

SAUBLE BEACH CROSS COUNTRY SKI CLUB INC.  
OPERATING PROCEDURES

Head office of the club shall be in Sauble Beach in the Town of South Bruce Peninsula, County of Bruce, Ontario and at such place as the Board of Directors may, from time to time, determine.

The affairs of the club will be under the direction of The Board of Directors, which will be the executive and comprise a (\*) president, past-president vice-president, treasurer, secretary, membership, trails, advertising and chalet. The office of treasurer and secretary can be combined if so directed and agreed.

Positions will be filled at an annual meeting to be held on the second Saturday of March in each and every year. Directors elected at annual meetings will hold office for a period of (\*) two years unless otherwise arranged.

Positions will be filled by the result of a vote of the general membership at the annual meeting.

A nomination committee comprising the retiring president and two representatives from the general membership will present a suggested slate of officers. Nominations from the floor will also be invited.

Quorums

A quorum will be formed by a minimum of three 3 members of the executive.

A quorum for a general meeting will be (\*) 7 individual members including those on the executive

Meetings

Meetings of the executive will be at the call of the president. In the absence of the president, meetings shall be at the call of the vice-president.

Meetings of the general membership shall be held on the second Saturday of each month from and including December until and including March of each year.

### Powers

The executive shall have the authority to carry out those decisions made by the general membership and shall be empowered to make expenditures of up to (\*)\$1,500 on the majority vote of the executive. (\*)If any amounts are greater than \$1,500 the payment will be made, however, any and all expenditures greater than \$1,500 will be reported and explained by the executive to the general membership at the first general meeting following such expenditure.

The executive shall appoint convenors to oversee the operation of various activities of the club, building, trails, and publications, et al.

The executive is further empowered to appoint sub-committees as seen necessary to carry out particular activities and projects and such sub-committees will report on their work at the first general meeting following appointment.

### Remuneration

There shall be no remuneration for members of the executive or for persons serving as convenors appointed to committees or sub-committees.

### Duties

PRESIDENT: The president shall when present preside at all meetings of the executive and general membership. The president shall also be charged with the general management and supervision of the affairs and operations of the club.

VICE-PRESIDENT: The vice-president shall, in the absence of the president, assume all duties and responsibilities of the club (\*) and any other duties as assigned.

SECRETARY: The secretary shall attend all executive meetings and general meetings and record all facts and proceedings in the books kept for that purpose. The secretary shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the club. Mail and deliver ski-club brochures to list of tourist board offices. Obtain signed land permission forms from MNR, Grey/Sauble Conservation Authority, Town of South Bruce Peninsula and Mr.Gord Strub.

TREASURER: The treasurer shall keep full and accurate accounts of all receipts and disbursements of the club in proper books and shall deposit all monies or other effects in the name and to the credit of the club in such bank or banks as designated from time to time. The treasurer shall disburse the funds as directed by the executive.

MEMBERSHIP: Send out applications to list of members with newsletter. Remit monies received to treasurer for recording and deposit. Mail out user tags. Complete the insurance forms with Cross-Country Canada and submit payment. Supply chosen locations with items required for membership and day use.

TRAILS: Organize work parties to maintain and clear trails, initially in October and after hunting season in the fall. Confer with our groomer regarding any new areas or trees to be cut.

ADVERTISING: Determine colour and number of brochures to be printed. Solicit previous year's advertisers. Collect fees and remit to treasurer. Have brochures printed and distribute to advertisers, secretary, chalet etc. A complimentary single membership is given in lieu of gas mileage.

#### Land Agreements

The president and/or the vice-president (\*) or secretary shall have the authority to sign such agreements on behalf of the club for the use of property encompassing the club's trails.

#### Insurance

The executive shall have the authority to enter into insurance contracts as required to protect the directors, landowners and any other persons or organizations using the club facilities.

#### Membership

Eligibility for membership is open and shall be achieved by paying the annual dues as set by the executive and all members in good standing are eligible to hold office in the club and on the executive.

Each and every member of the club is expected to abide and support the rules and regulations of the club and the various land and other agreements as may be entered into by the executive on behalf of the club.

Members who violate any of the club rules and/or land and/or other agreements are subject to the loss of membership at the discretion of the executive. Such loss of membership shall be given to the offending member in writing and signed by the president and secretary.

Such loss of membership can be appealed in writing to the executive in support of the appeal.

Guest Privileges

The club as such provides no guest privileges but non-members can use the club facilities by paying a daily fee as set from time to time by the executive. Payments of such fees do not provide the privilege of voting at general meetings of the membership.

Annual Meetings

Besides election of officers to the executive and with other regular business of the day, the annual meeting will be provided with a financial statement covering the season's activities. (\*) One reviewer from the general membership will be appointed to examine the financial reports and treasurer's books at the end of the fiscal year (April 30) and report on this examination at the first meeting of the executive in the ensuing fiscal year.

Cheques etc.

All cheques must be signed by a minimum of two of three authorized members of the executive. (\*) Signing authority shall be with the treasurer and two other members of the executive.

Borrowing

Neither executive nor any member of the club shall have authority to borrow monies on behalf of the club with the (\*) majority approval of the executive and shall be reported and explained to the general membership at the earliest possible date.

Newsletter

Membership of the club shall be kept abreast of all activities of the executive at the four regular meetings aforementioned. Besides, two newsletters per year will be circulated to members via post (\*) or e-mail to update members on all decisions and activities that have taken place leading up to a ski season and to inform those members unable to attend meetings at Sauble.

**Footnote: All changes marked with an asterisk (\*) were made as of December 8, 2007.**