

Steel on Ice

Policies & Procedures



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1 ANNUAL GOALS

1.1 MEMBERSHIP

1.1.1 retain 90% of former members

1.1.2 Bring in 5 new members

1.1.3 Increase member participation

1.2 YOUTH ACTIVITIES

1.2.1 Raise \$600

1.2.2 Host 1 event every other Month

1.2.3 Increase youth program visibility

1.2.4 Increase adult participation

1.3 ADULT ACTIVITIES

1.3.1 Host 1 event every other Month

2 ELECTED OFFICERS RESPONSIBILITIES

2.1 PRESIDENT

2.1.1 Responsibilities

- 2.1.1.1 Chair monthly meetings, provide agenda
- 2.1.1.2 Attend regional and national meetings (four of five meetings: Winterfest attendance is optional and related travel expenses not to be reimbursed unless budget allows)
- 2.1.1.3 Officer, member, and event oversight

2.1.2 Required Tools

- 2.1.2.1 Answering machine or service
- 2.1.2.2 Access to personal computer

2.1.3 Access to copier* (*copies can be requested from Corresponding Secretary*)

2.1.4 Minimum Time Commitment: 16 hours monthly

2.1.5 Travel Allowance

- 2.1.5.1 regional and national meetings: transportation & one night lodging for five meetings per year, if held outside Pittsburgh. It is the President's responsibility to reduce costs as much as possible (e.g., when possible: book air fare 21 days in advance, take a friend or find a roommate to split the lodging costs, etc.).

*Club to reimburse for Club related expenses

2.2 VICE-PRESIDENT

2.2.1 Responsibilities

- 2.2.1.1 Act for President if President is not available
- 2.2.1.2 Act as Chair of Youth Committee see Item 3.1
- 2.2.1.3 Provide oversight for membership committee

2.2.2 Required Tools

- 2.2.2.1 Answering machine or service
- 2.2.2.2 Access to copier* (*copies can be requested from Corresponding Secretary*)
- 2.2.2.3 Access to personal computer

2.2.3 Minimum Time Commitment: 12 hours monthly

2.3 RECORDING SECRETARY

2.3.1 Responsibilities

- 2.3.1.1 Act for President if President and Vice President are not available
- 2.3.1.2 Take and maintain meeting minutes
- 2.3.1.3 Maintain Club bylaws
- 2.3.1.4 Maintain Club policies and procedures
- 2.3.1.5 Act for Corresponding Secretary, when needed
- 2.3.1.6 Provide new members with new member informational packages

2.3.2 Required Tools

- 2.3.2.1 Access to personal computer
- 2.3.2.2 Access to copier* (*copies can be requested from Corresponding Secretary*)
- 2.3.2.3 Stamps*
- 2.3.2.4 Envelopes*
- 2.3.2.5 Mailing labels*

2.3.3 Minimum Time Commitment: 8 hours monthly

*Club to reimburse for Club related expenses

2.4 CORRESPONDING SECRETARY

2.4.1 Responsibilities

- 2.4.1.1 Announce membership and executive board meetings 14 days in advance
- 2.4.1.2 Provide oversight of Elections Committee
- 2.4.1.3 Reserves meeting rooms for membership and executive board meetings
- 2.4.1.4 Publish monthly newsletter
- 2.4.1.5 Generate, issue, and maintain Club and Executive Board Correspondence
- 2.4.1.6 Collect & disseminate correspondence from Club PO Box
- 2.4.1.7 Maintain Club Hotline
- 2.4.1.8 Publish Club announcements
- 2.4.1.9 Act for Recording Secretary, when needed
- 2.4.1.10 Provide condolence cards to members

2.4.2 Required Tools

- 2.4.2.1 Answering machine or service – must have own
- 2.4.2.2 Access to personal computer
- 2.4.2.3 Copier & supplies*
- 2.4.2.4 Stamps*
- 2.4.2.5 Envelopes*

2.4.3 Minimum Time Commitment: 16 hours monthly

**Club to reimburse for Club related expenses*

2.5 TREASURER

2.5.1 Responsibilities

- 2.5.1.1 Disperse funds for Club expenses, payments to be made within 7 days of request
- 2.5.1.2 Provide Club financial report at each Club meeting
- 2.5.1.3 Maintain and reconcile Club checking account
- 2.5.1.4 Develop and maintain Club budget
- 2.5.1.5 Report on Club budget biannually
- 2.5.1.6 Design and maintain Club disbursement, refund, and transfer forms
- 2.5.1.7 Notify the president and initiate a moratorium on spending if treasury balance goes below \$1500.
- 2.5.1.8 Suspend project spending if project budget exceeded.

2.5.2 Required Tools

- 2.5.2.1 Personal computer – must have own to maintain confidentiality of Club finances
- 2.5.2.2 Access to copier* (*copies can be requested from Corresponding Secretary*)
- 2.5.2.3 Quicken*
- 2.5.2.4 Checks*
- 2.5.2.5 Stamps*
- 2.5.2.6 Envelopes*

2.5.3 Minimum Time Commitment: 16 hours monthly

*Club to reimburse for Club related expenses

2.6 FINANCIAL SECRETARY

2.6.1 Responsibilities

- 2.6.1.1 Collect and record dues: adult and youth. Relay member data to Recording Secretary.
- 2.6.1.2 Collect and record Club deposits, deposits to be made within 7 days of receipt
- 2.6.1.3 Collect and maintain membership/liability forms
 - 2.6.1.3.1 Provide member names, numbers, & addresses to membership chair
 - 2.6.1.3.2 Provide names & birthdays to Committee
- 2.6.1.4 Report Club deposits in writing to Treasurer 7 days prior to Club meeting
- 2.6.1.5 Track and disposition all received ISF checks
- 2.6.1.6 Design and maintain Club deposit forms

2.6.2 Required Tools

- 2.6.2.1 Personal computer – must have own to maintain confidentiality of Club finances
- 2.6.2.2 Access to copier* (*copies can be requested from Corresponding Secretary*)
- 2.6.2.3 Stamps*
- 2.6.2.4 Envelopes*

2.6.3 Minimum Time Commitment: 8 hours monthly

*Club to reimburse for Club related expenses

3 APPOINTED OFFICERS RESPONSIBILITIES

3.1 YOUTH COMMITTEE

3.1.1 Responsibilities

- 3.1.1.1 Plan Youth activities, maintain annual calendar of youth events, at least 1 per month in ski season and 1 every other month during other seasons
- 3.1.1.2 Attend at least one regional/national meeting
- 3.1.1.3 Develop and provide youth membership applications
- 3.1.1.4 Report on Youth activities at meetings
- 3.1.1.5 Provide Youth activity announcements and event summaries for the newsletter
- 3.1.1.6 Provide written financial report for Youth activities

3.1.2 Required Tools

- 3.1.2.1 Answering machine or service
- 3.1.2.2 Access to copier* (*copies can be requested from Corresponding Secretary*)
- 3.1.2.3 Access to personal computer

3.1.3 Minimum Time Commitment: 12 hours monthly

3.1.4 Travel Allowance

- 3.1.4.1 Regional or national meeting: transportation & one nights lodging for two meeting or as the budget allows, if held outside Pittsburgh. It is the Youth Chair's responsibility to reduce costs as much as possible (e.g., when possible: book air fare 21 days in advance, take a friend or find a roommate to split the lodging costs, etc.).

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3.2 MEMBERSHIP COMMITTEE

3.2.1 Responsibilities

- 3.2.1.1 Maintain Club roster and mailing list
 - 3.2.1.1.1 Maintain listing of current and past members
 - 3.2.1.1.2 Provide mailing labels Corresponding Secretary
 - 3.2.1.1.3 Provide names, numbers, & addresses to officers
 - 3.2.1.1.4 Provide names & numbers to members
 - 3.2.1.1.5 Provide names & birthdays to Corresponding Secretary and Hospitality Committee
- 3.2.1.2 Meet and greet non-members at Club meetings and events
- 3.2.1.3 Plan Club membership drive activities, at least 2 per year (including: sandcastles?)
- 3.2.1.4 Develop and provide membership applications
- 3.2.1.5 Develop and maintain New Member Informational Package, provide informational packages to corresponding secretary for distribution
- 3.2.1.6 Plan new membership activities, at least 2 per year (including: learn to ski day and new skier orientation?)
- 3.2.1.7 Report on activities at meetings
- 3.2.1.8 Provide activity announcements for the newsletter
- 3.2.1.9 Provide event summaries for the newsletter
- 3.2.1.10 Provide written financial report for activities

3.2.2 Required Tools

- 3.2.2.1 Answering machine or service – must have own
- 3.2.2.2 Access to personal computer
- 3.2.2.3 Access to copier* (*copies can be requested from Corresponding Secretary*)

3.2.3 Minimum Time Commitment: 8 hours monthly

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3.3 ACTIVITIES/FUNDRAISING COMMITTEE

3.3.1 Responsibilities

- 3.3.1.1 Plan Club activities, maintain annual calendar of events, at least 1 per month in ski season and 1 every other month during other seasons
- 3.3.1.2 Plan Club fundraising activities at least, 2 per year (golf outing & other)
- 3.3.1.3 Develop, maintain, and distribute Trip Leaders Manual
- 3.3.1.4 Report on Club activities at meetings
- 3.3.1.5 Provide activity announcements for the newsletter
- 3.3.1.6 Provide event summaries for the newsletter
- 3.3.1.7 Provide written financial report for activities
- 3.3.1.8 Provide oversight for Club annual activities
 - 3.3.1.8.1 Summit
 - 3.3.1.8.2 Winterfest
 - 3.3.1.8.3 Golf

3.3.2 Required Tools

- 3.3.2.1 Access to personal computer

3.3.3 Minimum Time Commitment: 8 hours monthly

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3.4 CLUB PARLIMENTARIAN/HISTORIAN

3.4.1 Responsibilities

- 3.4.1.1 Maintain Club procedure oversight (adherence to bylaws and Roberts Rules of Order)
- 3.4.1.2 Chair the elections committee
- 3.4.1.3 Maintain Club written history
- 3.4.1.4 Maintain Club scrap book
- 3.4.1.5 Acquire event photos

3.4.2 Required Tools

- 3.4.2.1 Access to personal computer

3.4.3 Minimum Time Commitment: 1 hour monthly

3.5 SAFETY COMMITTEE

3.5.1 Responsibilities

- 3.5.1.1 Provide safety coverage for Club ski events
- 3.5.1.2 Attend at least 1 Regional or National safety seminar
- 3.5.1.3 Report on safety developments at meetings
- 3.5.1.4 Provide safety announcements for the newsletter

3.5.2 Required Tools

- 3.5.2.1 none

3.5.3 Minimum Time Commitment: 3 hours per event

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3.6 RACING COMMITTEE

3.6.1 Responsibilities

- 3.6.1.1 Organize at least 1 Club local racing event
- 3.6.1.2 Organize Club racers at Regional and National events
- 3.6.1.3 Attend at least 1 Regional or National racing seminar (preferable Winterfest)
- 3.6.1.4 Attend Western Pennsylvania Ski Council meetings
- 3.6.1.5 Report on Club activities at meetings
- 3.6.1.6 Provide activity announcements for the newsletter
- 3.6.1.7 Provide event summaries for the newsletter

3.6.2 Required Tools

- 3.6.2.1 none

3.6.3 Minimum Time Commitment: 4 hours per month in ski season

3.7 HOSPITALITY COMMITTEE

3.7.1 Responsibilities

- 3.7.1.1 Provide light refreshments at Club meetings
- 3.7.1.2 Provide birthday cards to members
- 3.7.1.3 Organize annual Club picnic
- 3.7.1.4 Report on activities at meetings
- 3.7.1.5 Provide activity announcements for the newsletter
- 3.7.1.6 Provide event summaries for the newsletter
- 3.7.1.7 Provide written financial report for all activities

3.7.2 Required Tools

- 3.7.2.1 Card*
- 3.7.2.2 Envelopes*
- 3.7.2.3 Refreshments*

3.7.3 Minimum Time Commitment: 4 hours monthly

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3.8 CLUB PUBLICITY

3.8.1 Responsibilities

- 3.8.1.1 Maintain Club internet account (*usage to not exceed 5 hrs/month if cris.com account is retained*)
- 3.8.1.2 Maintain Club web site, update on a monthly basis
- 3.8.1.3 Respond to Club email within 14 days
- 3.8.1.4 Share Club email with appropriate personnel
- 3.8.1.5 Design Club ads
- 3.8.1.6 Assists Event Chairs with publicity practically

3.8.2 Required Tools

- 3.8.2.1 Access to PC

3.8.3 Minimum Time Commitment: 2 hours monthly

3.9 PARAPHERNALIA

3.9.1 Responsibilities

- 3.9.1.1 Design club paraphernalia (jackets, tee shirts, pins, etc.), as needed
- 3.9.1.2 Maintain inventory of club paraphernalia
- 3.9.1.3 Maintain Club banner
- 3.9.1.4 Report on activities at meetings
- 3.9.1.5 Provide club paraphernalia announcements for the newsletter
- 3.9.1.6 Provide written financial report for all club paraphernalia

3.9.2 Required Tools

- 3.9.2.1 Access to PC

3.9.3 Minimum Time Commitment: 1 hours monthly

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4 DUES AND FEES

4.1 DUES

4.1.1 2001/2 and beyond

4.1.1.1 new member and prompt renewals (April – June)

4.1.1.1.1 adult \$35

4.1.1.1.2 family \$75

4.1.1.1.3 associate \$25

4.1.1.1.4 youth \$10

4.1.1.2 Regular membership (July – March)

4.1.1.2.1 adult \$45

4.1.1.2.2 family \$95

4.1.1.2.3 associate \$35

4.1.1.2.4 youth \$10

4.1.1.3 Members outside continental USA +\$10

Approved on 9/8/00 by general membership

4.1.2 Definitions

4.1.2.1 New member – someone who has never been a member before

4.1.2.2 Adult – ages 18 or older

4.1.2.3 Youth – ages 3 to 17, note those under 6 may incur additional activity fees

4.1.2.4 Family

4.1.2.5 Associate – persons residing 50 miles or more outside the city of Pittsburgh

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4.2 BOUNCED CHECK FEES

4.2.1 Banking fee + \$10 club processing fee will be assessed

4.2.2 Member voting rights are suspended until all fees are paid

4.3 LATE PAYMENT FEES

4.3.1 5%/month may be assessed if payment not postmarked by date due, when payment schedules are announced 30 days in advance

4.3.2 failure to pay fees can result in cancellation of trip without refund

4.3.3 Member voting rights are suspended until all fees are paid

5 DISBURSEMENT OF FUNDS

5.1 DISBURSEMENTS FOR ACTIVITIES, ETC

5.1.1 Disbursements should be requested with club disbursement form by activity chair

5.1.2 Disbursements should be requested 7 days in advance

5.2 REFUNDS

5.2.1 Refunds should be requested with club refund form by activity chairs or Officer

5.2.2 Receipts must be attached

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6 MISCELLANEOUS CLUB OPERATIONS

6.1 COMPENSATION

6.1.1 trip leaders

- 6.1.1.1 if club receives cash compensation, trip leader will be compensated from those funds up to the cost of their trip (registration, lodging, transportation, lift tickets only)
- 6.1.1.2 if club receives compensation in goods and services, trip leader will be compensated from those items (registration, lodging, lift tickets, and transportation). No cash compensation will be paid where free goods and services are available.
- 6.1.1.3 if club does not receive cash compensation, trip leader will be compensated for their cost of registration
- 6.1.1.4 Compensation is only paid after the event report have been submitted and approved

6.1.2 **Regional/National Safety and Racing chairs: 1 day lift ticket, if activity meets guidelines**

**Club to reimburse for Club related expenses*

6.2 NEWSLETTER, ANNOUNCEMENTS, AND ACKNOWLEDGEMENTS

6.2.1 Monthly newsletter

- 6.2.1.1 Mailed to paid members (member mailing list to be updated in June)
- 6.2.1.2 Provided as a one time request to prospective members along with a membership application
- 6.2.1.3 Newsletter to include Club events, member news (weddings, births, graduations, serious illness, etc.), and community events. We will try to include all noteworthy member news. We apologize in advance for any omissions and will honor any requests to not be mentioned.
- 6.2.1.4 Paid advertising may be accepted provided it does not conflict with Club standards and does not result in adverse tax liabilities.
- 6.2.1.5 The corresponding secretary retains discretion of determining what information if appropriate for publication.

6.2.2 Announcements

- 6.2.2.1 event announcements mailed to a general mailing list (current, past and perspective members) as appropriate (maybe twice a year) to announce activities. Mailing should include membership application.

6.2.3 Cards

- 6.2.3.1 Birthday cards are sent to members by the Birthday/Hospitality Club. Members are responsible for identifying their birthday to the Birthday Chairperson.
- 6.2.3.2 Acknowledgement cards will be sent, as appropriate, for serious member news identified in Item 6.2.1.3 by the Corresponding Secretary.

6.2.4 Memorials

- 6.2.4.1 In the event of a death of a member, a \$25 donation will be sent by the Treasurer in their memory to an appropriate non-profit organization.

**Club to reimburse for Club related expenses*