

RA Ski Club – Rules and Regulations

- Rev. 4 – July 2017 In Section 6d, “Executive Duties”, updated Treasurer’s role to reflect reality.
- Rev. 3.2 – May 2014 Moved “preparation of phone directory” from membership chair to publicity chair.
Under “Weekend Chair, changed “weekend trips” to “overnight trips.”
Under Secretary, deleted “Maintain a detailed list of all Club assets and their whereabouts.”
- Rev. 3 – Sept. 2013: Changed club motto, changed “Trip Info Night” to “Open House”, and clarified that the Membership Chair organizes the RA Ski Open House.
- Rev. 2.1 – March 2013: Increased weeklong trip leader fee to \$20 per participant.
- Rev. 1 - June 2012: Increased weekend carpool trip leader fee to \$5 per participant.
- 1 Further to Article V (Section 1) of the By-Laws, the purpose of these Rules and Regulations is to formally state the policies of the RA Ski Club and to provide guidelines to the Executive.
 2. The Club colors are either black and white, or red and white. The crest and logos of the Club are as shown in Appendix “A”. The short form designation of the Club is “RA Ski”.
 3. The motto of the Club is “More than just a ski club” in English and “Un club de ski de plus” in French.
 4. Membership Criteria

Membership shall be limited to those 19 years of age or older. In the event of the establishment of a junior program, this rule is waived for the junior program only.
 5. Participation Criteria
 - a. No non-members on weeklong trips.
 - b. One guest per member on weekend trips at an extra cost of 10% of the package price to the guest.
 - c. Members are responsible for their guests at all Ski Club events.
 - d. Guests on Day Trips are required to complete the waiver form prior to trip departure.
 - e. Those who have special needs are welcome to attend any Ski Club event provided they supply their own appropriate support services.

Club activities (skiing and non-skiing) are designed for the participation of the RA Ski Club members. A guest policy has been established by the Executive for each type of activity. It may be waived for any particular activity or event at the discretion of the Executive. (Such change or waiver should include references to the fact that guests should be 19 years and over except on family day trips and that they should pay the supplementary guest fee. Considering the minimal RA Ski Club fees, supplementary fees should also be set so as to encourage guests to join the Club instead of attending activities as guests.)

6. Executive Duties

Further to the duties and responsibilities defined in the RA Ski Club By-Laws, the Executive members are responsible for the following:

a. Executive Chairperson

- i. Chair all regular meetings of the Club and the Executive.
- ii. Provide general supervision over all operations of the Club.
- iii. Ensure that policies and other decisions of the Executive are implemented.
- iv. Provide general liaison with the RA and with the public at large.
- v. Organize and supervise the selection of trip leaders.
- vi. Prepare an insert regarding the Club in the RA program of activities.
- vii. Ensure that all Club activities have activity leaders who are to be in charge of the event and in attendance.
- viii. Chair sub-committee of chairpersons responsible for trips in order to prepare an integrated schedule.
- ix. Ensure that the Nominating Committee is established.
- x. Organize the General Meeting and any other General Meetings as they may be called.

b. Vice-Chairperson

The Vice-Chairperson is responsible for the planning and for the organization of all trips of a week's duration or longer. This entails the following:

- i. Canvas and compare travel agents, wholesalers, reports, ski hills and carriers with respect to the trip prices, package extra and quality of services to ensure that the best arrangements are made on the Club's behalf.
- ii. Propose and present destination alternatives for the weeklong trip(s) to the Executive for trip selection.
- iii. In conjunction with travel agents, prepare seating plans, sign-ins, room assignments and other arrangements.
- iv. Prepare tender and the contract with the assistance of the RA Recreation Supervisor.
- v. Maintain close rapport with travel agent and ski company agents sponsoring trips to ensure arrangements and sales are in order.
- vi. Organize and Chair rendezvous information sessions prior to trips.
- vii. Obtain trip information handouts, brochures for the weeklong trip(s) to encourage participation.

- viii. Maintain up-to date files on possible destinations for weeklong trips.
- ix. Prepare and submit to the Treasurer immediately following the completion of an event such as a trip or a social, a financial and statistical report of the event as well as any other pertinent information.
- x. Design application forms to be used for weeklong trips.
- xi. Prepare detailed information sheets for trip leader's duties.
- xii. Ensure that the trip leaders of the weeklong trip(s) are fully aware of their duties.
- xiii. Replace the Chairperson in his/her absence.

c. Secretary

The Secretary is responsible for the following:

- i. Make all room reservations for meetings.
- ii. Prepare and distribute copies of minutes to all Executives members prior to the next meeting.
- iii. Mail get-well cards to members who have injured themselves on a Club trip.
- iv. Inform the Executive of all signings other than those of a financial nature.

d. Treasurer

The treasurer is responsible for the following:

- i. Review and contribute content for the Club budgets, created and approved by the RA. The Fiscal Year of the Ski Club is the same as the RA, 1 January to 31 December.
- ii. Monitor financial controls over all the various Club functions.
- iii. Monitor financial procedures for the Executive members and inform Executive members of their responsibilities regarding financial matters to the Treasurer and the RA.
- iv. Maintain financial details on each ski club activity and distribute copies for informational purposes to the Executive.
- v. Review monthly actuals prepared by the RA and compare with the Treasurer's own records (and commence immediate follow-up to answer any discrepancies between the RA's and the Club's records).
- vi. Develop and maintain management information system for planning and financial purposes.
- vii. Document requests for cheque requisitions made by the activity chairs to the RA for payment of expenses incurred by the Club.

- viii. Present a summary of the interim profit and loss statement of the Club at the Annual General Meeting.
- ix. Inform the Executive of all signings of a financial nature conducted by the RA on behalf of the Club.

e. Membership Chairperson

The Membership Chairperson is responsible for the following:

- i. Plans and organizes RA Ski Open House.
- ii. Verify Club membership and registration.
- iii. Prepare annual statistics of the Club membership.

f. Publicity Chairperson

The publicity Chairperson is responsible for the following:

- i. Prepare and /or edit the Club Newsletters and the RA News articles and submit them by publishing deadlines.
- ii. Coordinate preparation of and editing of the RA Ski Winter Program booklet in time for distribution at the RA Ski Open House.
- iii. Prepare and/or edit the Club brochure.
- iv. Prepare and distribute Club buttons, pins and magnets.
- v. Order, control and distribute promotional materials.
- vi. Prepare with the various activities Chairpersons a marketing or promotion program.
- vii. Prepare or edit any other publicity, or publicize contest as directed by the Executive
- viii. Maintain and update Club answering machine (Snow Phone).
- ix. Send regular e-mails (Ski- mails) informing members of activities.
- x. Organize the club's showcase.
- xi. Prepare and maintain the annual telephone directory, including updates as required.

g. Social Chairperson

The Social Chairperson is responsible for the following:

- i. Arrange for club social functions.

- ii. Coordinate the preparation and decoration of the rooms where the social functions will take place.
- iii. Decide on the date and location and type of social events in coordination with the executive.

h. Weekend Chairperson

The weekend Chairperson is responsible for the planning and organization of the downhill and combined downhill/ cross-country overnight trips which entails the following:

- i. Canvas and compare travel agents, wholesalers, reports, ski hills and carriers with respect to the trip prices, package extras and quality of services to ensure that the best arrangements are made on the club's behalf.
- ii. Propose and present destination alternatives for the overnight trips to the Executive for trip selection.
- iii. Prepare the tender and the contract with the assistance of the RA Recreation Supervisor.
- iv. Maintain close rapport with the travel agent, ski company agents, sponsoring trips carriers, accommodations and ski hills to ensure arrangements and sales are in order.
- v. Obtain trip information, handouts, and brochures for overnight trips.
- vi. Organize and chair rendezvous nights prior to trips as required.
- vii. Maintain up-to-date files on possible destinations for overnight trips.
- viii. Design and revise application forms to be used for overnight trips.
- ix. In conjunction with travel agents, prepare seating plans, sign-ins, sleeping arrangements, room assignments and other arrangements.
- x. Prepare and update detailed information sheets for weekend trip leader's duties.
- xi. Ensure that the trip leaders of the overnight trips are fully aware of their duties and trip details.
- xii. Consult with cross-country chairperson on choice of trips to offer as combined cross-country destinations.
- xiii. Coordinate with the other Chairpersons on the selection and scheduling of events.
- xiv. Prepare and submit to the Treasurer immediately following the completion of an event such as a trip or a social, a financial and statistical report of the event as well as any other pertinent information.

i. Downhill Chairperson

The downhill (DH) Chairperson is responsible for the following:

- i. Plan and organize all downhill day trips and combined downhill/cross-country day trips. This entails the following:
 - 1. obtaining information on ski centre facilities, prices, package extras, discounts;
 - 2. presenting destination alternatives for day trips to the Executive for trip selection;
 - 3. scheduling all day trip buses and / or other means of transportation as required.
 - 4. preparing detailed information sheets for the trip leader's duties and ensuring that the trip leaders are fully aware of their duties.
 - ii. Consult with the Cross-Country Chairpersons the choice of trips to offer as combined XC destinations.
 - iii. Prepare the tender and the contract with the assistance of the RA Recreation Supervisor.
 - vi. Maintain up-to-date files on possible destinations for day trips.
 - vii. Coordinate with other Chairpersons on the selection and scheduling of events.
 - viii. Prepare and submit to the Treasure immediately following the completion of an event such as a trip or a social, a financial and statistical report of the event as well as any other pertinent information.
- j. Cross-Country Chairperson

The Cross-Country Chairperson (XC) is responsible for the following;

- i. Plan and organize XC-related events such as the XC base Preparation and waxing clinic and XC Equipment Night.
- ii. Plan and organize all XC-related day and weekend trips. This entails the following:
 - 1. obtaining information on ski centre, prices, package extras, discounts;
 - 2. presenting destination alternatives for day trips to the Executive for trip selection;
 - 3. designing application forms;
 - 4. scheduling all day trips and posting in the RA Ski Club newsletters and on-line schedules.
 - 5. preparing sign-ins and other arrangements including arranging trip leaders.
 - 6. preparing detailed information sheets for the trip leader's duties and ensuring that the trip leaders are fully aware of their duties.
- iii. Maintain up-to-date files on possible destinations for XC trips.
- iv. Coordinate with other Chairpersons on the selection and scheduling of events.

- v. Prepare and submit to the Treasurer immediately following the completion of an event such as a trip or a social, a financial and statistical report of the event as well and any other pertinent information.

k. Member-At-Large

The Member-At-Large is responsible for carrying out duties assigned by the Executive. As well, duties include the following:

- i. plan and organize the Skifit Exercise Program orientated to both Downhill and Cross Country Skiers.
- ii. Obtain discounts at ski centers.
- iii. Coordinate arrangements for discounts at stores.

l. Immediate Past Chairperson

The immediate Past Chairperson provides advice and continuity in the operation of the Executive. She/He assists in the planning and organization of the various activities. This Executive member has all the powers and voting privileges as the other Executive members.

m. Other General Duties

All Executive members may volunteer to temporarily take on additional duties or projects to those outlined above or to assist other Executive members with the Execution of their portfolios. This will not be regarded as a transfer of responsibility except in the case of an explicit vote taken to that effect. All Executive members are required to provide input to newsletters and the RA Ski Winter Program booklet as necessary, and perform trip leader and activity leader duties.

7. Transfer of Responsibility

The responsibilities outlined in Section 6 may be transferred among members of the Executive with the assent of the member currently responsible, the assent of a member who will be responsible and a favorable vote of the Executive. This transfer of both the duties and the responsibility for them shall be in effect only during the term of the then current Executive. The responsibilities shall revert to their original portfolio, as outlined in Section 6, at the end of the term of that Executive.

Exceptional circumstances such as a leave or growing workload could justify a permanent transfer of responsibilities, in this event the wording of the motion to transfer responsibility must explicitly state that the transfer is to be permanent.

8. Executive Meetings

Meetings of the Executive may be attended by the Executive and invited guests only. The purpose of such meetings is to review the work of the Executive members and to make decisions. In effect the Executive meetings are the main forum for decision-making. When an Executive member wishes to annul some action previously taken and it is too late to reconsider the vote, that member can move to "Rescind" the original motion. Minutes are to be made available to club members to read upon request.

9. Authorities

Each member of the Club Executive has the authority, within their own activity area, on behalf of the Club to:

- i. enter into and carry out negotiations;
- ii. sign correspondence; and
- iii. initiate action that will result in financial commitment expenditure.

With respect to (iii) such actions however require the prior approval of the Executive.

Note that underneath each position, the area of authority has been identified as Club or activity, each of these areas of authority has been further identified as to type, as follows:

- A) Administrative in terms of Club or Activity approval
- B) Financial in terms of budgetary approval
- C) Legal in terms of having the actual authority to do so

MATRIX OF AUTHORITIES

Type of Document	Club <u>Chairperson</u>	Activity <u>Chairperson</u>	<u>Treasurer</u>	RA <u>Recreation</u> <u>Supervisor</u>
Correspondence	Club (A)	Activity (A)	Activity (A)	N/A
Tenders	Club (A)	Activity (A)	Club (B)	N/A
Contracts	Club (A)	Activity (A)	Club (B)	Club (C)
Purchase Orders	N/A	N/A	N/A	Club (C)
Cheque Requisition	N/A	N/A	Club (B)	N/A

It is to be noted that the legal authority to enter into contracts and sign cheques is restricted to the RA.

10. Confidentiality

In principle the Club business should be carried on in such a way as not to be confidential. However, on occasion, matters will have to be considered confidential; these will have to be decided upon by the Executive as whole, which should ensure that the Association, which has access to a number of Club records, should respect the confidential nature of the matters. Matters considered confidential by the Executive must be treated as such by all Executive members.

11. Mailing List

The Club mailing list and members e-mail addresses are for the Club benefit only. They should not be made available to outsiders.

12. Committees

The Executive may establish Standing Committees, Sub-Committees or As Hoc Committees as the need arises. The Executive Chairperson of the Club is an ex-officio member of all such committees.

The purpose of these committees is to review and report on all matters arising out of the terms of reference dictated by the Executive and to exercise such powers as may be delegated from time to time by the Executive.

The Chairperson of all such committees shall be a member of the Club.

The quorum for any said committee shall be one third plus one of the members of the committee.

If a Chairperson of such a committee is not present at said committee meeting, the member shall elect a Chairperson for the meeting.

Such a committee may meet and adjourn as it thinks proper. Any question arising at any meeting shall be determined by the majority vote of the members present. In case of an equality of votes, the Chairperson may cast the deciding vote, but otherwise the Chairperson shall not vote.

Minutes of proceedings, decision taken and actions of said committees shall be tabled at the next meeting of the Executive and shall be forwarded to the Secretary of the Club at least five days before the Executive meeting.

13. Transfer of Office

The purpose is to ensure continuity and to provide general orientation to the incoming Executive. The transfer of office shall consist of one Executive meeting where the out-going and incoming Executives shall meet together.

At such meeting the out-going Executive shall:

- i. turn over their files, materials and equipment;
- ii. provide an overview of the financial situation;
- iii. discuss contracts signed, rooms and hotel pre-books, etc., for the upcoming season;
- iv. comment on any other outstanding business requiring the attention of the incoming Executive; and
- v. provide copies of the individual final reports made at the Annual General meeting.

14. Activity Leaders

The purpose of activity leaders is to ensure that the activities are run according to plans, and to take appropriate actions in order to remedy problem situation and to ensure that the Club interest are respected.

In principle, the various activities Chairperson should be the activity leaders for activities for which they are responsible: the trip leaders are discussed in the following section.

In the event that the responsible Chairperson cannot attend the activities for which they are responsible, the chairperson will approve a replacement. Members of the Executive are prime candidates for replacements mainly because they are usually familiar with arrangements, with detailed duties and with various contact persons. Also the members of the Executive speak from a position of authority when giving instruction and directions, particularly when a decision may commit the Club to a liability or an expenditure.

15. Trip Leaders

The purpose of trip leaders is to ensure that the trips are run according to plans, to take appropriate actions in order to remedy problem situations on trips and to ensure that the Club interest are respected.

The trip leaders should be familiar with detailed trip arrangements, duties and procedures and various contact persons. It is the responsibility of either the Vice-Chairperson (week trips), Weekend Chairperson (weekend trips), and Downhill and Cross-Country Chairpersons (day trips) to ensure that the trip leaders are fully briefed and aware of their duties.

Members of the Executive are prime candidates for trip leaders mainly because they are usually familiar with detailed trip arrangements, with detailed duties and with the various contact persons; also, the Executive members speak from a position of authority when giving instructions and directions on trips, particularly when a decision may commit the Club to a liability or an expenditure.

The selection of particular trips for the trip leaders is carried out during the fall in order for the various leaders to familiarize themselves with duties, detailed arrangement and various contacts and shall be ratified by the Executive.

The person organizing the weekend and weeklong trips are to be given first chance to lead the trip they organized. If that person does not wish to lead the trip, other executive members registered to participate in the trip will be offered the trip leadership. In the event that more than one candidate is available, the trip leader will be selected by lot from those candidates.

The trip leaders of weeklong and weekend trips should select an assistant trip leader giving preference to other executive members going on the trip. The assistant trip leader will help the trip leader and replace the trip leader in the event that the trip leader is unable to complete all duties. If no executive member is available, a senior club member capable of assuming leadership duties should be appointed.

The person organizing day bus trips should have first choice of which trip to lead. Leaders of other trips should be chosen by lot from those executive members interested. A priority replacement list should be established in the event a designated trip leader must withdraw. If no executive member is available, a senior club member capable of assuming leadership duties should be appointed.

The Trip Leader will return the Ski Bag to the RA Recreation Supervisor.

Trip Leader Fees:

Carpool weekend trip leaders will receive \$5 per participant.

Weekend bus trip leaders will receive \$5 per participant.

Weeklong trip leaders will receive \$20 per participant.

16. Refund Policy

Ski Trips: A member or guest who signed up for a weekend or weeklong ski package is not entitled to a refund of any portion of the total package that is not used.

Day Trips: Refunds may be made up to noon of the Wednesday before trip departure, after which time no refunds will be made. Refunds are to be made in full less any charges

levied by the RA for cheque issuance (a \$15.00 administration fee for cheque issuance is charged to the Club.) Members or guest may anytime arrange for someone to attend in their place and the trip leader must be notified by the members going of the change. If replacements are not members they should pay the guest supplementary fee for the Club, unless it has already been paid.

Weekend Trips: The refund policy is as outlined in the weekend contract (s) agreed upon in each ski season. Where no contract exists, cancellations will be refunded in the amount paid, minus any administration fees incurred. No refund will be issued 7 days prior to departure, except in mitigating circumstances as decided by the RA Ski Club Executive.

Week- long Trips: The refund policy is as agreed in the week-long contract(s) in each ski season.

Event Cancellation: If an event has been cancelled by the club, refunds will be made in full with no penalties to the members signed up for that event.

17. Non Smoking Policy

There shall be no smoking on Club activity buses. (This policy was approved by the general membership at the 1982/83 Annual General Meeting.)

18. Adoption and Amendments of Rules and Regulations

The incoming Executive should approve the Rules and Regulations which will then provide them with written guidelines for the coming year; these Rules and Regulations may be amended at any time by a majority vote of the Executive members. As with the By-Laws the Executive Chairperson shall not vote except in the case of a tie when he or she may cast the deciding vote.

APPENDIX A

