

NSC POLICIES

1. Finances:

- 1.1. Except as provided in Policy 1.2, Club transactions including payments made to or by the Club are to be made by check. Checks for payments to the Club shall be made out to "Nisei Ski Club". For non-ski activities all checks will be sent to the event committee chairperson or the committee member designated to receive payments.
- 1.2. The committee chairperson for an event may authorize the collection of cash for items such as an entrance fee at the door, a cash bar, or lift tickets. For cash payments, records must be kept as to the amount, payer, and date; and a receipt must be given to any payer who requests one except for payments of immediate goods such as drinks at a cash bar or lift tickets. At the end of the event the committee chairperson or the committee member designated to receive payments will take charge of all cash received not already in their possession. Cash transactions will be reported to the Board at the next regular meeting.
- 1.3. There will be three Officers authorized to sign checks: the President, the Treasurer, and the Trip Director. The Board may authorize up to two additional Board Members to sign checks. Check signing authority will expire on the day of the transition meeting. The Treasurer will arrange for signature cards to be completed by the new Officers/Board Members authorized to sign checks and will notify the bank to remove signature cards from those no longer authorized. The treasurer will circulate a copy of the latest bank statement at the monthly board meeting.

2. Procedures:

- 2.1. All flyers must be approved by the Board.
- 2.2. For major inter-club events, the budget and flyers must be approved by both clubs at least three months prior to the event, and for minor inter-clubs events one month prior.
- 2.3. Events that are not approved by the Board will be considered non-NSC events.
- 2.4. All Officers and Board Member Guidelines and NSC Policies are to be reviewed and approved by the Board yearly.
- 2.5. Guidelines for Weekend Ski Trips and the Weeklong Trip will be reviewed and approved by the Board by November of each year.
- 2.6. Obligations and advertisements offered by the Club in exchange for promotional gifts and activities must come before the Board for approval. These obligations and advertisements must be presented to the Board and vendor in writing.
- 2.7. Promotional gifts will not be accepted by individual Board Members unless these gifts are accepted on behalf the Club. These gifts become the property of the Club to be used for Club-related activities. Promotional gifts and/or advertisements that affect the Club's reputation and obligation must come before the Board for approval.
- 2.8. Once the general election is final, in the event of any positions vacated by the Board of Directors, the number of replacements shall not exceed the number elected.

3. Non-ski Activities:

- 3.1. There will be no refunds for non-ski activities.
- 3.2. Service comps will be distributed at the discretion of the chairperson for non-ski events. Comps given to Officers, Board Members and Committee Members and others must be shown in the budget and approved by the Board for non-ski events.
- 3.3. Minors (persons under the age of 21) are not allowed to participate in Nisei Ski Club ski

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events. Event leaders may allow attendance by minors at NSC-sponsored events or inter-club events in which NSC is a participant, provided that each participating minor is accompanied by a waiver form signed by a parent or sponsoring guardian.

4. Membership:

- 4.1. The Membership Chairperson will report to the Board monthly on all new members and will update address changes in the online database before each Board meeting. The initial roster shall be made available for distribution by the October newsletter. The second roster shall be available for distribution by the February newsletter.
- 4.2. The NSC Directory is for the private use of its members. It may not be distributed, used commercially or used for any other purpose without the consent of the Board of Directors of the Nisei Ski Club. This policy should be printed on all NSC Directories and newsletter updates.
- 4.3. As founding members of NSC, Tats Sumida and Hi Fujii will receive lifetime membership in the Club.
- 4.4. All Board Members will have a supply of membership application forms.
- 4.5. Members of affiliated organizations shall be eligible for member rates on non-subsidized events. The Board will review the affiliation with any organization once a year.
- 4.6. REIMBURSEMENT FOR LESSONS FOR BEGINNER SKIERS AND BEGINNER SNOWBOARDERS: To qualify, the Nisei Ski Club member must be a beginner in both skiing and snowboarding. The Club will reimburse the member by mail for the cost of a first time beginner group lesson in either sport. Limit: One lesson per lifetime for a maximum reimbursement payment up to your membership fee.

5. Publicity, Newsletter and Public Relations:

- 5.1. The use of the NSC logo and name must be approved by the Board of Directors.
- 5.2. Members who elect to receive a printed hard copy of the newsletter instead of a digital copy will be charged a \$5 per year surcharge to help defray the costs of printing and posting.
- 5.3. Non-profit activities and community events may be publicized in the NSC Newsletter on a space available basis at the discretion of the Newsletter Editor. Non-NSC events will be announced as such.
- 5.4. The newsletter editor will maintain an archive of newsletters.
- 5.5. As representatives of the Club, Board Members should conduct themselves in ways that will bring credit to the club and assist members and guests whenever possible.

Revised April 2008