

PALM BEACH GATOR SNOW SKI CLUB CODE OF CONDUCT

Aware of the importance of maintaining the respect and confidentiality of the club members, and other persons associated with the PALM BEACH GATOR SNOW SKI CLUB, Gators strive to achieve and sustain a high degree of ethical conduct.

The following disciplinary rule shall constitute the Code of Conduct for the PALM BEACH GATOR SNOW SKI CLUB:

1. Gators shall not intentionally distort or suppress conversations overheard during club business and social meetings, Gator special events or social events.
2. Gators shall maintain honesty in all club dealings.
3. Gators shall not make malicious or intentional false statements about a club member.
4. Gators shall not submit fraudulent information on any documents in connection with club business.
5. Gators shall not misuse the club directory or personal information of its members.
6. Gators shall not undertake any activity or privately organize, advertise or conduct a directly competing trip or event that causes the club or its members to suffer harm or loss.
7. Gators shall not possess firearms or illegal drugs at Gator Functions
8. Gators shall not engage in fighting or harassment of any sort.
9. Gators shall not distribute unsolicited or uninvited propaganda or literature at any Gator function without Board approval.
10. Gators shall not offer or accept payments, gifts, services, travel, entertainment or favors from anyone with whom the individual acts as an agent of the club.

For infractions of the above policy, disciplinary action can include a written warning, immediate suspension, or expulsion from the club at the discretion of the Board of Directors.

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PALM BEACH GATOR SNOW SKI CLUB POLICY #1

ELECTION POLICY AND PROCEDURES

Amended and Adopted by the Board of Directors September 6, 2001

ELECTION POLICY

PURPOSE

It is the purpose of this Election Policy and Procedures to establish broad election guidelines to recruit, nominate and elect qualified members to administer the affairs of the PALM BEACH GATOR SNOW SKI CLUB (hereinafter, the Club). It also shall be the purpose of this Election Policy and Procedures to recognize the importance and sensitivity of the election process and to provide the necessary structure for an equitable, harmonious and constructive election for all members.

MEMBERSHIP GOODWILL

It is recognized that the goodwill of the Club's members is the Club's greatest asset. Any activity which may jeopardize this goodwill must be handled with the utmost professionalism, sensitivity and care. The protection of the member's goodwill is essential.

EQUITY, INTEGRITY, AND ACCOUNTABILITY

Equity, integrity and accountability are the foundation of a successful election process in a club organized for the purpose of recreational and social activities. For this reason, it may be necessary to develop specific procedures which may appear to be excessive in controlling the election process.

QUALIFIED LEADERS

Recruiting and electing qualified leaders is the essence of a successful club. Leadership traits must include, but not be limited to honesty, enthusiasm, vision, and fairness. It is through the participation of all Club members that these qualified candidates will be recruited and elected.

PROCEDURES

ADMINISTRATION AND RESPONSES

1. Executive Committee - The Executive Committee shall have the ultimate responsibility for the election process. The Supervisor of Elections shall be recommended by the Past President and confirmed by a majority of the Executive Committee at the January Board meeting. Upon appointment and confirmation, the Supervisor of Elections will be designated the authority to administer the Club elections. The Executive Committee shall campaign for no positions other than their own.

2. The Supervisor of Elections shall have the sole responsibility for administering the sections of the Articles and By-laws governing elections and voting, and the Elections Policy and Procedures as adopted by the Board. These responsibilities include the following:
 - a. Appoint a Candidate Search Committee to help recruit qualified members
 - b. Appoint an Election Committee to assist in administering the election procedures.
 - c. Ensure non-partiality in the recruitment, nomination and campaigning of any candidate.
 - d. Administer a balloting process which ensures that ballots are properly controlled and accounted for.
 - e. Ensure that elections are conducted in a manner which is honest, equitable and protects the rights of all candidates.
 - f. Maintain the highest standards of integrity when counting and reporting secret ballots cast at the annual elections meeting.
 - g. Ensure that each winning candidate shall be declared as per the Bylaws.
 - h. Obtain the latest Club roster to verify members permitted to vote.
 - i. Act as the sole arbiter for any disputes, policy decisions concerning the elections and the handling of any request for election information or recounts.
 - j. Provide each candidate a copy of the Elections Policy and Procedures and require the signature on the acknowledgment page.

3. **Candidate Search Committee** - The Committee shall be under the direction of the Supervisor of Elections. It shall consist of one Board member, who is not running for election or reelection, and at least three but not more than six at-large Club members.

The Committee members shall not campaign for any candidate.

The Candidate Search Committee members may be responsible for:

- a. Seeking and recommending qualified candidates for office
- b. Verifying that candidates nominated are in good standing.
- c. Any other duties as requested by the Supervisor of Elections.

4. **Election Committee** - The Committee shall be under the direction of the Supervisor of Elections. It shall consist of one Board member, who is not running for election or reelection, and at least three but not more than six at-large Club members.

The Committee members shall not campaign for any candidate.

The Election Committee members may be responsible for:

- a. Monitoring and promoting nomination and election meeting programs.
- b. Controlling the distribution and collection of ballots.
- c. Counting and verifying the ballots cast.
- d. Reporting the results to the Supervisor of Elections.
- e. Any other duties as requested by the Supervisor of Elections.

SCHEDULE OF ELECTION PROCEDURES

General Membership Meeting two months prior to election night:

- a. General Nominations accepted for each of the offices of the Club.
- b. Verification by the Supervisor of Elections that the nominated person accepts the nomination.
- c. Nominees shall be given a copy of the Election Policies and Procedures so that they may understand the election process and sign a statement indicating they will abide by it.
- d. All nominations shall be from the floor in nomination format only.
- e. There are to be no formal declarations, demonstrations or speeches by nominators or candidates.

Membership Meeting one month prior to election night:

- a. Nominations accepted for each of the offices of the Club.
- b. Verification by the Supervisor of Elections that the nominated person accepts the nomination.
- c. Each candidate for office shall have the opportunity to campaign in compliance with the campaign rules set forth in these procedures during the meeting.
Example: each candidate or their representative shall have the opportunity to make a speech.
- d. Nominations shall be closed at this meeting. .
- e. Candidates shall submit a campaign notice for the next newsletter in accordance with Campaigning item #2.
- f. There are to be no formal declarations or demonstrations of support or parades during or after the candidates' speeches.
- g. Lottery drawing to be held for all candidates for the purpose of placement of names of candidates on the ballots. The drawing shall take place immediately after close of the March Membership meeting and each candidate or their declared representative will be given the opportunity to gather together.

General Membership Meeting - Election Night:

- a. Members may obtain and cast their ballots from 7:00 PM until 8:15 PM.
- b. Members shall place their ballots in the ballot box to be provided by the Supervisor of Elections. The Ballot box shall have a top not easily removed or a standard ballot box with a slot only large enough to accept individual ballots.
- c. No candidate shall be permitted to campaign at or near the ballot area or to place campaign literature on a ballot table or the reception table.

CAMPAIGNING

1. All candidates or their designated representative shall be allowed to give a campaign speech during the March General Membership meeting, not to exceed three minutes.
2. Candidates are encouraged to prepare a campaign notice to be published in the Club Newsletter, to be distributed immediately preceding the elections. The campaign notice shall be limited to 130 words or less and will be reviewed for accuracy and the number of words by the Supervisor of Elections

3. Prior to distribution, candidates shall obtain approval from the Supervisor of Elections for all flyers and printed or electronically transmitted materials.

BALLOTS

Ballots will be created in two different colors, one color for the absentee Ballots and one color for the regular Ballots. Names of candidates are to be placed on the ballot by a lottery drawing and the names drawn by chance for a position on the ballot by each office category. The first name drawn for each category shall be the first name on the ballot. The sequence will follow until all names are drawn.

Absentee Ballots

1. Absentee ballots must be the original hard copy that is mailed to the members of the club. **No copies will be allowed.**
2. The absentee ballots will allow for family membership voting. Family memberships entitle each family to two votes at Club elections.
3. The absentee ballots will require member identification and signatures and printed legible name.
 - a) Absentee ballots shall be placed in a sealed envelope marked BALLOT ONLY with the members and spouses name(s) clearly printed on the outside of the envelope and their signatures directly below the each printed name. That envelope shall then be placed in another envelope and mailed to the Supervisor of Elections.
 - b) Absentee ballots will remain with the Supervisor of Elections and remain sealed until the elections.
 - c) Immediately preceding the opening of the polls, the Supervisor of Elections shall gather the Election Committee and the names of the voters checked off the latest roster of Club members. The votes shall not be tallied at this time.
 - d) After the voter names are checked off the roster, the Supervisor of Elections shall count the number of Ballots and place the Ballots in the Ballot box and seal the box.
 - e) Absentee Ballots received after the day of the meeting shall remain sealed and held until all ballots are destroyed.
 - f) Members may vote in person using the absentee ballots, however, the Supervisor of Elections shall write the word REGULAR on each ballot and have the voters name checked off the roster before it is permitted to be placed in the Ballot box.
 - g) Members who have voted by Absentee Ballot and are present for the General Membership meeting are encouraged to check the roster on the Ballot table and

make certain their vote is recorded. If the vote is not recorded, the member is permitted to vote by regular Ballot.

4. In the event of a completely uncontested election in which there is no more than one candidate for each position and no other issues on the ballot, the provisions of item 1 will not apply. Absentee ballots will not have to be mailed out to all members. They will be made available electronically for members who can be contacted by email and will be mailed only to those who cannot. Members will be permitted to vote electronically by emailing a scan of their signed absentee ballots to the Supervisor of Elections.

Regular Ballots

- a. To obtain a Ballot, a member must be on the latest roster, present a current membership card, or be known to the Election Committee member, or have a completed application with the required dues payment presented to the Membership Director before being permitted to vote.
- b. Each member will be asked to sign the roster when picking up their Ballot
- c. The REGULAR ballots will be anonymous. The member voting in person will not be asked to sign the REGULAR ballot.
- d. All candidates may have one declared representative present at the Ballot table at 7:00 PM to check the ballot box., witness the placing of the absentee Ballots in the Ballot box., learn the number of absentee Ballots placed in the box., the sealing of the Ballot Box, observe the handing out of the Ballots and placing the ballots in the Ballot box. The declared representative shall be allowed to accompany the Ballot box to the counting room but not into the counting room.
- e. At 8:15 PM, the Supervisor of Elections shall suspend the voting process, secure the Ballot box, carry the Ballot box and roster to the Counting room, open the Ballot Box in front of the Election Committee and give the Committee their counting assignments.
- f. The Election Committee, augmented by the number of at-large members the Supervisor of Elections determines necessary to effectively carry out the count, shall be responsible for counting the ballots. .
- g. Ballots shall be counted by a team of two individuals and verified by a second team. If a difference is found in the count, there shall be a recount until the Supervisor of Elections is satisfied with the accuracy of the count.
- h. Ballots shall not be destroyed for one full month following the elections.
- i. If more than one candidate with in an office category receives a mark of any kind by their name, all votes on that specific Ballot for that office category shall be eliminated.

- j. All vote counts shall be kept secret by the Election Committee members and the Supervisor of Elections. All ballots shall be tallied as quickly as possible, counts verified and reported by the Supervisor of Elections as early as possible to the General Membership.

A candidate running for a specific office or candidate's designated representative may ask the Supervisor of Elections the total vote count by candidate for the office for which they were nominated.

RECOUNTS

1. Requests for recounts shall be in writing within 48 hours by the candidate or his/her representative to the Supervisor of Elections. If neither a candidate nor a designated representative is present at the elections General Meeting, the candidate shall have 30 days after the election to request a recount in writing to the Supervisor of Elections.
2. Upon a written request for a recount, the Supervisor of Elections shall immediately assemble the Election Committee for the recount.
3. The candidates shall be able to observe the recount, however, no names on the Ballots shall be provided to the candidate at any time.

CANDIDATE ACKNOWLEDGEMENT FORM

Palm Beach Gator Snow Ski Club Officer Candidate Acknowledgement

I, _____, am member of the Palm Beach Gator Snow Ski Club (hereafter referred to as the Club) aver and certified the veracity of the following statements.

1. I am a member in good standing.
2. I meet the required prerequisites for the office I am seeking
 - a. Time requirement
 - b. Special requirements
3. I understand the duties of the position I am seeking
4. I have received a copy of the current bylaws
5. I received a copy of the most recent policy manual which includes
 - a. Gator code of conduct
 - b. Election policy (Page 4 -10)
6. I have read or will read both documents and obey the tenets and provisions therein.
7. I will not seek pecuniary gain at the expense of the Club while an officer of the club
8. I will strictly adhere to the election policy
 - a. Campaign claims of experience or ability will be accurate
 - b. Written campaign material is subject to review.
 - c. I will abide by our club policy when using public forums such as mass mailings, or constant contact.
9. I understand that my candidacy can be voided for violations of the Gator code of conduct or election policy.

Signature

Date

(This signed acknowledgement must be turned in to the Supervisor of Elections.)

Adopted Sept 6, 2001

Revised Feb. 2009

Revised April 10, 2016

PALM BEACH GATOR SNOW SKI CLUB POLICY #2

MERCHANDISE

The individual in charge of selling Club merchandise will be appointed by the Board. They must be able to store the merchandise and bring it to all Club meetings and some functions as requested.

The merchandise table should be set up at 7:00 pm for each General Meeting.

Sale of Merchandise

- An inventory sheet will be supplied each month by the Treasurer, for use when selling merchandise. The sales price, description, sizes & colors available for each item are listed. This is a current inventory.
- When an item is sold, the appropriate item size & color should be noted on the inventory sheet by making a tick mark next to the Quantity On Hand column. The price the item was sold for should be noted in the column next to the Sell Price. If more than one of the item is sold, the total amount collected should be noted.
- Special Sales should be discussed with the President (i.e. discounting prices on merchandise).
- The inventory sheet should be turned in at the end of each meeting along with any monies collected.

Purchasing: Merchandise

To purchase new merchandise, board approval is required. An inventory of the supply should be presented along with the purchase request to the Club President. A bid/cost for items should be discussed with the President and brought to the Board. Once the board has approved the purchase,

an order may be placed and check cut for a deposit. The balance is paid upon receipt of the merchandise.

Inventory

All items should be inventoried a minimum of one time a year, preferably after the end of the fiscal year, during June. Items should also be inventoried when the person in charge of merchandise changes. The completed inventory should be given to the Treasurer.

Miscellaneous

Any expenses incurred by the person selling Merchandise should be approved by the President (i.e., cost of mailing an item which was not available at the meeting).

PALM BEACH GATOR SNOW SKI CLUB POLICY #3

SKI TRIP SIGN UP PROCEDURES

I. PURPOSE: The purpose of the Ski Trip Registration Policy is to ensure that all members are given an equal and fair opportunity to register for a ski trip.

II. STATEMENT: Ski Club Bylaws state, “All activities and trips shall be subject to availability on a first come first served basis”. With the advent of Ski Club website online trip registrations, there is a potential for registrations occurring beyond the trip leaders’ immediate cognizance or control. The following clarifications are required.

DEFINITION 1: FSC Club members exercising reciprocity rights (FSCCMERR). Each FSCCMERR must satisfy the following provisions:

- Be a verified member of a club belonging to the Florida Ski Council organization
- The applicable Council Club must adhere to the FSC Reciprocity Rule
- The FSC club membership must be current, in good standing and not subject to any disciplinary actions.
- The FSCCMERR must agree to comply with all Palm Beach PALM BEACH GATOR SNOW SKI CLUB By-Laws, Policies and Procedures, and trip guidelines as adopted by the Club.

DEFINITION 2: Initial deposits for a trip will be as designated by the Board or \$200 for trips valued in excess of \$600.

1. Registration for Ski Trips will begin as designated by the Board.

- Applications received by the trip leaders by mail or in person, prior to the official registration date, will be processed after the registration date.
- The Website will not accept registrations prior to the designated registration start date.

2. Eligibility

- You must be a current, in good standing member of the PALM BEACH GATOR SNOW SKI CLUB
- You must meet the FSC member requirements as defined in Definition 1 above.
- If a member of another FSC club, Applicant must not be under any Palm Beach Gator Snow Ski Club disciplinary action that would prevent the applicant from traveling as a Palm Beach Gator ski club member.

3. Application

- Traditional
 - i. A completed and signed application form may be handed to the trip leader
 - ii. A deposit amount designated by board must accompany your registration
 - iii. The deposit will be per person per trip (if more than one person is registering)
- Website registrations
 - i. A trip application may be completed online
 - ii. An acknowledgement of our disclaimer and trip regulations by the registrant must be registered by the website
 - iii. Payment of deposit amount may be serviced immediately via Credit Card
 - iv. Or a check must be mailed to trip leader **within 5 days** of registration. This is subject to the **First Paid First On** policy below
 - v. The deposit will be per person per trip (if more than one person is registering)

4. First PAID – First ON in the following order

1. Whoever pays first whether via Credit Card or by check that is actually received in hand by the trip leader shall be on the trip in the order received by the trip leader.
2. Pending checks in the mail are trumped by immediate CC website payments or checks given directly to trip leader

5. Applications will not be accepted

- Any incomplete and/or unsigned applications
- Failure to acknowledge trip regulations or club disclaimer on website
- Traditional applications without payment
- Any applications from non-eligible individuals
- Applications signed by someone other than the registrant (unless given Club authorization to do so)

6. Multiple Applications

- Members may turn in signed, completed traditional applications for other eligible individuals subject to the first come, first served rules above, up to a maximum number equivalent to the occupancy limit of the desired unit (e.g., six applications for a 3BR/3BA unit), or their immediate family, whichever is greater.
- Members may use online registration for other eligible individuals up to a maximum number equivalent to the occupancy limit of the desired unit (e.g., six applications for a 3BR/3BA unit), or their immediate family, whichever is greater. These “bundle” registrations must clearly identify each eligible individual and require acknowledgement that trip rules, regulations and disclaimers apply to all included in the bundle. An additional indemnification statement may be required.

7. Board member and Trip Leader courtesy.

Trip Applications from Board Members and members of the Trip Leader group will be given the highest priority in the first come, first served order.

- No established trip participants will be displaced to make room for a Board Member or Trip Leader signing up for an additional trip.
- If using a Board benefit, the Trip Leader of that trip and the Treasurer must be notified in writing.
- If using a Board Benefit, registration may be entered prior to the registration start date.
- If not using a Board Benefit, the deposit will be required as part of the normal signup process. However, a Board Member may not be removed from the roster unless he or she so indicates in writing.

Revised 6/02/08

Revised 5/3/12

Revised 10/2/2014

Revised 4/7/16

Revised 5/9/17

PALM BEACH GATOR SNOW SKI CLUB POLICY #4

PROCEDURE TO OBTAIN BOARD APPROVAL FOR A SOCIAL EVENT, ACTIVITY, OR TRIP (NON-SKIING)

1. Research opportunity for an event, social or trip
 - Consult with the club First VP for assistance in preparing the trip proposal if desired.
 - Consult with Club VP of Social when preparing a social event if desired
2. Prepare a plan **outline** with the following:
 - What
 - When
 - Where
 - Why / Occasion
 - Duration
3. Prepare a budget (refer to budget forms)
 - Provide an estimated budget for all expenses and costs, including:
 - comps
 - TL and assistants cost
 - Other miscellaneous expenses. i.e. tips, portage, cleaning
 - What is the proposed number and proposed price per person
 - Describe plans relative to utilization of excess profits for a successful oversubscribed trip/event
 - What is the minimum for a success financially at the approximate proposed price?
 - Describe plans / fallback relative to under attended trip/event and Club dollar exposure vs. participation numbers below the minimum.

- Include Club cancellation dates and non-refundable expenses and make known in the presentation.
 - Include recommended cancellation fees, schedule and conditions for participants
 - Add suggested guest fee - Must have board permission to allow guests.
4. Request time on board meeting agenda to present plan for approval
- The initial proposal to the Board should be in person in order to answer questions and to agree to any modifications that may result.
 - Initial proposal to board should generally be at least 3 months in advance of proposed trip/event to allow time to advertise and finalize.
 - The minimum recommended lead time is a guide; some events may require more advanced preparation but generally will require not less than three months.
5. The club calendar (example: social, ski trips, other events) must be checked to avoid conflict. Popular events by other clubs and local community should be considered to assure successful attendance
6. Information/answers to the following must be in the proposal:
- Why it should be popular/successful?
 - Why the proposed timing/date is appropriate?
 - Itinerary (if trip)
7. The board may:
- Make minor modifications to the plan and approve or decline plan as presented.
 - Make Major modifications - should be sent back to presenting committee or organizer- NOT handled at board meetings.
 - Proposal can be resubmitted at a future meeting.
8. Once approved, the plan and budget must be followed.

9. Modifications to the plan or budget variances in excess of \$50 or up to 5% of the total budget must be pre-approved by the board.
10. A final written summary of the event, including an actual vs. budget comparison, must be submitted to the board at the board meeting following the event (or within 40 days if the event falls within 2 weeks of the meeting).
11. If requesting to lead the event
 - Applicant will explain his/her qualities for leading the trip/event. Explain why any recommended assistant (s) are qualified and the choice as an assistant.
 - Provide rationale for need for assistant (s) relative to duties, participants, comps, etc.

Adopted FY 1994-1995

Approved on March 5, 2015

PALM BEACH GATOR SNOW SKI CLUB
POLICY #5

GENERAL GUIDELINES AND DETAILED PROCEDURES
FOR CLUB SPONSORED TRIPS AND EVENTS – TRIP
APPLICATIONS

- 1. All club sponsored trips, events and activities must be authorized by the Board.**
2. A release form is needed for all trips and club functions - not just overnight functions. One form of liability release is on the membership form.
 - The release must cover all member events in general and asks guests to sign waiver.
 - Members bringing guests are asked to have guests return a signed form.
 - Option: to have applications restate that the release form signed as a member (membership application) is in effect via signature.
3. Only members in good standing may participate in overnight trips or trips involving transportation unless guests are specifically authorized by the Board.
4. Trip applications containing requirements concerning membership, costs/payments, and cancellation policies will be required.
 - (See #2, above, concerning reminder about liability release signed as a condition of membership.)
 - On recommendation and for just cause, the Board may waive the cancellation fee on an individual.
5. Trip leaders, assistants or other group event coordinators must be members in good standing.

6. Trip leaders and assistants receiving comps must be selected or approved by the Board.

Considerations include:

- qualities deemed appropriate to represent the club,
- knowledge and/or experience concerning the trip,
- assessed ability to successfully organize, promote, and lead the trip.

7. Traditional (at least three times, usually annually reoccurring) trips require application.

8. Non-traditional (initial or not annually reoccurring for three years) may be chosen by the board following the proposal presentation by the prospective leader.

9. The need for compensated assistants on non-ski trips must be justified and approved by the Board. Similarly, any special arrangements/accommodations in addition to paying trip participants must be identified and approved by the Board.

10. For non-ski trip leader applicants, general guidelines, procedures, presentation expectations for non-traditional trips can be obtained through the club's V.P. of Special Activities.

11. Trip/event leaders will be required to submit a financial report to the Board.

12. Trip/event leaders must provide a written evaluation listing pertinent contacts, information, and recommendations to be added to a club file on the trip/event

Approved on March 5, 2015

PALM BEACH GATOR SNOW SKI CLUB POLICY #6

POLICY FOR FAMILIARIZATION/PLANNING TRIPS

1. A familiarization (FAM) or planning trip is hereby defined as a trip, sponsored in whole or in part, by an entity other than the PALM BEACH GATOR SNOW SKI CLUB.
 - The purpose is to show an official representative of the club the amenities of a given ski area.
 - The reason might be to entice us to send a group to that area in the near future or possibly to show our official representative around a resort that we have already selected.
2. Prior to any member accepting a FAM or Planning Trip, all aspects of the trip should be approved by the Board of Directors whenever possible. The club representative should be the trip leader or assistant trip leader (if previously chosen) or a Board member if no qualified potential trip leader has requested consideration.
3. Transportation expenses shall be borne by the participant. The Palm Beach Gator Snow Ski Club will not provide relief of any kind to offset or ameliorate FAM/Planning trip transportation expenses. (April 10, 2018)
4. This is a business trip. The trip participant must preview as many properties as possible, along with exploring ski rental shops, restaurants, bars and checking out bus routes/schedules, etc.
5. The FAM trip participant must prepare a written report and submit one copy to the President and one copy to the VP Ski Trips within three weeks of returning.
6. Never refer to a trip as a "Free Vacation", especially in front of the sponsor.

7. FAM participants are prohibited from soliciting /accepting gifts and gratuities from the hosts.
8. Professional (business casual) attire and conduct will be required at all times
9. Spouses and significant others may not accompany the participant even if paying their own way.
10. Complaints about participant behavior from FSC coordinators or Sponsors will be addressed by the board

Adopted Nov 1995

Amended August 1, 1999

Amended March 2015

Amended April 10, 2018

FLORIDA SKI COUNCIL FAM. GUIDELINE

A Familiarization Trip is defined as a trip: sponsored by a resort, convention center, airline, etc., to show a ski area to an official person or group of people. The intention is to demonstrate to the Florida Ski Council *why* it should encourage their member clubs to bring skiers to the ski area at a future date. The Fam. is strictly a business strip. Ideally, there will be 20 spaces offered. This would include each Florida Ski Council Officer, and a member of each club. If the number of participants is limited to less than 20, the individual clubs would have the first priority. .

- 1) The President and Delegate of each ski club will be notified of all Fam. trips by the President of the Florida Ski Council, or the designated Fam. coordinator approved by the president.
- 2) A representative of a ski club should be an officer, board member, an experienced trip leader, or a responsible member of the club who is likely to lead a trip to that destination in the future.
- 3) No other person will be allowed to accompany the designated representative even if they choose to pay their own airfare or ground transportation expenses.

- 4) If the Fam. participant does not follow the policies set forth here, the Florida Ski Council President may recommend to the sponsor that the participant be withdrawn from the Fam. This could mean that the airline ticket could be revoked, the ground expenses could be charged, and the lift ticket pulled.
- 5) A report by each Fam. participant should go to 1.) the president of your club, and, 2.) to the FSC Fam. Coordinator. The coordinator will summarize the trip reports at the next FSC board meeting, and then forward the evaluations and the summary to the FSC Director of Bids.
- 6) Travel to and from the resort should be in casual business attire. Slacks are permissible for women. Coats and ties are not required for men. Blue Jeans, T-shirts. And tennis shoes are not acceptable.
- 7) Unless otherwise excused by the Fam. coordinator, all Fam. participants must attend all planned meetings, site inspections, and social functions. Attendance is not optional. The participants should be prompt, attentive, courteous and interested. They should participate in discussions and be aware that to the people sponsoring the Fam. trip you are an example of your club and the Florida Ski Council.
- 8) Never refer to the Fam. as your "FREE Vacation".
- 9) Substitutions of personnel on the Fam. trip must be approved by the FSC President or his designated representative.

Changed and Approved in June 2000

PALM BEACH GATOR SNOW SKI CLUB
POLICY #7

POLICY FOR TRIP BENEFITS

1. Benefits for members of the Executive Committee and for the directors will be as outlined in the Club Bylaws.
2. Club policy dealing with a ski trip that has an optional extension shall be that the Board member benefit will apply to the entire trip.
3. Benefits for trip leaders and assistant trip leaders will be as outlined in the Club Bylaws.
4. A full trip for trip leader benefit purposes is defined as 25 people not including the trip leader. If minimum requirements from the vendor for group consideration are met and the number of attendees falls below 25, the trip leader compensation will be prorated. (December 2017)
5. Club policy dealing with a ski trip that has an optional extension shall be that the benefit for the trip leaders and assistant trip leaders will apply to the entire trip.
6. (Adopted June of 2000) A Board member must attend at least one social event per year.
7. The Club will not issue a monetary award in lieu of board benefit or any part thereof
8. The Club will not issue a monetary award in lieu of TL benefit or any part thereof
9. Board members and trip leaders are not allowed to sell their complimentary benefits.

Adopted November 95

Amended December 4, 2014

Amended March, 2014

Amended December 7, 2017

PALM BEACH GATOR SNOW SKI CLUB
POLICY #8

POLICY FOR RACE CAPTAIN BENEFIT ON FSC TRIPS

1. Club policy is hereby established that the Race Captain on the January FSC trip will receive a complimentary five day lift ticket.
2. Race Captain must be selected by the GSSC Executive Committee on recommendation of Trip Leader provided that:
 - All potential candidates are presented to the Board
 - There is public disclosure of the need for a Race Captain and complimentary lift ticket benefit by the Trip Leader during a general meeting and newsletter publication prior to selection.

Adopted November 1995

Amended January 2003

PALM BEACH GATOR SNOW SKI CLUB
POLICY #9

POLICY FOR PURCHASE OF RAFFLE TICKETS AND
CHARITABLE DONATIONS

Refer to the Trip leaders Manual for more specific guidelines and complete procedures.

Policy on spending trip account money on Charity

No trip funds paid to the club by its members, for the purpose of purchasing a ski trip or of a ski package, shall be spent to purchase raffle tickets or shall be donated to charity.

Each trip leader must present a written agenda for their respective trip to the appropriate VP one month before leaving on that trip.

(Adopted June 1999)

Amended May 2000

PALM BEACH GATOR SNOW SKI CLUB
POLICY #10

POLICY FOR CASH HANDLING ON SKI TRIPS

1. Club policy is hereby established that all trip leaders handling club money on a ski trip shall not take more cash than is necessary to cover outbound tips **plus an additional \$500 in cash maximum.**
2. If a trip leader feels that they must take more than \$500 cash, they must review with and get approval from the VP/Ski trips. It is recommended that trip leaders pre-pay as many things as possible and the use either traveler's checks or credit card to avoid loss of cash on the trip.
3. The trip leader is ultimately responsible for club money on a ski trip, and must provide receipts (when possible) and reconciliation for all funds taken on the trip.

(Adopted 5/96 and changed 3 2000)

PALM BEACH GATOR SNOW SKI CLUB POLICY #11

POLICY FOR SOCIALS INCOME

1. All Chairpersons must report everything related to their event directly to the VP of Socials before contacting anyone else. This is so that there will be some control and understanding of the event, and to be able to keep records for future event planning.
2. **The VP of Socials will be the keeper of the armbands.**
3. Cash or checks received for an event must be accompanied by a completed form stating the event, amount of tickets sold (if necessary, at each price) and signed by the chairperson of that event. All of this should be delivered to the GSSC treasurer.
4. Checks for deposit will be submitted within one week of collecting them by the event chairperson, and cash will be submitted in a timely fashion.
5. Receipts for reimbursement must be accompanied by a check request form completely filled out and delivered to the GSSC treasurer and approved by the VP of Socials.
6. Refunds should not be made for events when members or guests do not attend, except in instances which may be reviewed and approved by the GSSC Board {example: death in the family, serious illness or injury which prevents attendance, etc.}
7. No tickets for any event will be sold at the door or gate unless previously approved by the GSSC Board and advertised to the members as such. Deadlines for ticket sales may be in effect for a particular event, and there will be no exceptions unless needed to avoid financial loss to the club. No monies will be collected at the gate or door the day of the event, all tickets must be prepaid with no exceptions, unless otherwise advertised.
8. Ticket price: The ticket sale procedure to Gator events shall be as follows:

- A price will be established at a board meeting for the approved event, and ***at the discretion of the VP of Socials.***
- Approval for guest attendance and guest price will take place at a board meeting.
- Two weeks before the event takes place, a surcharge of \$5.00 can be added to the member ticket price and to the guest ticket price until the event takes place.

Adopted March 1997

Amended December 1999

Revised February 2002)

PALM BEACH GATOR SNOW SKI CLUB
POLICY #12

POLICY REGARDING ADVERTISEMENTS/FLYERS TO
MEMBERSHIP

1. It shall be policy of the PALM BEACH GATOR SNOW SKI CLUB to make a "Public Flyer" table available to other clubs and/or organizations after they have received permission from the GSSC Board to promote an event or activity.
2. The individual representing the club or organization must either contact a GSSC Board member or -"member at large" to make a presentation in their behalf, or request time to make a personal presentation to the GSSC Board regarding their event or activity. The GSSC Board will treat each request individually regarding announcements and GSSC support of activities and/or events. Any flyers given to members should be filed with the minutes.
3. **It shall be the policy of the PALM BEACH GATOR SNOW SKI CLUB that other club or organization flyers will not be mailed out with our club newsletter, nor will other club or organization events/activities be promoted in our club newsletter, unless special exception is granted by the GSSC Board.**

PALM BEACH GATOR SNOW SKI CLUB
POLICY #13

POLICY REGARDING NSF

Any person who writes a check to the PALM BEACH GATOR SNOW SKI CLUB which is returned for non-sufficient funds (NSF) shall be required to pay the club in cash or bank check to cover both the bad check and a \$30 fee. This amount may not be paid with that person's personal check.

Additionally, a person writing a bad check shall not be allowed to purchase tickets for a PALM BEACH GATOR SNOW SKI CLUB function, or travel on a PALM BEACH GATOR SNOW SKI CLUB trip until the club has been fully compensated for the bad check.

Amended April 5, 2018

PALM BEACH GATOR SNOW SKI CLUB POLICY #14

REGARDING FSC MEETINGS

1. When attending FSC meetings, the President, V.P. Ski Trips, the FSC Delegate, and the trip leaders of the upcoming FSC trips will have their pillow costs reimbursed from the operating account. Each participant will pay for all other costs.
2. Complimentary tickets received by the club for the FSC weekend functions (parties, breakfasts, lunch, etc.) will be provided to the above members. Then, all other board members are to receive equal shares as provided to the club.
3. Other GSSC members attending would share equally any remaining function tickets with all other costs being paid by the individual attending the meetings.
4. All club members who are compensated must attend all Florida Ski Council functions and parties. Tickets must be paid for in advance and reimbursed if all functions are attended.

REVISED: 03/01/2007

PALM BEACH GATOR SNOW SKI CLUB
POLICY #15

CONTRACTS

Purpose: While the Board is prohibited from financial transactions with the Club which may be construed as “self-dealing”, under special circumstances and for limited remuneration, a board member may be awarded a services or goods contract. This policy shall apply to Board members within five years of their last service date.

Award Limits: Executive Committee members, appointed directors, and their immediate family members cannot be awarded employment contracts or service contracts in the amount of \$501 or more per competitive service or contract year during the Club fiscal year and shall recuse themselves from voting on or for their own services or contracts in the same year as they hold office.

No Special Consideration: One or more competitive bids shall accompany the board member’s service proposal or contract quote and no special consideration shall be given to the Board member’s proposal. All bids and proposals shall be derived from an even field of opportunity and any specialized knowledge possessed by the board member shall be made available to any and all of the contract competitors.

Adopted March 3, 2005

Amended June 28, 2012

Amended December 4, 2014

Amended November 3, 2016

PALM BEACH GATOR SNOW SKI CLUB POLICY #16

PRESIDENT'S DISCRETIONARY FUND

It is the policy of the GSSC to provide the President with a venue to approve discretionary use of Club funds on a recurring basis. The maximum approval is for \$100 per event and may be used up to a maximum of \$300 per fiscal year. The funds may be used, but the use is not limited to: memoriam for deceased or severely ill members, OR individual Executive Committee member for a necessary purchase which cannot wait until the next board meeting, but does not constitute an emergency. The use of the funds shall be approved by the President on a case by case basis.

10/06/05

PALM BEACH GATOR SNOW SKI CLUB
POLICY #17

POLICY REGARDING BOARD MEMBERS E-MAILS

It shall be the policy of the PALM BEACH GATOR SNOW SKI CLUB that whenever a board member sends out an email about Gator board business, that it shall be forwarded to all board members so that all board members can be kept apprised.

Effective April 5, 2005

PALM BEACH GATOR SNOW SKI CLUB
POLICY#18

RESPONSE TO LEGAL ACTION AGAINST THE CLUB BY A
MEMBER

Membership benefits, any and all, shall be immediately suspended for any member of the PALM BEACH GATOR SNOW SKI CLUB, Inc., that has declared actionable intent; is already engaged in; or intends to benefit; either as a primary or secondary party, in any legal action against the Club, Club Officers, agents and or subcontractors who are conducting business or representing or acting on behalf of the Club. The suspension shall remain in force for the duration of said litigation and until a satisfactory conclusion, final settlement, and a properly documented and signed release has been executed by any and all litigants, including all acting as single litigants or as members of a class action.

Adopted August 2, 2007

PALM BEACH GATOR SNOW SKI CLUB POLICY#19

REFUNDS AND CANCELLATION FEES

Refunds for a member canceling a ski trip or other activity must be first approved by the corresponding VP.

A member may receive a refund for their deposits, less the cancellation fee and any other fees that may be due to the club for penalties or additional costs to the club related to the cancellation, including but not limited to name change fees. Additional rooming fees or penalties passed on by our wholesalers.

The refund will be subject to the disclosed cancellation fee. If the member wishes to request a waiver of the cancellation fee, they may do so, in writing with the reason for their request.

Acceptable reasons for waiving the cancellation fee include but are not limited to: unforeseen circumstances beyond the control of the member, such as illness, injury, family emergency, employment conflict or other legitimate reasons. Their request shall be submitted to the VP and the VP will then request the waiver from the Board of Directors. If the Board agrees that the waiver requested is warranted they may choose to grant the members request

All waivers of cancellation fees must be approved by the board of Directors.

If an activity's account has surplus left, after all expenses have been paid, the trip leader will request a refund for all participants on the trip. Any refunds to participants should be equally divided by the number of participants and **should not be less than \$40.00 per person.** [2nd Amendment]

Trip leaders should not receive a refund, and Assistant trip leaders only receive 1/2 the amount.

Officers and Directors using their Board Benefit on the trip should only receive refunds if they personally made payments equivalent to more than the refunds. To determine if an Officer or

Director should receive a refund the original price of the trip, less the amount of the refund should be considered the revised price. Any benefits should be based on this revised cost of the trip. If the Officer or Director made payments above the amount of the revised benefit, they are eligible for the refund. Otherwise the refunds should be applied to the account from which the payment was received, such as Board Benefit.

All refunds must be approved by the Board of Directors.

Adopted 11/6/2008

Amended December 7, 2017

2nd Amendment June 6, 2019

3rd Amendment ?

PALM BEACH GATOR SNOW SKI CLUB
POLICY#20

OFFICERS WILL NOT OBTAIN CLUB CREDIT CARDS

It is prohibited for a member of the board of Directors of The PALM BEACH GATOR SNOW SKI CLUB or a member or agent of the PALM BEACH GATOR SNOW SKI CLUB to obtain a credit card OR ATM in the name of The PALM BEACH GATOR SNOW SKI CLUB for any reason.

November 6, 2008

PALM BEACH GATOR SNOW SKI CLUB POLICY#2I

CLUB RESERVE

Purpose: It is understood that some activities will result in a financial loss to the club. A club reserve is implemented whereby some successful activities will help defray the impact of unforeseen, financial mishaps.

There will be a minimum of a \$20.00 (twenty dollars) (June 1, 2014) per person club reserve charge for all activities that have a cost of \$500.00 (five hundred dollars) or more per person to go into the club reserve to offset club expenses.

If the board of directors approves a budget which includes a club reserve greater than the minimum (\$20), the activity director must ensure that all participants are informed as to the amount of the club reserve.

There will be a minimum of \$15 (fifteen dollars) per person trip reserve charge for all activities that have a cost of \$500 (five hundred dollars) or more per person. For any trip that qualifies for a lodging compensation, the \$15 will go back to the Club. (December 7, 2017)

Amended December 1, 2011

2nd Amendment July 2, 2013

3rd Amendment June 1, 2014

4th Amendment December 7, 2017

PALM BEACH GATOR SNOW SKI CLUB
POLICY#22

BALANCED BUDGET

The board of Directors shall balance the budget by the December 1st Board meeting of each year.

- At the December Board Meeting the treasurer shall present, if necessary, a “midterm” budget for approval to the Board of Directors.
- The midterm budget will incorporate year- to-date profit/ losses and will include the necessary budget corrections required to alleviate a project deficit in net income (if so projected) by the end of the fiscal year.
- Trip residuals (amount left in trip accounts) may not appear as a budget item.

For projections purposes no more than \$20 revenue per person will be considered for planned events costing above \$500/person and no more than 5% revenue will be considered for events of cost under \$500/person.

Adopted June 2010

Amended Dec. 2014.

PALM BEACH GATOR SNOW SKI CLUB
POLICY#23

EXTENT OF MEMBERSHIP

Membership shall be considered lapsed and non-continuous if not renewed by October 1st.

Adopted as Policy # 20 on June 24, 2010

PALM BEACH GATOR SNOW SKI CLUB
POLICY#24

SIGNING CONTRACTS

The only authorized members who may sign binding contracts on behalf of the club are the members of the executive committee.

All contracts and proposals more than \$500.00, or those that obligate the club to a nonrefundable deposit of more than \$500, shall be reviewed by the appropriate vice president of the activity involved and by another member of the executive committee prior to being approved and signed by the vice president of that activity. When circumstances prevail that the vice president of the activity is not able to sign a contract on behalf of the club, another executive committee member may sign on behalf of the vice president of that activity.

Adopted August 4, 2011

PALM BEACH GATOR SNOW SKI CLUB POLICY#25

EXPEDITING CHECK POLICY

PURPOSE: The purpose of the Check Policy is to expedite the payment of Club expenses.

STATEMENT: It shall be the policy of the Gator Snow Ski & Activities Club to comply with the Club Bylaws and Policies as they relate to issuing checks and payments.

To expedite payments, the Treasurer may use on-line electronic banking to pay recurring payments up to \$500. Note: Payments may include but are not limited to meeting room expenses, telephone and storage unit expenses. All payments will be supported by an invoice or bill.

A single signature by the Treasurer is sufficient for checks up to \$500. when approved by Check Request from another member of the Club Executive Committee (president, VP Ski Trips, VP Special Activities, or VP Socials)"

All checks issued in an amount over \$500 will require two signatures.

The Club Treasurer is designated responsibility for compliance with the Check Policy.

Approved by Board August 4, 2011

Amended at June 2013 board meeting

PALM BEACH GATOR SNOW SKI CLUB
POLICY#26

MEMBERSHIP DISCOUNT

PURPOSE: The purpose of the Membership Credit is to promote sustainable club membership by attracting and retaining newer generation skiers.

Single and Family members as defined by the Club bylaws and whose principal applicant has a documented age **younger than 40 years** shall be entitled to an immediate, non-transferable, traceable, rebate coupon. The value of the rebate will be ½ the cost of a general membership as determined by the board of directors. The rebate coupon may be applied to any available club trip or function.

The membership director shall be charged with the execution of this policy. Activity directors and Club Treasurer will honor the rebate.

Adopted on June 2013

PALM BEACH GATOR SNOW SKI CLUB
POLICY#27

TAX ID

I. PURPOSE: The purpose of the tax ID policy is to set a process to ensure compliance with IRS tax reporting regulations.

II. STATEMENT: It shall be the policy of the Gator Snow Ski & Activities Club to comply with the Club Bylaws as well as Federal, State and local ordinances as they relate to taxable revenue

A tax ID (federal ID or SSN) shall be secured by the Club Treasurer prior to issuing credits for:

- Fees for services valued (single or combined multiple occurrences) in excess of \$599
- Contractual obligations valued in excess of \$599
- Board member benefit(s) valued in excess of \$599
- Raffle proceeds valued in excess of \$599 and 300 times the ticket price.
- Donations to charitable institutions

Under no circumstances will any credits be issued on a cash basis.

Recognized corporate entities need not provide tax ID (i.e., Southern Storage). If a question arises as to tax status, the Club Treasurer must request the tax ID information.

Tax ID information will be secured in a suitable facility and with key or combination lock only accessible to the current club president and Treasurer. Information will be retained for a period no longer than 7 Years or earlier as determined by a resolution of the board of directors.

Misuse of Tax ID information is grounds for immediate expulsion from the Club and the club is compelled to assist and/ or prosecute the perpetrators to the full extent of the law.

Adopted on June 2013

PALM BEACH GATOR SNOW SKI CLUB POLICY#28

PUBLIC MEDIA FORUMS

I. PURPOSE: The purpose of Public Forum Policy is to ensure that all members are treated with dignity and respect by members with access to public media.

II. STATEMENT Access to Club sponsored media outlet such as Facebook page(s), website forums, chat rooms, etc., is a privilege granted to Club members for their pleasure, recreation, dissemination of information, and other non-profitable purposes.

- It shall be the responsibility of all members to post messages in a public forum in a positive and responsible manner.
- It is the responsibility of every member to prevent unauthorized access to secured areas of the website. Posting privileges are not transferrable to non-members who may not use the website
- Members will not use the Club website facilities, directories, membership information, photographs, art, etc. for commercial purposes except for those areas and activities designated for commercial purposes by the Board of Directors.
- Members will not use Club sponsored forums to promote activities that conflict with Club activities or that may result in any type of harm or negative effect to the Club.
- Members will not use Club sponsored forums to promote private services and/or products without explicit written permission from the Board of Directors.

- Members will not post pornography, sexually explicit material, or material that promotes hate, bigotry, violence or illegal activities.
- Members will not post negative or offensive or accusatory or detrimental material that is damaging to any club member or non-club member or the Club itself.
- The site administrator(s) reserve the right to remove any posts that, by their sole judgment, are negative or offensive or accusatory or detrimental to the well-being or reputation of club members, non-club members, or to the Club itself
- Any member who violates this policy will be precluded from access to this site and may be grounds for disciplinary action
- Hacking or otherwise attempting to obtain sensitive information from the website, or attempting to disrupt, or distort information, or negatively affect the website operation is grounds for disciplinary action up to and including immediate expulsion from the Club.

Adopted on Sept 5, 2013.

PALM BEACH GATOR SNOW SKI CLUB
POLICY#29

EMERGENCY SERVICE APPOINTMENTS

- I. **PURPOSE:** The purpose of the Emergency Policy is to prevent multiple rewards by abusing the emergency provisions of the bylaws.

- II. The **Duty of Loyalty** – Prohibits officers and directors from using their positions in the organizations to further their own pecuniary interests.

- III. **STATEMENT:** Individuals that are ineligible per our bylaws to lead trips are occasionally allowed to volunteer their services during an emergency. Board members, directors, their immediate relatives, as well as certain classes of trip leaders are not eligible to lead a trip in the same year they hold office, or the subsequent year after they finish their service. If these individuals are called upon to render service during a prohibited period, the following will apply:
 - Ineligible member may not serve if a qualified applicant has been identified.
 - Emergency appointments cannot be made if the position or trip vacancy has not been advertised.
 - All emergency appointments must be ratified by a super majority vote of the executive committee.
 - Emergency appointees may not lead two trips on the same year.

- **Emergency appointee will not be eligible for Trip leader compensation of any kind**, including but not limited to gifts, favors, or assurances of preferred status on future bids for a leadership position.
- The VP in charge of the emergency appointment should refrain from naming himself/herself or relative as the emergency appointee.
- Trip leaders leading during an ineligible period due to Board negligence **will not be eligible for Trip leader compensation of any kind.**
 - Trip leaders as well as board members need to understand the bylaws.
 - . Trip leaders must provide complete disclosure and accurate information during the selection process.

Adopted May 7, 2015

PALM BEACH GATOR SNOW SKI CLUB
POLICY#30

TREASURER AGREEMENT

PURPOSE: This policy is designed to promote oversight of our treasury functions.

Adopted November 5, 2015

Agreement for the Treasurer and the Treasurer's Assistant of the Palm Beach Gator Snow Ski Club

These are policies of The Palm Beach Gator Snow Ski Club that the incoming treasurer must sign and comply with.

1. The Treasurer will have an assistant to work with him or her. Normally, that will be the Past Treasurer or a person who knows nonprofit accounting for a Non-Profit organization and Quick Books and who will agree to follow our Gator On-Line Quick Books accounting system.
2. The Assistant Treasurer will at all times have access to on-line bank account statements to compare to the Treasurer's entries.
3. Division of Responsibilities:
 1. The Treasurer can sign checks, create Board reports, reconcile the account and oversee the bookkeeping function of the Assistant Treasurer.
 2. The Assistant Treasurer will be allowed to generate entries in Quick Books Online, make bank deposits if necessary, and prepare checks but not sign checks.
 3. The Event Coordinator, who is appointed by the Board, will make sure that all credit card transactions generated by the Website are recorded by the Assistant Treasurer and that when the Event Coordinator sees that an invoice that was generated by the Website has been paid, that the website invoices are marked as paid.
 4. The President must sign off on all reconciliations.
4. The Treasurer will at all times keep the Gator Snow Ski Club on a Cash Basis accounting method.
5. The Treasurer, Assistant Treasurer, and Event Coordinator will have full access to Quick Books Online. The President at his or her discretion can have full access to Quick Books Online and can also designate another person of his or her choosing to have full access if the event or situation warrants such a need. Only the Treasurer can make changes to entries. The Treasurer will consult with the assistant Treasurer about any concerns. There will be full transparency of the Palm Beach Gator Snow Ski Club books.
6. The Treasurer and the Assistant Treasurer will follow the Gator Snow Ski Club Quick Books program set up for the Club by Hal Ringeisen, CPA, of Ringeisen, Ringeisen & Worrell,

P.A. or will follow the program of any other CPA firm that the Club designates if the Club happens to change from Ringeisen, Ringeisen & Worrell,

7. If the Treasurer thinks that a new account has to be established, a chart of accounts will be done only after consent of the Financial Committee.
8. The Treasurer will provide trip leaders with full, easy to understand, financial management reports, including current vs. budget, at least once a month for their respective trips.
9. Checks and credit card entries will be entered on Quick Books as they are received and in no case later than ten (10) days after receipt.
10. Credit card income will have at least three (3) overseers who will be the Treasurer, the Assistant Treasurer, and the Event Coordinator.
11. The Treasurer will keep the Club's accounts reconciled. Nothing can be written off, deleted, or changed by the Treasurer without Board Approval.
12. All budgeted bills will be paid within the discount period, if any, or within ten (10) days.
13. All taxes have to be paid on time.
14. If the Treasurer resigns, all documents and Gator accounting items must be delivered to the President within 24 hours of the resignation
15. The President needs to approve all expense requests for Club officers.
16. The Treasurer and President will be co-administrators for Quick Books On-line. If the President chooses not to be a co-administrator, then the Treasurer and Assistant Treasurer will be the co-administrators.

Signature of Treasurer

Signature of Assistant Treasurer

PALM BEACH GATOR SNOW SKI CLUB POLICY#31

RECIPROCITY STATUS - ELIGIBILITY

I. PURPOSE: The purpose of this Policy is to protect the Club by closing a venue through which ineligible persons are allowed to participate in our Club activities. It applies to individuals or groups whose behavior and/or actions, past and current, are deemed detrimental to club interests.

II. STATEMENT The purpose of the Club is to serve its members and invited guests. Club officers have a duty to protect the Club and membership from individuals who past or current activities are inimical to Club interest.

Whereas the Club is a signatory member of the Florida Ski Council and in full accord with the trip reciprocity provisions of Council membership, the following restrictions must apply before Council members are eligible for reciprocal travel status.

1. The individuals must be a bona fide member in good standing from a Council affiliate Club.
2. There must not be an existing disciplinary action against the individual from the Palm Beach Gator Snow Ski Club.
3. There must not be any current disciplinary action against the individual from any other club even if the individual(s) is a member in good standing of a third Club
4. As a non-member – the person has been asked not to travel with our Club again due to Code of Conduct violations or grossly unacceptable behavior while in Gator sponsored event.

Any separate provision delineated above is sufficient to deny trip reciprocity eligibility for a potential FSC traveler.

In Addition, By Simple majority vote, the Gator Board retains the option to deny trip reciprocity status to any non-member persons, not currently subject to disciplinary action, but whose documented actions are or have been detrimental to our Club or Club interests. The person will be notified that such a vote is pending and will be allowed to plead their case.

Adopted on April 7, 2016

PALM BEACH GATOR SNOW SKI CLUB
POLICY#32

CONFLICTS OF INTEREST

Purpose: Tour operators, travel agents, landlords, other service providers or any business agency to whom the Palm Beach Gator Snow Ski Club awards a contract of value greater than \$10,000 shall maintain an arm's-length relationship with the club.

Whereas: An inherent conflict of interest exists between a Club member and a principal vendor (one who has been awarded a contract greater than \$10,000) when the same individual or legal entity fulfills both roles; **therefore,** the following shall apply:

- 1) Access to club property, facilities, membership lists, minutes and services shall not be permitted.
- 2) Campaigning for and providing material help to the campaign of any candidate for any office or leadership position in the Palm Beach Gator Snow Ski Club shall not be permitted.
- 3) Lobbying or influencing the selection of trips, trip leaders, directors or any business endeavor shall not be permitted.
- 4) Gifts valued over \$25, favors, or any special consideration awarded by the vendor to any or all Board members of the Palm Beach Gator Snow Ski Club shall not be allowed.
- 5) Attendance at Club functions shall not be permitted without specific invitation from the Board.
- 6) A principal vendor or an employee of a principal vendor shall not be permitted to hold office.

Adopted on November 3, 2016

Revised on December 1, 2016

Revised on January 5, 2017

PALM BEACH GATOR SNOW SKI CLUB
POLICY#33

OUT OF STATE MEMBERSHIP EXTENSION FOR TRIPS

PURPOSE: The purpose of the Membership extension for out of state members is to offer financial relief because these members do not benefit from Club membership in any other way.

II. STATEMENT: When people who live out of state sign up for a trip that does not occur in the current fiscal year, they pay full membership price and have that membership extended until the return of the trip.

Adopted on April 6, 2017

PALM BEACH GATOR SNOW SKI CLUB
POLICY#34

CLUB EVENT TIP LIMIT

PURPOSE: The purpose of this policy is to limit tips to prevent exorbitant tips by event or trip leaders at club events unless extraordinary service can be justified.

II. STATEMENT: Tips associated with Club events shall be limited to 20% unless extraordinary service is justified in writing on the expense report. .

Adopted on April 5, 2018