

Club Crabtowne, Inc.

Policies and Guidelines

Revision: Change name from: Crabtowne Skiers, Inc. to: Club Crabtowne Inc.

Update text /colors from previous revision, and correct grammar, spelling

These Policies and Guidelines are presented to the membership as an aid in its understanding **Club Crabtowne, Inc.** (the Club). In this document, the word "activity" encompasses trips and activities. The words "Leader" and "Assistant" represent those responsible for a trip/activity.

I. ALTERATION OF THE POLICIES

The Policies and Guidelines of the Club may be changed, or exceptions may be made, at any time by simple majority vote at a Board of Directors (BOD) Meeting, provided a quorum is present.

Alterations of the Policies ~~of the Club~~ and Guidelines may also be initiated by the general membership. To do so, any fifteen (15) voting members of the Club may present to the BOD, a description of the policy to be altered and such proposed alterations. The BOD must, in the first possible newsletter, advertise such proposal, calling for a vote of the general membership at the first general meeting after the publication of that newsletter. The BOD, as well as a representative of the petitioners, may include in that newsletter a statement explaining the reasons for their position on that policy. The BOD, provided a quorum is present, will accept a simple majority vote of the general membership at the meeting, without discussion.

Any change made to the Policies and Guidelines of the Club shall be communicated to the members by a statement in the monthly newsletter. The change must be published on the website within 15 days and hardcopy made available upon request, which shall be official policy and have precedent over any other document.

II. TRIP/ACTIVITY LEADERS' RESPONSIBILITIES

All Leaders and Assistants must be members of the Club. The Leader, with the Assistant, has responsibility and authority for running the activity.

A. TRIP/ACTIVITY PROPOSAL

1. A member can obtain a Trip/Activity Proposal Packet through the appropriate Committee, or on the Club's web site. The properly completed proposal is then submitted to the same Committee **Chair** for approval, and then to the BOD for approval. Included in this proposal will be:
 - a. Dates, location, activities, payment deadlines, non-member fees, suitability for children, and the minimum and maximum number of participants.
 - b. A detailed budget substantiating the proposed cost, including break-even point, deposit schedules, and specific refund policies for the activity.
 - c. A copy of any applicable contract.
 - d. Any additional pertinent information.
 - e. A newsletter article.
2. Twelve copies of the proposal should be provided to the BOD at least four weeks, but preferably two months, prior to the activity date.

3. A member may lead an activity only after approval of the proposal by the BOD. All activities must be advertised in at least one monthly Club newsletter (this includes no cost activities). Only Club-sponsored and BOD-approved activities may be advertised in the newsletter or at any Club function or activity. The Treasurer can write no check, nor can any money be collected, before the BOD has approved the proposal.
4. After the BOD approves a proposal, the Club takes full responsibility for the financial risks of the activity, as proposed. If the Leader has indicated zero loss on the proposal, but incurs a loss, then the Leader and Assistant are personally responsible for the financial loss.

B. COMPENSATION

Included in the activity's proposed budget shall be sufficient reserves for compensating Leaders and Assistants. The purpose of this compensation is to promote Club activities by attracting, or training, qualified Leaders and Assistants, to develop well thought out proposals, to solicit good value, and to lead activities for the enjoyment of the Club members. The Club's compensation (comp) policy is as follows:

1. Leaders shall receive full-comp for any activity sponsored and run by the Club. Assistants will receive one-half comp for each activity.
2. Comps, either offered by the vendor/operator or built into the cost of the activity by the Leader, must be clearly stated on the Trip/Activity Proposal form.
3. More comps may be requested for certain labor-intensive activities, e.g., the crabfeast, one-day ski trips, hiking, Christmas dance, etc. The BOD shall be advised of the number of comps requested and the additional cost per person over and above the actual per person cost.
4. Leaders and Assistants may mutually agree, with the consent of the applicable Committee, to divide the comps for an activity as they see fit, e.g., both comps may be split equally between themselves.
5. Leaders and Assistants may reduce their comps, by paying for a certain portion of their own activity, to make the activity more marketable, provided the appropriate Committee concurs.
6. Day ski trips shall be permitted 2 full comps per full passenger bus.

C. ACTIVITY EXPENSES

Included in the budget shall be enough reserves for miscellaneous expenses needed to run a successful activity plus an administration fee. Expenses include, but are not limited to phone calls, copying costs, posters, flyers/handouts, parties, and stamps. All expenses require a receipt, exception are: phone calls, copying costs, posters, flyers/handouts and stamps included in approved proposal.

The administration fee is based on 5% of the activity cost when an activity is over \$10.00. All Trip/Activity proposals submitted for Board approval must include an administration fee, including those from the activities, biking, dancing, hiking, ski, and water sports committees. Watersports Sail Days are exempted (see H. SAIL DAYS). A proposal that does not include an administration fee will be considered an announcement and will not have a full-featured newsletter article. If approved by the Board, it will only be listed in the calendar with contact information. The Board can waive the administration fee and allow a newsletter article for certain special trips/activities. With Board approval, committee chairs may use some of the revenue generated from these fees to purchase items such as for health and safety, e.g., 2-way radios, first aid kits, and manuals.

D. LEADING THE ACTIVITY

1. The Leader and Assistant have the responsibility for sign-ups, collecting fees, delivering revenue to the Treasurer, requesting advances from the Treasurer, and maintaining accurate records of all financial transactions. They also have the responsibility to keep records of non-member participation and fees, which is an IRS requirement for the Club to retain its non-profit status.
2. All collected checks must be made payable to Club Crabtowne, Inc., and included on the check, filled in by the Leader if necessary, the name and date of the activity, and the phone number of the participant. Participants must write a separate check for each activity for which they plan to participate.
3. Leaders should submit all payments to the Treasurer with a completed Income Transmittal form within two weeks of collection. It is recommended that the Leader keep a copy of all documents for their own records in the event they get lost.
4. Leaders must keep their respective Committee regularly informed of the financial condition of their activity; the number of people signed up, the status of payments, and any advance money received. These status reports should be made immediately following each General Meeting, to permit the BOD to take appropriate action to minimize losses or to respond early and quickly to various situations.
5. If a Leader needs assistance preparing forms, or organizing and running the activity, they should contact their respective Committee or any BOD Member as soon as possible.

E. FINAL REPORT

The Leader and Assistant must submit a Final Report to the Treasurer no later than thirty (30) days after completion of the activity. Receipts for all paid expenses must accompany this report to closeout the activity account. These receipts should be attached to a completed Expense Report.

III. TRIP/ACTIVITY PARTICIPATION

A. DEPOSITS

The activity spaces will be filled on a first-come, first-serve basis by payment of a deposit. To maintain a reserved space, subsequent payments must be made according to the published schedule in the newsletter article. If an activity is filled, a waiting list will be maintained. Sign-up sheets, when not accompanied by a deposit, are considered only a show of interest, and do not commit the Leader or the Club to hold a place or a priority.

B. MEMBER PRIORITY

Club members are given priority to participate in an activity, until the end of the first General Meeting when the activity is first opened for sign-ups. This priority extends to one non-member guest per member for selected activities. Membership status at the time of sign-up establishes priority and whether non-member fees apply. Non-members/guests are expected to sign the Participation Requirements form containing a liability waiver and emergency insurance sections, prior to being accepted on an activity.

C. THE LOTTERY

Sometimes an activity is sold out prior to the end of the first selling meeting after being advertised in at least one monthly newsletter. Note: The first selling meeting ends when the President calls the General Meeting to order. If this occurs and a waiting list has been taken at the first selling meeting, the Leader shall:

1. Notify the appropriate Committee Chair, or other designated individual, that a lottery for the activity will take place at the meeting.
2. All names shall be placed into a bowl and drawn at random until the activity is filled to its original proposed capacity, then all remaining names will be drawn and placed on a waiting list in the order in which they were drawn.

3. Couples shall put their names together on a single lottery ticket. If the last remaining space is a single and is drawn by a couple, they have the option of accepting this one space with the other being placed first on the waiting list OR being placed first and second on the waiting list.
4. Investigate all possibilities of expanding the activity to accommodate the waiting list. Available options shall be discussed with the appropriate Committee and submitted to BOD.

D. GUESTS AND NON-MEMBERS

Members of the Club have the opportunity to participate in activities at reduced costs. Guests and non-members are welcome, but, in all fairness to those who paid for membership, the following guest and non-member policy is in effect:

1. A guest may be brought to any activity by a member and not pay the additional non-member fee, **ONLY** if the member pays for the guest on their check.
2. Non-Members fees are 10% of the activity cost with a maximum of the current single new membership cost. Non-member fees cannot be applied toward membership.

NOTE: Water sports committee has separate non-member fees. See section 'Sail Days'.

E. CANCELLATION POLICY

For an activity with a specific cancellation policy, that policy will prevail. When no specific cancellation policy is mentioned or when "Standard Club/Cancellation Policy" or "SCP" is indicated, the following policy will be in force.

1. An activity cancelled by the Club will be refunded in full.
2. Individual cancellation will always incur a 15% processing fee (to a maximum of \$30.00, but no refund will be made for amounts less than \$5.00. In addition, if no replacement is found, the individual will be responsible for all non-recoverable expenses.
3. The Leader will use the waiting list (if available) to try to refill this unused space, but the individual who cancels must recognize that time limitations, members' interest, and the cost of the activity are all factors, which may not allow the cancelled space to be refilled. The individual who cancels is encouraged to forward names of possible replacements to the Leader, if the interest of such individuals is known.
4. Individual cancellations may be refunded in full only in case of personal hardship, but only if the Leader has been contacted prior to the activity's departure date. Each case will be considered individually by the BOD.
5. Any processing/cancellation fees become a Club asset and may not be spent by the Leader.

F. MINORS

A parent or legal guardian must accompany children under eighteen (18) years of age, who participate in any activity run by the Club, unless otherwise approved in advance by the BOD.

G. PREREQUISITES

When necessary for health and safety reasons, specific prerequisites, such as prior instruction or experience, may be required by the BOD for sign-up on some activities run by the Club. Any such prerequisite must be printed on the Sign-up Sheet in **BOLD CHARACTERS**.

H. SAIL DAYS

Members pay \$10.00 and non-members \$15.00 for each Sail Day Fees are used:

1. To cover the administrative costs of running Sail Day activities, including phone calls to assign crews, printing of information sheets, skipper lists, and Trip/Activity Proposals. It is also used to pay for Club Burgees, which are given to skippers as recognition for their involvement in the Club's sailing program, i.e., skippers who volunteer their boat three times qualify for a Club Burgee.
2. To encourage participants to attend the Sail Day for which they have signed-up. This fee will be refunded if the Leader is unable to place them on a boat. However, this fee will not be refunded if the participant decides not to attend.

I. PARTICIPATION REQUIREMENTS

All activity participants **MUST** complete the Participation Requirements form, which contains sections for the Waiver of Liability & Assumption of Risk and Emergency & Insurance Information. The Leader must have the Emergency & Insurance information with them during the activity. The Waiver of Liability & Assumption of Risk shall be retained for a period of three years after the completion date of the activity.

IV. CLUB CONDUCT

A. GENERAL

The Club policy is to provide members with fun and healthy sports and social activities, and the membership expects high standards of conduct. Members are therefore expected to conduct themselves in a courteous manner that is both safe and legal, and reflects favorably on the Club. As such, all members are expected to personally observe and uphold the Club's Policies and Guidelines. Illegal behavior, including but not limited to using illegal substances or allowing under-age members to drink alcoholic beverages, shall not be permitted. Such behavior would change the character of the Club and jeopardize its existence. Members will follow this conduct policy when at or near the same vicinity of any Club activity, whether or not their conduct can be observed by other members or the general public.

B. ENFORCEMENT

Committee Chairs, Leaders, Assistants, and BOD Members have the responsibility and obligation to enforce this policy to protect the interests of the membership at large. The rights of the offender will be considered, but will be subordinated to the rights and expectations of the general membership. In the event that a member, at or near a Club activity, violates any provision of this conduct policy, the Committee Chair, Leader, Assistant, or BOD Member shall take one or more of the following actions:

1. Ask the offender to cease the unacceptable behavior immediately.
2. Advise the offender of possible punitive actions that will be taken.
3. Advise the offender that if the violation persists, "the offender" must:
 - a. Leave the premises immediately.
 - b. Leave the bus at the next possible stop.
 - c. Leave the group at the end of a flight.
 - d. Be submitted to such other actions deemed necessary to alleviate the problem or ensure the safety of the group.
4. Cease the activity if the behavior puts other members in danger or exposes them to particularly offensive actions.
5. Advise the proprietor, bus driver, flight attendant, etc. to take action that they would normally take with any other offending passenger or guest.
6. Advise the local law enforcement authorities to take actions to alleviate the problem and insure the safety of the group.

7. Report the violation in writing to the BOD for further action. The above enforcement actions shall be conducted in a responsible manner that puts no one in jeopardy. If in doubt concerning the violation, err in favor of the offending member and report the incident to the BOD in writing.

C. ACTIONS BY THE BOARD OF DIRECTORS

Members or guests who have been reported for offending behavior shall have a hearing before the BOD. If the offender refuses to appear for a scheduled hearing, the BOD will take unilateral action from the report submitted by the Committee Chair, Leader, Assistant or BOD Member. Actions by the BOD include, but are not limited to, the following:

1. No action.
2. Verbal or written reprimand.
3. Advise other Leaders about the conduct of the offender.
4. Prohibit the offender from attending all or certain activities for a specified period of time, which may be indefinitely.
5. Revoke membership or refuse to renew membership for a specified period of time, or permanently, with the stipulation that the offender may not attend any Club activity, even as a non-member.

V. MEMBERSHIP LISTS

- A. The Club directory/ mailing list shall not be sold to anyone. It may not be made available to merchants without the prior approval of the BOD.
- B. Activity participant names, addresses, phone numbers, or e-mail shall only be used for purposes related to official Club functions.

VI. BOOKKEEPING

A. ACTIVITY LEDGERS

The Treasurer shall maintain a separate account for each activity involving funds of the Club. This can only be initiated by BOD approval of the activity's proposal. The Treasurer may then issue checks to secure outside vendors as directed by the Leader, deposit checks collected by the Leader from participants, and keep a current balance for each activity.

B. MONTHLY STATEMENTS

Each month, the Treasurer will present to the BOD a year-to-date statement for each unclosed activity from the beginning of the fiscal year, together with a separate statement for both the Activities and Business accounts. Any special problems or explanations shall be included in this monthly presentation.

C. BOOKS AUDIT

An individual designated by the BOD shall audit the Club's financial books on an annual basis. Resolution of exceptions will be required before the past Treasurer is released from responsibility.

VII. RETURNED CHECKS

- A. The Treasurer will notify the issuer of a returned check to submit a new check for the original amount plus the returned check charge.
- B. The Treasurer will inform the Leader that the participant's check has not cleared.

- C. The check issuer will have forty-eight (48) hours after receipt of such notification to pay the amount due, including the returned check charge. If payment is not received by this time, the space on the activity will be sold to another member. Any money previously collected from the issuer will be subject to the activity's cancellation policy.
- D. Failure of the issuer to pay the returned check charge will cause forfeiture of the right to participate in any further Club activities. The Issuer's name will also be removed from the Club's mailing list.
- E. If two checks are returned for insufficient funds from the same member within a 12-month period, no additional checks will be accepted from that member for the following 12 months. A formal notice will be sent to the member stating that only cash, certified checks, or money orders will be accepted during that period.
- F. Additional sanctions or legal means may be imposed at the discretion of the BOD. All legal expenses associated with the collection of fees due the Club are to be the responsibility of the member who failed to pay their assessment.

VIII. DAMAGES CAUSED BY MEMBERS

If damages or liabilities are incurred through the negligence of an activity participant, they must pay any associated expenses to the extent not covered by an insurance policy. Failure to comply may result in the BOD suspending the rights of the offender to participate in further Club activities.