

ALTAIR POLICIES & PROCEDURES

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ALTAIR POLICIES & PROCEDURES

Advancing Club Funds for an Event:

- Trips and other events are expected to be self-supporting and to require no advancing of Club funds for deposits or initial expenses. Altair policy is that no checks may be written unless the trip has funds deposited for the event to fully cover the amount requested.
- Some trips require advance deposits to hold the reservation until a future date.
- The Board of Directors may make exceptions to the standard policy, if the following conditions are met:
 - The trip or event has been held in prior years and
 - It was financially successful in prior years (event audits were favorable by the audit committee) and
 - The Event Leaders are the same as in the prior event or has the active assistance of a prior Event Leader, or
 - A written contract is provided reflecting the advance deposit is fully refundable by a specific, contractually guaranteed date before the funds are disbursed.

Age Requirements:

- All events are open to those 21 years of age or older.
- If individuals under the age of 18 (minors) are allowed, their parent or guardian must accompany them and sign a waiver form for the minor.
- If anyone under the age of 21 is allowed, the event must be advertised as such and approved by the Board of Directors.

Alcohol Policy: (per Bylaws Article II Section 9.)

- The Club will not distribute, sell, serve, or furnish alcoholic beverages at any time.
- Individual club members are allowed to bring their own alcoholic beverages to events, if permitted.
- Club members are expected to be fully responsible for their actions and conduct resulting from the consumption of alcohol. Failure to act responsibly may result in expulsion from the Club.

Altair Email Group:

- **Altair members are automatically setup when they join this free email group**
- Altair Email Group is restricted to Altair **MEMBERS ONLY & is a private group email.**
- The primary purpose is to **PROMOTE** Altair events
- Members can post updates or changes to Altair events/trips
- Members can post new Board approved events/trips
- Members can post Altair related items of interest
- Membership Directory (Roster) is sent out monthly
- Members can post & share Altair appropriate photos on the Altair email group site.
- Members can post free items or can resell at face value (**NOT for profit**), tickets for concerts, sport games, ski lifts, etc., that Altair members are likely to have an interest in.
- **The Altair Email Group should NOT be used for:**
 - Marketing anything for **PROFIT** unless it is something that may relate to Altair sports and items or services which enhance, enable, or promote Altair related activities – such as kayaks, skis, golf clubs, bikes, golf lessons, dance lessons, etc. (at a reasonable price)
 - Marketing for **PROFIT** household items, real estate, vehicles, insurance, crafts, etc.
 - Non-Altair events **CONFLICTING** with Altair events
 - Anything deemed inappropriate.
- If a posting does not **CLEARLY** fall into any category listed above, it can be sent to the Board for further consideration.
- Postings can also be submitted to the Editor for publication in the newsletter under Members' Corner.

Animals:

- Pets are not allowed on any Altair events/trips.

Board of Directors:

- Altair Board of Directors are: President, Vice President, Secretary, Treasurer, two (2) Board Members at Large, and Immediate Past President or a Senior Board Member at Large.
- A Board Member must have been an active member for at least 1 year and agree to remain an active member

during the term.

- Officers are elected to serve for the term of one (1) year from June 1 to May 31, the following year.

Board of Directors' Meeting:

- The Board of Directors meet once a month at a designated and announced location.
- The meeting begins at an announced time.
- All members are welcome and Sports Directors & Committee Directors are encouraged to attend.
- Members should contact the Secretary to be placed on the agenda prior to presenting an issue or event before the Board.
- To present an event or trip for Board approval requires the proper forms and copies to be completed. (see **Event Planning & Presentation**)
- A quorum to enable voting requires a two-thirds (2/3) majority of Board of Directors to be in attendance
- A Virtual Director's Meeting would need notice with time and link to sign-in with.

Board Meeting Structure:

- The Board Meeting Agenda is structured for members & directors to present their items/reports at the beginning and then the Board takes care of the business issues after. There is no need to stay for the entire meeting. If you are pressed for time, contact the President and you can request presenting your item first.
- Agenda Outline:
 - Sign-In (all Board Members and Guests are asked to sign in)
 - Presentation of New Trips and Events
 - Directors Reports
 - Approval of Minutes from Prior Meeting
 - Membership Statistics of the Monthly General Meeting
 - Approval of the Treasurer's Report
 - Old Business
 - New Business
 - Adjournment or Move to Closed Session: Occasionally the Board needs to hold a private session or closed session to discuss sensitive or confidential matters, which occur in any business or institution. Any Board Member **or** Altair Member may request a closed session. All discussions are strictly confidential.
 - A Virtual closed meeting would mean that no Members of the Board could be within audio or visual range.

Cancellation Policy for Trips/Events:

- Event Leaders **must publish** a cancellation policy.
- The cancellation date should be set prior to any contract deadlines to cancel or amend the contract, usually at least 30 days before the beginning of an out of town overnight event. Event Leaders should contact a Board Member for any questions as to what the event cancellation policy should say.
- Anyone who cancels his or her sign-up must notify the Event Leaders prior to the cancellation date for any refund.
- Participants who cancel after the posted cancellation deadline forfeit any non-recoverable money paid, unless the Event Leader has a waiting list for an eligible replacement or based on the Event Leaders' cancellation policy. (See **Refund Policy**).
- If an event/trip is cancelled all participants will receive a refund of money paid for the event less any unrecoverable expenses.
- Participants who need to cancel should notify the Event Leaders as soon as possible. The cancellation may have an impact on the organization of the event (i.e. golf 4-somes; pinochle, murder mysteries where roles are assigned, lodging/food, carpooling).
- Those who need to cancel should not find their own replacement unless directed by the Event Leader as there may be a waiting list for the event and the next in line should have the opportunity to fill the vacancy.

Car Pooling Expenses:

- In order to ensure that carpool drivers do not experience undue hardship, Altair recommends that passengers pay at a rate of \$.10 per mile OR share the actual cost per person in the vehicle.
- The driver ultimately decides the contribution amount and should communicate this to the passengers beforehand.
- For events where travel is involved, it would be desirable for the flyer to mention the mileage and approximate car pooling expense.

Check Requests:

- Expenses incurred in planning an event/trip or refunds can be reimbursed upon submission of a check request to the Treasurer. Check requests are available at www.altairsports.org FORMS or at the General Meeting.
- You must submit original receipts for all expenses and reimbursements with the check request.
- Altair requires two signatures on all checks, so remember the best time to receive your check is at a General Meeting or a Board Meeting.

- Event funds **MUST** be deposited for your event to fully cover checks being requested.
- Altair makes an exception if you have prior approval of the Board to authorize advance payments prior to funds being collected and deposited. (see **Advancing Club Funds for an Event.**)

Children:

- No one under age 21 is allowed to participate in any Altair event unless the Event Leaders have declared minors are allowed and advertised the trip as such.
- Board approval is required before allowing anyone under 21 to participate.
- If individuals under the age of 18 (minors) are allowed and approved by the Board, their parent or guardian must accompany them and sign a waiver form for the minor.

Directors (Sports, Administrative Directors):

- Directors are non-elected members who are nominated by the President and ratified by the Board of Directors to be responsible for the successful accomplishments of all the activities required by the sports interest/committee to which they are assigned.
- Any member may be ratified in a directorship position if they have been an active member for at least 6 months immediately prior to being nominated.
- Directors are responsible for keeping the Board informed of events and activities pertaining to the events in their realm.
- Directors are responsible for submitting to the Club's Newsletter Editor on a monthly basis - schedules and updates pertaining to the events in their realm.
- Directors are responsible for reminding or providing their Event Leaders with Waiver forms and for ensuring that the signed waivers for all Altair events in their realm are turned into the Treasurer to be archived.

Directory (Membership Roster):

- Altair Membership Directories are considered **confidential** and are only distributed to Members.
- Updated Membership Directories are distributed monthly via Altair Email Group which is restricted to **MEMBERS ONLY** (see Altair Email **Group** for instructions on how to join)
- Membership directories are **not** posted to the web site, which is open to the public.
- Members are encouraged to print their directory or to save it on their computer for ease of use.
- There will be a limited quantity of directories available at the General Meeting to purchase for \$1.00, for those who do not have access to a computer.
- Contact the Database Manager if you have changes to your contact information.

Dues for Membership:

- The Membership year is November 1st to October 31st.
- Annual dues are \$75.00 for new members.
- **Renewal dues are \$70.00, if paid no later than November 1st:** after that date the new member rate applies (\$75.00).
- Membership status includes access to Altair's e-mail group; to "Members Only" events; and Member's discounts to Altair events and select stores.
- Payment Schedule:
 - Prior to November 1 (discounted renewal rate) \$70.00
 - After November 1 through the following October 31st \$75.00
 - After March 1 through the following October 31st \$50.00
 - After July 1 through the following October 31st \$25.00

Equipment and Supplies:

- Altair owns a variety of equipment and supplies which are available for Altair events including (but not limited to): First Aid kits, canopies, Altair banners, folding tables, miscellaneous camping and picnic equipment, and supplies
- The equipment and supplies are assets of Altair.
- Altair rents a climate and temperature controlled storage unit to house the equipment, supplies, and archived records & documents.
- The Inventory and Equipment Director has access to these items, and upon Board approval for your event, you may make arrangements to have items checked out of the Altair storage unit for your event.
- Items borrowed must be returned immediately (clean and in good working condition) following the completion of your event so others may use them.

Events Jointly Held with other Clubs:

- It is necessary to confirm that any clubs we have joint activities with have their own liability insurance. Altair must have a copy of the joint club's Certification of Insurance to file with our insurance provider.
- It is necessary to have our liability waiver forms signed by each participant for any and all ski club activities,

including participants from the joint club.

- Any joint activities with another Club should guarantee Altair's standard percentage of income.

Event Leaders:

- Event Leaders are designated Club members who organize and/or lead activities for members of the Club and their guests, regardless of event duration or destination.
- Event Leaders must be members of Altair
- Two Event Leaders are recommended to provide coverage in event of illness or absence.
- At least one (1) Event Leader must have been a member for six (6) months.
- Prospective Event Leaders must have successfully completed all duties for previous events before new events are approved.
- Event Leaders may not receive any benefits from the event other than an Event Leader's incentive reward.
- Event Leaders pay the same price for the event as any other member.
- The host or hostess for an event held in their home need not pay for the event. This applies to one person per event.

Event Fees – Determining What to Charge for an Event:

- Determine expenses and fees using the Event Worksheet/Budget Form as a guideline. A Trip Packet and all Event/Trip forms can be found on the Altair website at www.altairsports.org (FORMS), at General or Board Meetings, or from any Social Committee Member.
- **Trip and other events are expected to be self-supporting and to contribute income to the Club:**
 - **Member Fees:** a minimum of **10%** above the cost to Altair overhead with a minimum of **\$2.00** and **\$30.00** maximum per member is added to the event expenses as income to the Club.
 - **Non-Member Fees:** a minimum of **25%** above the cost to Altair as overhead, with a minimum of **\$5.00** and a maximum of **\$75.00** as income to the Club.
 - A member of the Far West Ski Association qualifies for Member pricing.
- Use the Event Worksheet to list all expenses such as food, prizes, t-shirts, lodging (taxes), valet/parking, corkage fees, event leader incentive rewards, park entrance fees, copy costs for flyers & copies for Board approval, etc. The fee charged to participants for the event must fully cover all expenses listed as well as the addition of 10% per member and 25% per non-member as income to Altair.
- All Altair members, including Event Leaders, pay the same for comparable accommodations.
- Event Leaders need to determine if non-members are allowed to attend.
- If a similar event has been done previously, Event Leaders can ask the Treasurer about the income and expenses for the previous event. Generally, Event Leaders for the previous event can be contacted for advice.
- If you are an Event Leader and wish to receive an Event Leader incentive award or an Altair gift certificate, you must include the amount in your Event Worksheet/Budget Form. (see **Event Leader's Incentive Reward**).
- If an event will have income over \$100 or is an overnight trip, the Board must approve the event and sign-ups are required.
- If an event will have income of under \$100 Board approval is not needed, but the club overhead of 10% and 25% (with \$2 or \$5 minimum) is still required, as well as sign-ups. The event may be advertised in the newsletter.
- A member who has Board approval may be paid for goods, service or accommodations on an event. Their pay/fee will be submitted and paid as an expense & must be included on the worksheet/budget.
- If Event Leaders use personal property or accommodations, the event should be charged no more than the fair market value of those accommodations. The fair market value and this situation must be disclosed to the Board at the time the event is presented for approval.

Event Income & Deposits:

- **Altair does not accept cash** unless approved by the Board and are nominal fees (bowling, newsletter, directories)
- Checks must be payable to **Altair**, not the Event Leader.
- Altair accepts checks, debit and credit cards,
- Altair does not accept American Express, WORLD CREDIT cards, 2-party checks or postdated checks.
- A separate check or charge slip must be completed for each event signed up for.
- If paying by bankcard, individuals must first go to the Treasurer's table to charge their event. They will receive 2 bank charge slips: a Customer's Copy to keep and a Merchant's Copy to be given to the Event Leader when they sign up.
- Event Leaders should prepare deposits slips and turn in with checks and charge slips after each General Meeting or within 3 days..
- Deposits should be processed for each meeting and not held until the completion of the event. .

Event Leader's Incentive Reward:

- Event Leaders may be eligible for incentive rewards for organizing an event if the Club's 10% (25% non-member)

profit is met.

- Incentives are awarded in the form of Altair gift certificates equal to the value of one member's fee, but not more than \$120 per event.
- The maximum cumulative incentive awarded to any single Event Leader in one calendar year shall not exceed \$600.
- The amount of the Event Leader's Incentive Reward must be calculated into the expense figures when completing the Event Worksheet/Budget Form when planning the event. (see Event/Trip Planning & Presentation)
- After the event an Event Leader's Incentive Reward must be requested on the Trip/Event Reconciliation Form.
- The incentive shall be awarded by the Board upon satisfactory completion and submission for review of all related paperwork and appropriate Club profit has been confirmed.
- The Treasurer will verify that there are funds to cover the cost before the incentive reward will be given.
- A reward will be awarded after all expenses are paid and the 10% (25% for guests) for Altair overhead has been paid.

Event Planning & Presentation:

- If planning to present an event or trip for Board approval, notify the Secretary of the presentation, so it can be placed on the Agenda.
- If an event will have income of \$100 or more or it is an overnight trip, the Board must approve the event and sign-ups are required.
- Read and review the Trip/Event Process and Check List available at www.altairsports.org so you know what is required prior to attending a Board Meeting to present your event.
- Event forms and packets are available online www.altairsports.org, at the General Meetings or Board Meetings and from any Social Committee Member.
- Complete the appropriate forms and bring copies for each Board Member and the Newsletter Editor (8 copies) (you can be reimbursed for the copy charges by including them on your expense sheet):
 - Altair Trip/Event Board Approval Form.
 - Event/Worksheet/Budget
 - Flyer for the newsletter.

Event Reconciliation & Paperwork Required:

- Event Leaders should prepare a recap of event income, refunds and expenses by using the Event Reconciliation form included in the Event/Trip packet. www.altairsports.org (click on FORMS)
- Within 30 days of the completion of an event the following must be turned in to the Treasurer:
 - Event Reconciliation Form (include request for Event Leader incentive reward if needed)
 - Sign-up/Waiver forms (original signed)
 - Deposit slip pink copies
 - Check request copies
 - Copies of any handouts, contracts, or other information which would be helpful for auditing purposes and future event leaders.
- Failure to submit timely and proper documentation will cause delays in refunds and rewards, and may jeopardize your ability to lead future events.

Events Restrictions:

- Some activities require that Event Leaders use licensed and insured vendors to conduct the activity. Examples of this include whitewater raft/kayak trips and horseback riding.
- The Board will not approve any activity that is contrary to the purpose and mission of the club or is in violation of the Altair by-laws or any state, federal, or local law.
- If in doubt, please contact the Sports Director or a Board Member for clarification.

Event Sign-up Policy:

- All Members and Non-Members must personally sign Sign-up/Waiver forms prior to participating in **ANY** Altair activity. (Please see **WAIVERS for ALL Altair Activities.**)
- The first opportunity to sign up for an event is at 6:00 p.m. at the first General meeting after the Board-approved event appears in the newsletter.
- After the first General meeting, the Event Leaders can take signups over the phone or at any other time or place, i.e. TGIFs.
- If unable to attend the first General meeting, another Altair member (not the Event Leaders) can sign up for another member.
- All members and non-members must pay the sign-up fee for the event in full, unless the Event Leaders determine a payment plan is appropriate for the more expensive events. Such payment plan must be laid out prior to Board approval.
- **No one is considered signed up unless and until payment is received.**

- Event Leaders may determine if guests can or cannot sign up for an event for the first 30 days that sign-ups begin. Altair members may have priority, unless Event Leaders have chosen to allow guests to sign up earlier.
- **To qualify for member pricing a person must be a member at the time they sign up and still be a member when the event takes place and no refunds due to change of membership status.**
- Event Leaders are responsible for verifying a person's eligibility for member or guest (nonmember) pricing. Event Leaders should ask to see a current Altair membership card to verify member status or ask the Database Director for an updated list of members to verify member eligibility.

General Meetings:

- Altair General Meetings are held the second (2nd) Wednesday of each month, except for the month of August when the annual picnic will be held in lieu of the General Meeting.
- Times:
 - 6:00 p.m. - Sign up for trips & activities
 - 6:45 p.m. - Orientation for guests & new members
 - 7:00 p.m. - General Meeting (Starts promptly at 7 p.m.)
- Light hors d'oeuvres will be served at the meeting.
- In an attempt to eliminate distractions and conversations, the Treasurer's Table and Event Sign-up tables will be closed during the General Meeting which begins promptly at 7:00 p.m. Transactions with the Treasurer or Event Sign-ups should be done before or after the meeting itself.
- In general, as a courtesy to outside speakers, members presenting their events, those conducting the General Meeting and those trying to listen, those in attendance are asked to be considerate and cease personal conversations until the completion of the meeting.
- A guest or non-member may attend up to three (3) General Meetings or events prior to joining the Club; however, they will be expected to pay their dues in full and join the Club if they wish to continue attending.

Gift Certificates:

- Altair gift certificates will have written or printed on them "Altair Gift Certificates will expire one (1) year from date of issue". Altair can impose an expiration date on certificates donated and NOT sold for face value. (Minutes of July 15, 2020)

Liability Insurance:

- Pursuant to Far West Ski Association and our insurance carrier, all ski clubs must have general liability insurance and officer's and director's insurance *and*,
- Liability waivers must be signed by **each participant for any and all ski club activities** (see **Waivers for ALL Altair Activities**)
- Any club that Altair may have joint activities with, must have their own liability insurance and Altair must have a copy of their Certification of Insurance to file with our insurance provider.
- Each participant of any club that Altair may have joint activities with, must sign Altair's Waiver and Liability Forms.

Meeting Etiquette:

- During any meeting, those in attendance are asked to be considerate and cease personal conversations and transactions until the completion of the business at hand and the end of the meeting.
- Please be polite and courteous to those around you who are trying to listen and to the members presenting their events for sign ups, outside speakers, Event Leaders conducting pre-trip meetings, committee meetings, those conducting **any** Altair meeting.
- "Persons disturbing the peace during any meeting and in any manner may be asked to leave....." (see Altair By-laws, **Meeting Conduct**)

Members' Corner of the Monthly Altair Newsletter:

- The Altair monthly newsletter has a section for members to post notices, Kudos, etc.
- Submissions to Members' Corners should be one time postings—not continuous repeats.
- Submissions should be short & concise.
- All submissions must be received by the Friday following the Board of Director's meeting each month.

Members' Corner can be used to:

- Post Kudos or experiences on recent Altair events or trips.
- Post (one time) information about selling personal sports equipment, household goods, vehicles, boats, kayaks, personal homes, bikes, etc. (things that may be of interest to Altair members)
- Post (one time) information on rental property (beach houses, ski condos, lake resorts, etc.)
- Post inquiries about services provided by members: house sitters, pet sitters, painters, (Responses should be directed back to the person making the inquires.)
- Post information on events, concerts, lessons, etc. that may be of interest to Altair members (unless it is

in direct conflict with a major Altair event.

Members' Corner is NOT to be used for:

- Business entities to sell items (realtors, insurance agents, product vendors, etc.)
- Members selling their crafts or for repeat items as on Craig's List.
- Altair competitors unless an activity is jointly led by both Altair and another group.

Member Fees for Events:

- Members are charged a minimum of 10% of the cost of an event to Altair overhead, with a **minimum of \$2.00 and \$30.00 maximum per member.** (See **Event Fees-Determining What to Charge for an Event**)
- Members must always complete and sign a Sign-up/Waiver Form, even for drop-in activities.
- To qualify for member pricing a person must be a member at the time they sign up and still be a member when the event takes place. No refunds for change of membership status.

Newsletter:

- The current newsletter & several prior months are available on the www.altairsports.org web site.
- Members are encouraged to print their newsletters or to save it on their computer for ease of use.
- There will be a limited quantity of newsletters available at the General Meeting to purchase for \$2.00, for those who do not have access to a computer.
- The **deadline** for submissions to the newsletter is the Friday following the Board Meeting. Late submissions may be rejected in order to get the newsletter out in time.
- After a trip/event has been approved by the Board of Directors, the Event Leader is responsible for submitting a copy of the Trip/Event Approval Form and a digital copy of the event flyer to the editor for publication.

Non-Member/Guest Fees for Events:

- Event Leaders can decide if events are open to non-members.
- Event Leaders may determine if guests can or cannot sign up for an event for the first 30 days that sign-ups begin. Altair members may have priority, unless Event Leaders have chosen to allow guests to sign up earlier.
- Non-members must always complete and sign a Sign-up/Waiver Form, even for drop-in activities.
- Non-members pay a higher fee to attend events.
- Non-members must pay 25% of the cost of an event to Altair as overhead, with a **minimum of \$5.00 and a maximum of \$75.00.** (See **Event Fees-Determining What to Charge for an Event**)

Potluck Guidelines:

- **Each** person should bring a potluck item (couples should have 2 items or a double batch).
- **Each** person should bring their own beverage of choice. Altair cannot provide or serve adult beverages, so individuals will need to provide their own.
- **Each** person should sign the Altair Sign-in & Waiver form.
- Everyone should bring everything needed to serve their potluck item (dishes, serving utensils). Hosts should **not** be expected to provide these items. Everyone should come prepared and self-contained.
- Hosts should **not** be expected to heat up or prepare the potluck dishes.
- Everyone should assist in the cleanup process.
- Remove and take home everything that you brought., Do not leave leftovers unless the host wants them
- **Identify your potluck dish.** Food allergies are a concern to many. It is suggested that if your dish contains ingredients that can commonly cause allergic reactions such as shellfish, shrimp, crab, peanuts, etc., you identify your dish. Hosts can provide index cards and ask guests to identify the basic ingredients in their dish.

Pre-trip planning meeting for out-of-town trips:

- Event Leaders must hold a pre-trip planning meeting for any overnight trip.
- Event Leaders should advertise the date, place and time in the newsletter.
- Event Leaders should cover all the requirements for the trip such as necessary equipment and supplies, room assignments, schedule of activities, maps and driving directions, lodging information including phone numbers, carpooling, reminders to reimburse for mileage, etc.

Raffle Baskets/Items at General Meeting:

- Board at Large Members (2) are responsible for providing a minimum of two (2) raffle items (baskets, tickets, gift certificates) at each Monthly General Meeting, with the exception of August due to the annual picnic and perhaps November due to Pray for Powder.
- Board at Large Members (2) should sell raffle tickets prior to the start of each General Meeting (7:00 p.m.). If a Board at Large Member is unable to attend a meeting, a replacement seller should be arranged.
- Cost of the raffle tickets are \$1.00 each or six (6) for \$5.00.
- Altair depends on income from the raffle items, so the items should be of interest to the members.

- Members or businesses may donate items or certificates to be raffled.
- There should be a minimum of 2 raffle items at each meeting.
- Board at Large Members can be reimbursed up to \$30 per raffle item.
- Members expect the raffle items to have a minimum value of \$30. Raffle items valued at \$30 can be purchased at sale prices that cost less than \$30 each, but still have a \$30 value, which in turn increases the income to Altair.
- Board at Large Members are responsible for recording the winners' names on the Altair Gift Certificate and Raffle Winners Form.

Raffle Gift Certificates (Birthdays & Guest/New Members):

- A Birthday Raffle is held monthly at the General Meetings for members who have a birthday that month. Birthday raffle winners receive a \$20.00 Altair gift certificate.
- A Guest/New Member Raffle is held monthly at the General Meetings. New members who just joined Altair and guests receive a raffle ticket at the time that they sign-in. The Guest/New Member raffle winners receive a \$10.00 Altair gift certificate.
- Board at Large Members are responsible for:
 - Recording the winners' names on the Altair Gift Certificate and
 - Having the winner's initial the lower left corner of the gift certificate that they received the certificate.
 - Complete Gift Certificate and Raffle Winner's Form.

Refund Policy:

- Event Leaders **must publish** a cancellation/refund policy.
- Anyone who cancels his or her sign-up must notify the Event Leader by the cancellation deadline to receive any refund.
- Participants who cancel after the posted cancellation deadline forfeit any non-recoverable money paid, unless the Event Leader has a waiting list of other members or guests in which case they will get a refund, unless the Event Leader specifically established that there are no refunds.
- Refunds may be made for cancellations received after the published cancellation date ONLY if funds (after trip expenses and Altair's 10% member overhead and 25% for guests are met) are available and approved by the Event Leader(s). Approved refunds will only be processed after the trip is concluded and reconciliation forms are submitted and then will be distributed equally (percentage to be based on differences in amounts paid for varying accommodations) among members and guests who have cancelled.
- If an event is cancelled all participants will receive a refund of money paid for the event less any unrecoverable expenses.
- If an event generates more than a 10% (25% for guests) overhead for the Club for members and 25% for non-members, the Event Leader may request refunds of no less than \$25.00 each to participants.
- The Treasurer will make refunds as soon as possible **after** the completion of the event, submission of the Event Reconciliation Form and after verifying availability of refundable funds.

TGIF – Friday evenings:

- Each Friday Altair meets at different venues selected by the TGIF Director.
- TGIFs begin at 6:00pm; however, you can arrive at any time.
- Locations are printed in the newsletter and posted on the on-line calendar on the website: www.altairsports.org
- TGIFs at member's private homes are for **Members Only**, unless the host member specifies that it is open to Non-Members. Many times, there are space limitations, so the Club defaults to **Members Only** for private homes.
- **Waiver forms must be signed when Altair functions are in private homes** and marketed by Altair. According to the legal advice provided, for functions held in Altair Members' homes: the homeowner is primarily responsible for any liabilities stemming from an event; however, due to an Altair member hosting such event, attempts could be made to include the Club in legal actions.
- Waiver forms are not necessary for Altair TGIFs held at restaurants, lounges, business entities, etc. as the facility and the businesses are responsible for any liabilities including injury, death, etc.
- The TGIF Director would appreciate any suggestions for new venues.
- Please remember to tip.

Voting by Board of Directors:

- President shall vote on Board motions ONLY in the event of a tie vote and shall not make or second motions.
- Voting by electronic mail (e-mail) will be allowed outside of Board of Directors meetings with the following restrictions:
 - Use of e-mail should be for reasons of expediency to decide an issue or approve an event.
 - The Altair Member proposing Board of Directors action should complete, in detail, all the proper forms to ALL Board of Directors. (See Event and Trip Planning for instructions & forms)

- If there is discussion on the motion via e-mail, it should be done by responding by REPLY ALL to **all** other Board of Directors, so everyone is informed. If the motion needs to be changed, it should be sent again to every voting Board of Directors in the form of a motion.
- If the vote is not unanimous, a tally of Members voting shall be entered into the Minutes. If decided by a tie-breaking vote by the President, this shall be recorded in the Minutes.
- At the next Board of Directors meeting, the motion and results of voting should be read into the minutes by the Secretary.
- Copies of all email votes should be placed in the minutes and in the Event file.

Waiting Lists for Events/Trips:

- In the event a trip or event sells out, the Event Leaders may choose to take a paid or non-paid waiting list in the event a cancellation occurs. Waiting lists are encouraged.
- The Event Leaders will request refunds for waiting list fees after the event takes place.

Waivers for ALL Altair Activities:

- All Members and Non-Members must personally sign a Sign-up/Waiver form prior to participating in **ANY** Altair activity per FWSA and insurance carriers. There are two forms that contain the appropriate waiver of liability language that we are required to use.
 - **Sign-up/Waiver Form:** Use for ANY overnight event or involves the collection of money. This form is turned in to the Treasurer upon the completion of the event.
 - **Day Event Sign-up and Waiver Form:** Use for ANY day events that do not involve the collection of money. This form is turned in to the Treasurer upon the completion of the event.
- All Sports Directors should remind and provide waiver forms for their Event Leaders to use and to ensure that the signed waivers are turned into the Treasurer for archiving.
- Waiver forms are available on the Altair website: www.altairsports.org (FORMS)
- Event Leaders of **repeat or seasonal** daytime events not involving the collection of money can have repeat participants sign a master Day Event Sign-up/Waiver once per season, such as baseball, once a week drop in golf, routine 9:00 am Saturday bike path walks. Non-repetitive, individual activities to other locations must have their own sign-in/waiver forms (if in doubt use a separate Waiver form). Event Leaders should have waivers available at each event for new participants to sign if they have not previously signed a master waiver.
- A parent or guardian must complete a Sign-up/Waiver form for any children under 18 years of age that is allowed on an event and the Board has approved allowing minors in the event.
- Waiver forms are necessary for **any** event held in private homes if such event is marketed by Altair (newsletter, email group, announcements at General Meetings, flyers, etc.) According to the legal advice provided, for functions held in Altair Members' homes, the homeowner is primarily responsible for any liabilities stemming from an event; however, due to an Altair member hosting such event, attempts could be made to include the Club in legal actions.
- Waiver forms are not necessary for Altair TGIFs held at restaurants, lounges, business entities, etc. as the facility and the businesses are responsible for any liabilities including injury, death, etc.
- All **original**, signed Sign-up/Waiver forms must be turned into the Treasurer upon the completion of the event to become a record of Altair.

Waivers for Joint Activities with Other Clubs:

- Any club that Altair may have joint activities with, must have their own liability insurance and Altair must have a copy of their Certification of Insurance to file with our insurance provider. (See **Liability Insurance**)
- Each participant of any club that Altair may have joint activities with, must sign **Altair's Waiver and Liability Forms**.

Web Site www.altairsports.org : (The Altair Ski and Sports Club Web Site)

- **About the Altair Web Site:**
 - This web site is available to the public.
 - The web master is responsible for posting to the web site.
- **The Altair Web Site contains:**
 - The Altair Master Calendar of all approved events
 - The current monthly newsletter and past 4 monthly issues
 - A brief description of Altair and its history
 - A contact list of Officers, Directors, & volunteers

- Altair Policies & Procedures
 - Altair Trip checklist and forms
 - Altair Membership forms and more.
 - Altair By-Laws
 - Photos
 - List of TGIFs on the HOME page, on the master calendar, & in the current newsletter.
- **Altair Master & Individual Sports Calendars on the Web Site:**
 - The Altair Master Calendar contains all Board approved trips & events.
 - There are individual calendars containing events for major sports: Hiking, Biking, Golf, Winter Sports. These events will also be included on the Master Calendar.
- **Viewing Options for Altair Calendars:**
 - The default view will be the monthly calendar format; however you can also select a weekly view, a today view, or a listing of everything by selecting the Agenda tab.
 - You can print from any of the viewing formats and you can select the range of dates to print.
 - If you wish to see more details, you can click on a particular event, then click on more details (bottom left of screen) and obtain more details or contact information.
 - From the more details view, you can select maps and Google Maps will pop up to show you the location of the event or meeting places.
 - If you wish to see the flyer provided by the event leader, click on the event, click on more details, and then click on Attachment.
- As events/trips are approved, they will be added to the calendars. When made aware of changes or cancellations of trips, the web master will attempt to keep the calendar updated.
 - It is highly recommended to regularly check Altair Email Groups where last-minute changes, updates, or new events may be posted --- before being posted to the web site calendar.