. When attending activities/trips ensure that all membership policies are followed.
19. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of Directors.

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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 all dates of trips are presented and approved by the board.
4. Ensure each trip itinerary, budget and price is approved by the board prior to starting signups.
5. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip through a trip lottery if necessary.
6. Manage the CSSC raffle at club meetings.
7. Lead club and board meetings as designated by the President.
8. If the President can no longer perform his/her duties, the Executive Vice President will be acting President until the next election.
9. Manage special projects as assigned by the board.
10. Present reports related to non-ski travel to the board and determine what travel activities best fit the needs of CSSC.
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.

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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 all dates of activities are presented and approved by the board
6. Ensure each activities' budget and pricing is presented and approved by the board prior to sign up.
7. When a venue requires us to additionally name them on our liability insurance paperwork must be completed at least 30 days prior to the activity.
8. Ensure the proper completion of all documentation/forms related to each activity including liability release at each activity.
9. Access and provide club supplies from storage locker as needed for activities.
10. May help activity leaders with purchase and preparation of food, beverages, paper goods, etc.
11. Traditional activities include the spring picnic, Lake Cachuma camping trip, Yosemite camping trip, Sycamore Cove beach party, hikes, volleyball and cultural activities.
12. 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.
13. Ensure that activities are scheduled through the summer following board transition.
14. Work with the V.P's to develop and maintain a master CSSC event calendar.
15. 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.
16. 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)
17. Attend CSSC general membership meetings and monthly board meetings.
18. Promote CSSC to potential new members.
19. When attending events ensure that all membership policies are followed.
20. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of directors.

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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. Ensure all dates of activities are presented and approved by the board,
3. Ensure each activities' budget and pricing is presented and approved by the board prior to signup.
4. When a venue requires us to additionally insure them on our liability insurance paperwork must be completed at least 30 days prior to the activity,
5. Manage, guide, and mentor event leaders following CSSC guidelines. This can include helping with preparation of food, beverages, paper goods, etc.
6. Manage and oversee social events to ensure financial viability of event.
7. Access and provide club supplies from storage locker as needed for social events.
8. 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.
9. 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.
10. 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)
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.

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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. Promote membership meetings twice a month to maximize attendance and promote activities and trips.
3. Maintain content on Facebook and Instagram
4. Interface with people that are visiting our sites, answer question and encourage them to participate.
5. Investigate and optimize other internet technologies to promote CSSC to potential members.
6. Present Facebook performance to the board for their understanding and action.
7. Liaison with third party publications 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. Participate in LA council meetings and report back to the board
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.

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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. Website to ensure the V.P. is able to post the newsletter on the club's website.
3. Collect fees for advertising and forward to the Treasurer.
4. Attend CSSC general membership meetings and monthly board meetings.
5. Promote CSSC to potential new members.
6. When attending events ensure that all membership policies are followed.
7. Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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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. Recruit and manage Mammoth trip leaders;
3. Ensure all dates of trips are presented and approved by the board
4. Ensure each trip budget and price is approved by the board prior to starting signups
5. Ensure financial viability and legal liability of all Mammoth trips.
6. Promote Mammoth trips at CSSC general membership meetings (including preparation and dissemination of fliers).
7. Work with Mammoth Ski Trip leader to ensure that the Mammoth 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.

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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 all dates of trips are presented and approved by the board
3. Ensure each trip budget and price is approved by the board prior to starting signups
4. Ensure that sign-ups are transparent and allow every member the same opportunity to sign up for the trip through a trip lottery if necessary.
5. 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.
6. Promote ski trips at club meetings (including preparation and dissemination of fliers).
7. Manage trips to ensure financial viability and legal liability.
8. Ensure proper completion of all documentation/forms related to ski trips.
9. Ensure that the Travel Ski Trips are finalized / reconciled with the Treasurer in a timely manner at the end of the ski season
10. Attend CSSC general membership meetings and monthly board meetings.
11. Promote CSSC to potential new members.
12. When attending events ensure that all membership policies are followed.
13. Follow policies as set forth by the CSSC By-Laws and policies approved by the Board of directors.

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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:

Keep updated database of all current members, event members, and guests.

Maintain current and expired membership information. Provide current membership and recently expired list to Board Members and Activity Leaders monthly.

Oversee Membership/Guest Welcome Table at CSSC general meetings.

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.

Create a list of all members and email the PDF to all members quarterly. The list will include name, phone number and email.

Collect all membership-related monies. Record and coordinate membership financial information with Treasurer. Ensure that all new members sign a liability waiver.

Coordinate with Exec. V.P. to provide information for general meeting raffles.

Quarterly publish a printed list of all members with their contact information. This is available at meetings.

Attend CSSC general membership meetings and monthly board meetings. Organize, train and oversee a committee to assist at club general meetings. Train an assistant to handle check-in table at meetings in case of V.P. of Membership's absence

Promote CSSC to potential new members.

When attending events ensure that all membership policies are followed.

Follow policies as set forth by the CSSC By-Laws and policies approved by the board of directors.

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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 to attract new members
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. Add activity and trip photos to the website.
18. Update the website with activity and trip flyers and registration forms.

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25. CSSC ELECTION OF OFFICERS POLICY & PROCEDURE

25.1 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.

25.3 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.

25.4 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.

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25.5 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.

25.6 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).

25.7 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.

25.8 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.

25.9 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 the member who voted by absentee ballot cannot vote in person at the annual election meeting.

25.10 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.

25.11 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.

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25.12 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.

25.13 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:

- a. They must go to the mailbox together,
- b. On the 10th day prior to the election, all membership applications and checks shall be delivered to the membership VP.
- c. 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;
- d. 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
- e. The ballot collectors shall email the election Chairperson the number of ballots that were collected and the date they were collected.
- f. Ballot collectors shall pick up the final ballots from the mailbox after 4 PM on the night of the election;
- g. 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.
- h. 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.

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25.13 Collecting and Counting the Ballots (Continued)

- i. 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.
- j. 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.

25.14 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.

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

26.1 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.

26.2 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 of the ballot. The members at the meeting then will accept the nomination by a voice vote.

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26.3 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.

26.4 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.

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

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

26.6 Voting by Members

Each members 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.

26.7 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.

26.8 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