

# SNOW BUSTERS SKI CLUB

Post Office Box 90551

Pasadena, California 91109

## Policy and Procedures

Snow Busters Ski Club is a member of the National Brotherhood of Skiers (NBS) and the Western Region of the National Brotherhood of Skiers (WR/NBS) and shall also be governed by their policies and procedures when applicable to NBS and WR/NBS events. The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases where applicable and which they are consistent with our by-law's.

### CANCELLATION POLICY

1. Any member who cancels shall submit notification in writing to the Trip Leader.
2. A **thirty**-dollar (\$30.00) administrative charge shall be assessed on all cancellations, except when the event is canceled by Snow Busters Ski Club.
3. Any member who cancels in less than thirty-(30) days shall forfeit all monies except when the member finds a replacement. It is not the club's responsibility to find a replacement.
4. If the club cancels an event, the member is entitled to a full refund.
5. If the event is an WR/NBS or NBS event, their policies and procedures shall apply.
6. If the event is arranged through a travel agency or tour operator, their policies shall apply.

### PAYMENT POLICY

If any member makes a payment with a *Non-Sufficient Funds (NSF) Check*, the amount of the check must be cleared with cash, certified check or postal money order within *Ten (10) days* of the club receiving notice. Also, a *thirty dollar (30.00)* service charge from SnowBusters shall be assessed.

In the event a member makes payment on two occasions with an *NSF Check*, the trip leader shall not take their check without Treasurer approval.

## PAYOUTS

Receipts are required for reimbursements. If the original receipt is lost or is otherwise unavailable, a written explanation of what happened to the receipt and the amount must be submitted to the treasurer. The expenditure, if it exceeds \$75, must also be approved by the Executive Board.

Checkcard rider TBD

## ADVANCES

When an advance on expenditures has to be made, the amount shall not *exceed* \$50.00. The club president may approve advances on expenditures from \$50.01 to \$200.00. Any amount exceeding \$200.00 requires Executive Board approval. At no time shall advances exceed \$200.00. When an advance has been made, receipts must be provided before any more advances can be made.

## PAY INS

The club treasurer shall deposit all checks and cash receipts within *five (5) business days* of receipt. Trip leaders should submit Pay-Ins to the treasurer within *five (5) business days*.

## CHECK WRITING POLICY

The signing of checks is vested in the Financial Secretary, Treasurer, President and Vice President. Any check exceeding *Three Hundred Dollars* (\$300.00) requires two signatures.

## COMP POLICY

Trip leader may go at **REDUCED** cost on **Selected** trip in which they are responsible if the number of participants and profit will cover the cost of the trip leader. The only exception is the Trip Leader shall receive a \$200.00 *compensation* on Summit or Mini-Summit. The determination of **REDUCED** cost compensation for the trip leader and board members is vested with the Executive board itemized in event budget.

The Executive Board and past Executive Board members shall not have to pay any administrative costs on club trips.

The club president may attend, at no cost, **Summer Carnival** and **Winter Carnival** up to a maximum of \$300.00 (per event). Also, the club president may attend Summit and Mini-Summit at a \$200.00 reduction in cost.

The club President or Vice- President will receive up to a maximum of \$150.00 incurred expenses to attend **regional meeting** (per event).

### **Trip Management**

A trip leader shall submit a proposal and budget for approval prior to any advertisements, promotions, and expenditures. A final closing report is due within 30 days after any trip or event.