

**CONSTITUTION AND BY-LAWS
CLEVELAND METROPOLITAN SKI COUNCIL, INC.**

ARTICLE I – NAME

The name of this organization shall be Cleveland Metropolitan Ski Council Inc. known as "CMSC" or "Cleveland Metro" or "Cleveland Metro Ski Council." The fiscal year shall be from June 1 to May 31.

ARTICLE II – PURPOSE

The purpose of this organization shall be to form and operate a not-for profit-association, as defined by law, of amateur ski and snow sports clubs located in northern and central Ohio, western Pennsylvania and western New York. CMSC shall also:

- Support inter- and intra-Council activities, social events and trips
- Advance organized skiing; to promote ski safety, skill and education
- Encourage ski patrolling
- Support other non-profit ski organizations including the United States Ski Association (USSA) and the United States Ski and Snowboard Team
- Encourage ski area development compatible with conservation of natural resources, and
- Assist and support charitable organizations including skiers with disabilities

ARTICLE III – MEMBERSHIP

Active not-for-profit, independently governed amateur recreational ski and snow sports clubs whose purpose is consistent with the principle and purpose of CMSC, may become active members upon satisfaction of the requirements as specified in the By-Laws.

Section 1 – Individual Participation

All members in good standing of a member club are members of CMSC and may participate as members in CMSC activities.

Section 2 – Admission

- (a) Any new club seeking admission to CMSC must submit an application as prescribed in the By-Laws to the Executive Board. This shall include a copy of the submitting club's constitution and by-laws. The Executive Board shall present the application to the Assembly of Delegates for ratification.
- (b) Member club renewal must be completed annually, in a form prescribed in the By-Laws and must be submitted with the club's dues payment.
- (c) Member clubs shall submit to the Council Secretary notification and copies of any changes or amendments in said club's constitution and by-laws, as well as any changes in said club's officers, delegates, or alternate delegates within 30 days-of such changes or amendments.

Section 3 – Removal of a Club

The Executive Board shall have the power and authority to discipline, suspend, or expel a member club for good cause. Such action shall be subject to ratification by a two-thirds vote of the Assembly of Delegates voting and present at the next regularly scheduled Council meeting, and shall become effective on the said date of such ratification.

Good cause shall include, but not be limited to:

- Failure to pay dues as stated above;
- Conduct considered detrimental to the welfare of the Council.

Member clubs who are expelled as provided for herein shall be required to re-apply for membership and such application shall be governed by all sections of the Constitution and By-Laws.

ARTICLE IV – GOVERNMENT

Section 1 – Assembly of Delegates

- (a) The government of CMSC shall be vested in an Assembly of Delegates consisting of one delegate and at least one, but no more than two, alternate delegates, elected or appointed by each member club.
- (b) An alternate delegate may vote in the absence of his/her club delegate.
- (c) Each club shall be entitled to only one vote, by that member club's delegate or alternate delegate.
- (d) An individual delegate or alternate delegate shall be recognized as representing only one member club. An individual delegate or alternate delegate shall answer a roll call and vote for only one member club. Change of club representation by a given delegate may take place, provided the Council is notified in writing by the President of each club affected by such change.

Section 2 – Executive Board

- (a) The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.
- (b) A meeting of the Executive Board shall be called by the President at least once a quarter, or at any time upon the request the President, or of three members of the Executive Board.
- (c) Vacancies in any office shall be filled by appointment by the Executive Board for the interval until the next election. The appointment must be approved by the Assembly of Delegates at the first meeting after the appointment.
- (d) Authority: The Executive Board shall have the power to act for the Assembly of Delegates in the day-to-day operation and administration necessary to complete plans authorized by the Assembly of Delegates.

- (e) Removal From Office: The Assembly of Delegates shall have the power and authority to discipline, suspend, or remove from office a member of the Executive Board for good cause.

Good cause shall include but is not limited to:

- Failure to perform or unable to perform the duties of the office to which the officer was elected
- Conduct considered detrimental to the welfare of the Council
- Malfeasance in office
- Conviction of any crime of theft or fraud

The process:

- At a regularly scheduled meeting of the Council, with sponsorship from at least two Delegates, a motion can be made to remove a member of the Executive Board from Office.
 - In order for the motion to be acted upon it must have, at a minimum, a simple majority of the votes of the Assembly of Delegates present.
 - If there is an affirmative vote, then the Secretary will mail the proposed motion to all of the member Club Presidents and Delegates at least 20 days prior to the next regularly scheduled meeting of the Assembly of Delegates.
 - At the next meeting, the motion will be re-introduced, and voted upon by the Delegates. A two-thirds majority vote of those present is required to remove the officer from office.
 - At the next scheduled meeting of the Assembly of Delegates, a special election will be held to fill the position vacated by this process. A simple majority of the votes cast shall elect. A voice vote of the Assembly of Delegates is acceptable for any uncontested office.
- (f) A decision of the Executive Board may be reversed at a regularly scheduled meeting of the Assembly of Delegates, by a two-thirds affirmative vote of those present and voting.

Section 3 – Election Procedure

The immediate Past President shall chair a Nominating Committee. If the immediate Past President is not available or declines to chair this Committee, the Executive Board, as defined in Article IV Section 2(a), shall appoint a Chairperson from a previous Executive Board or the Assembly of Delegates. The Chairperson may not currently be an officer or seeking an office.

The Nominating Committee Chairperson shall appoint as many delegates to this Committee as is deemed necessary. This Committee shall be formed before the regularly scheduled January Council meeting. The Nominating Committee shall solicit volunteers to run for an office. The Committee shall submit a list of candidates to the Executive Board no later than seven days prior to the regularly scheduled March Council meeting. The Nominating Committee shall, at the March Council meeting, present to the council the list of candidates who wish to run for an office. Additional nominations may be made from the floor at that time and then nominations will be closed for that meeting. Additional nominations may also be made from the floor during the April meeting before the elections. A candidate may be nominated for only one office. Any nominee must be

a member of a member club of CMSC at the time of their nomination and during their term of office.

Section 4 – Elections

Elections shall be by secret ballot by the Assembly of Delegates at the April Council meeting for any office that has two or more candidates. A voice vote of the Assembly of Delegates is acceptable for any uncontested office. The order of elections shall be President, Vice President, Secretary, Treasurer and Trustee. A simple majority of the votes cast shall elect. If a simple majority is not received by one candidate, the person receiving the lowest number of votes shall automatically be dropped from the succeeding ballots for that office until one person has received a simple majority of votes cast. If the election for any office results in a tie, the candidates or his/her representative(s) shall have an opportunity to speak to the delegates. If there is another tie after the second election by secret ballot, then the Assembly of Delegates shall have an opportunity to discuss the candidates in the candidates' absence. If there is another tie after the third election, the decision shall be made by a coin toss.

Section 5 – Term of Office

- (a) The term of office for the newly elected officers (defined as President, Vice President, Secretary, and Treasurer) shall be from June 1 through May 31 of the following year. The newly elected officers will officially begin active duties on June 1.
- (b) The terms of office for the three Trustees are three years each with one being elected each year. The newly elected trustee will begin active duties on June 1. If a Trustee runs for and succeeds to an Executive Board office or resigns from the balance of their unexpired term, a special election will be held to fill the position for the unexpired portion of that three-year term.

Section 6 – Not More Than One Office

No officer or trustee of the Council shall hold more than one office at any time, nor shall they be eligible to be a delegate or alternate delegate or chair a Committee while in such office.

Section 7 – Consecutive Terms

No Executive Board officer shall hold the same office for a period of more than four (4) consecutive terms. No Trustee shall hold the same office for a period of more than two (2) consecutive terms.

Section 8 - Deleted

Section 9 – Quorum

A quorum shall constitute 25 percent of the member clubs properly represented in Council meeting of the Assembly of Delegates assembled.

Section 10 – Meetings and Notices

Council meetings, composed of the Assembly of Delegates and Executive Board, shall be scheduled monthly. Alterations to this schedule may be made as specified by the by-laws. Notice of the meetings and minutes shall be mailed by the Secretary of the Council to the current delegate, alternate delegate(s) and President of each member club at least one week before the scheduled meeting, provided that member clubs supply the Secretary of the Council with a current list of their names and addresses by June 30 and December 31 of each year and as provided for in Article III, Section 2(c) herein.

Section 11 – Parliamentary Authority

The rules contained in “Robert’s Rules of Order, Revised” shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and By-Laws.

ARTICLE V – DUTIES OF OFFICERS, TRUSTEES AND DELEGATES

Section 1 – President

The President shall preside at all meetings of the Council and Assembly of Delegates, and all meetings of the Executive Board. The President shall, in general, act as chief executive of the Council, subject at all times to the approval of the Executive Board and Assembly of Delegates. The President, with the approval of the Executive Board, shall form committees and appoint chairpersons. The President shall be a standing member of all committees, except for the Nominating Committee, and shall perform all duties incumbent to the office of President.

Section 2 – Vice President

The Vice President shall perform the duties of the President in her/his absence and shall assume such duties as may be delegated to her/him by the President and shall perform all the duties incumbent to the office of Vice President.

Section 3 – Secretary

The Secretary shall keep accurate and complete minutes of all meetings of the Council and Executive Board; shall notify the Assembly of Delegates and other members designated by the President of all Council meetings; shall have charge of all correspondence; shall notify all club presidents of annual club renewal dues; and shall perform all other duties incumbent to the office of Secretary.

Section 4 – Treasurer

The Treasurer shall handle the general funds of the Council. The Treasurer shall follow Generally Accepted Accounting Principles including, but not limited to, rules, regulations and CMSC By-Laws concerning expenditures, disbursements, receipts, and audits, as may be determined from time to time by the Executive Board and/or the Assembly of Delegates.

The treasurer, with the Executive Board, shall prepare an annual, line-item budget to be presented for approval to the Assembly of Delegates at the March meeting to be voted upon at the April meeting.

The Treasurer shall make written reports to the Assembly of Delegates and to the Executive Board, including at least quarterly reports of receipts, disbursements, and account balances, and a fiscal year-end report of the finances of the council. The Treasurer shall perform all duties incumbent to the office of Treasurer. The Treasurer shall meet with the Trustees of the Council semi-annually for an open book review and audit of Council funds and trip reports.

The Treasurer shall be required, upon the request of the Executive Board, to present an updated financial report within 48 hours of such request by the Executive Board. Both the Treasurer and the President shall be authorized to sign checks. The Assembly of Delegates may determine by at least a two-thirds written vote of all member clubs present at a regular Council meeting, the need for an independent certified audit. Such audit shall be performed within 30 days. Such audit shall be presented in writing to all Delegates and Club Presidents. If a certified independent auditor is unobtainable, then this audit shall be performed in a manner agreeable to a majority of Delegates.

Section 5 – Trustees

The Trustees shall be the Guardians of the Constitution and By-Laws, and shall ensure that they are followed. All Trustees shall be required to attend all meetings of the Executive Board. The trustee with the most time in office who is present will vote as the tie-breaker at Executive Board or Assembly of Delegate meetings, if needed, with the exception of officer elections.

The Trustees shall be responsible for a semi-annual inventory of the physical property of the Council and perform a financial review of all Council assets and liabilities. The Trustees shall report their findings to the Assembly of Delegates at the regular Council meetings in January and June.

Section 6 – Duties of the Assembly of Delegates

The Delegates shall approve the annual budget as presented by the Treasurer at the April meeting. The Delegates shall approve all changes and additions to the By-Laws. The Delegates from each club shall report the activities of the Council to their clubs, secure workers for Council projects from their clubs, and shall encourage the participation of their club's members in all Council functions.

Section 7 – Committees and Chairpersons

At any given time, the President, with the approval of the Executive Board, shall have the authority to form committees such as are necessary to carry out the business and activities of the Council.

- (a) Appointment: The President, with the approval of the Executive Board, shall annually appoint Committee chairpersons, whose term shall run concurrently with the fiscal year of the Executive Board making the appointment.

- (b) Responsibilities: Committee Chairpersons are responsible for the operation of their Committee and shall report to the Assembly of Delegates at regularly scheduled Council meetings, and when requested, to the Executive Board. Committee Chairpersons shall further be responsible for submitting annual budgets to the Council Treasurer for inclusion in the March budget submission and shall be responsible for all funds and financial reports handled by their Committee. At a minimum, a quarterly report of receipts and disbursements of funds from Committee activities must be submitted to the Treasurer for incorporation into the Treasurer's report.
- (c) Removal: A meeting of the Executive Board and Trustees shall occur before the removal of a Committee chairperson during his or her annual term.

Section 8 – Attachments and Code of Conduct

- (a) The attached Standard Operating Procedures (SOPs) have been developed to provide further details of the duties of each Officer, Trustee and Delegate. The specific details in each SOP are not binding and may be revised within the bounds of Article V.
- (b) As defined in Article IV, Section 2(a), the Executive Board consists of the President, Vice President, Secretary and Treasurer. Ideally, these positions are to be filled by members from different clubs and there is no significant relationship between any two officers (especially between President and Treasurer). A significant relationship is defined as two people belonging to the same family, being married or living together, or dating. However, if the circumstance is that the only volunteers willing to serve on the Executive Board are from the same club and/or they are in a significant relationship with each other, those volunteers shall conduct themselves in a professional manner. Each is to perform his/her duties in a manner that is not biased to his/her personal member club and/or personal circumstance.

ARTICLE VI – INDEMNIFICATION

No officers, committee chairperson, delegate or a member of a club of the Council will be personally or otherwise liable for their duly authorized acts or omissions when acting on behalf of the Council.

ARTICLE VII – AMENDMENTS

An amendment to these Articles of the Constitution can be adopted at a regularly scheduled meeting of the Assembly of Delegates of the Council by a two-thirds vote of those present and voting, provided the proposed amendment:

- has the sponsorship of at least two Delegates and
- has been mailed or emailed to each Delegate, Alternate Delegate(s) and Club President before the next scheduled business meeting when the vote may be taken.

ARTICLE VIII – BY-LAWS

Section 1: The By-Laws are part of this Constitution and shall be used to govern the operations of the Council.

Section 2: A proposed By-law can be presented with:

- the sponsorship of at least two Delegates; or
- the sponsorship of at least two Members of the Executive Board

Section 3: A proposed By-law can be adopted at a regularly scheduled meeting of the Assembly of Delegates of the Council by simple majority of those present and voting, provided that the proposed By-law:

- has the sponsorship of at least two Delegates and
- has been mailed or emailed to each Delegate, Alternate Delegate(s) and Club President before the next scheduled business meeting when the vote may be taken.

ARTICLE IX – REVIEW OF CONSTITUTION and STANDARD OPERATING PROCEDURES (attached)

This Constitution shall be reviewed every two (2) years by a Constitution Review committee to ensure that it conforms to reasonable principles and practices adopted by the Council and approved by the Assembly of Delegates. The Standard Operating Procedures (SOP) shall be reviewed with the constitution or as needed. The formation of the Review Committee and review of this Constitution shall not be taken to imply that changes in this Constitution are required or necessary.

CMSC REVIEW DATES

Constitution reviewed by Board completed January 16, 1975. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through March 13, 1975.

Constitution reviewed by Board completed January 1981. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through January 1981.

Constitution reviewed by Board completed August 1983. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through August 1983.

Constitution reviewed by Board completed September 1984. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through February 1985.

Constitution reviewed by Board completed October 1986. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through December 1986.

Constitution reviewed by Board completed October 1988. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through December 1988.

Constitution reviewed by Board completed June 1991. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through June 1991.

Constitution reviewed by Board completed August 1993. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through August 1993.

Constitution reviewed by Board completed June 1995. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through June 1995.

Constitution reviewed by Board completed October 1997. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through October 1997.

Constitution reviewed by Board completed October 1999. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through October 1999.

Constitution reviewed by Board completed March 2002. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through April 2002.

Constitution reviewed by Board completed December 2006. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through April 5, 2007.

Constitution reviewed by Board completed on November 2010 by Anne Houdak, Annie Easley and Mike Kupiec. Approved by the delegates in March 2011. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through March 2013.

Constitution reviewed by Board completed on January/February 2014 by Mike Kupiec, Bruce Vinicki, Kris Kunkel, and Pam Korenewych. Approved by the delegates on August 2014. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through 2016.

Constitution reviewed by Board completed on March 2017 by Justin Forbes and Anne Houdek. Presented to the delegates on April 6, 2017; Approved on June 1, 2017. This Constitution includes revisions approved by the Board of Directors of the Cleveland Metro Ski Council, Inc., through 2018.

**Cleveland Metropolitan Ski Council (“CMSC”)
By-Laws**

By-Law 1: Applying for Membership in CMSC

Any amateur ski and sports club applying for membership in CMSC must comply with the following:

- Submit the following to the Executive Board, using the form attached:
 - \$25 application fee
 - Club Constitution and By-Laws
 - List of officers elected by membership
 - Copy of newsletter (if applicable)
 - Copy of a membership application
 - List of members
 - The check for the \$25 application fee shall come from the club's checking account, made payable to Cleveland Metro Ski Council
 - A copy of the club's bank statement (with amounts blocked out) from one year prior to application for membership. This ensures that the applying club has been in existence for at least one year.

- The Executive Board shall review the application and determine if the proposed new club meets all the qualifications for CMSC membership. If the Executive Board determines that the proposed new club does meet all the qualifications, they will present the application to the Assembly of Delegates. The Assembly of Delegates are to then decide whether to ratify the new membership right after the application is presented or during the next scheduled business meeting. Ratification is achieved when a simple majority of the votes cast is in favor of admitting the new club into CMSC.

- Dues for a New Club
 - A new club accepted for membership to CMSC shall pay dues as described in By-Law 2, Section (b) herein, based upon their membership count at the time of ratification. Such payment shall be due and payable within 30 days after the date of said ratification by the Assembly of Delegates.

By-Law 2: Renewal Dues

- (a) Member clubs shall pay renewal dues annually as provided for in the formula in Sub-Section (b) herein based on their membership count as of April 1. Such payment shall be due and payable on or before June 1 of the current year.
1. The Secretary shall mail a Membership Renewal Application attached hereto to the Club President by April of each year.
 2. There shall be a 30-day grace period for member clubs to renew their membership. The grace period shall be from June 1 to July 1 of the current year. Failure to renew within the 30-day grace period may result in dismissal from CMSC. A club will then be required to reapply for membership in accordance with Article III, Section 2(a).

- (b) The dues amount will be \$ 0.80 per each adult member who is 18 years of age or older. The Assembly of Delegates may, from time to time, waive, in whole or in part, payment of dues by a member club in good standing which is, at the time, a 501(c)(3) organization registered with the Internal Revenue Services.
- (c) Any changes to the dues structure shall be set by the Executive Board and presented to the Assembly of Delegates for approval at a regularly scheduled meeting as part of the annual budget approval process.
- (d) Any changes must have a simple majority of those present and voting provided the proposed change is mailed (electronically and/or by postal) to each delegate and Club President at least thirty (30) days before said vote is taken.

By-Law 3 Changes to By-Laws and Constitution

- (a) Any proposed changes to the By-Laws can be presented to the Assembly of Delegates by the Executive Board or by Delegates from two member clubs.
- (b) Any proposed change must first be mailed (electronically and/or by postal) to the Delegate, alternate Delegate, and President before being voted on during the next scheduled business meeting.
- (c) Any proposed changes to the By-Laws can be adopted at a regularly scheduled meeting of the Assembly of Delegates of the Council by a simple majority of those present and voting.
- (d) Any proposed changes to the constitution and/or by-laws proposed as a result of the bi-annual review by the Constitution Review Committee must be sent to all clubs at least 30 days prior to the approval vote at a meeting of the assembly of delegates. Changes proposed from this bi-annual review must be approved following parliamentary procedure as outlined in Section 11.

By-Law 4: Authorized Spending

- (a) Budget: The Treasurer shall create a line-item budget for presentation to the Assembly of Delegates as outlined in the Constitution. The line-item budget shall include, but not be limited to, recurring expenses, estimated one-time purchases, estimated income.
- (b) Items not in the Line Item Budget:
 - Up to \$150: Two members of the Executive Board shall be permitted to spend up to \$150 without prior approval of the Assembly of Delegates.
 - Over \$150: Any amount \$150 or above shall first require the approval of the Executive Board, followed by approval of the Assembly of Delegates.

By-Law 5: Approval Process for Trips & Events

- The Trip Committee shall solicit ideas for trips from the Assembly of Delegates.
- Any proposed trips must be presented by the Trip Committee to the Executive Board for approval.

- The CMSC Trip and Tour Agreement shall be reviewed and approved by the Executive Board. The Trip Agreement shall also be reviewed by the Trustees.
- A proposed event, accompanied by a proposed budget, shall first be presented to the Executive Board. If approved by the Executive Board, the proposal shall next be presented to the Assembly of Delegates for a vote.

By-Law 6: CMSC Officer and Club Roster and Membership List

The CMSC Officer and Club Roster (the “Blue List”) and the list of individual members (the Sitzmark mailing list) are both the property of CMSC. Both are confidential and shall not be distributed, sold, or in any manner disseminated to outside individuals, parties, businesses, or organizations. The Sitzmark mailing list or any list of all CMSC members’ home addresses or e-mail addresses are not to be made available to member club for cross club marketing.

By-Law 7: CMSC Officer Trip / Lift Ticket Comps

An officer of CMSC (President, Vice President, Secretary, Treasurer) shall be granted a complimentary discount (“Comp”) on CMSC hosted trips during the year of their service. This Comp shall have the following values (“Allocated Values”):

“Service Year”	Trip Allocated Value	Lift Ticket Allocated Value
1 st year of Service	\$200	\$150
2 nd year of Service	\$300	\$225
3 rd Year of Service	\$400	\$300

The number of years must be consecutive, not necessarily in the same office. The acting Past President is allowed a one-time Comp of \$200 only. Officers taking a Comp are to help during the trip as directed by the trip leader/chairman.

If an officer decides not to use their Comp on a CMSC trip, they have the option to use their Allocated Value on lift tickets (“Lift Ticket Allocated Value”) as follows:

- at a ski area on the same day a CMSC race (adult or kids) is held at that location during their Service Year.
- The officer is to purchase the lift ticket and then timely submit a reimbursement request to the treasurer. The only expense which will be reimbursed are lift tickets and must be for the full amount of the lift ticket.
- The total of all reimbursements for the Service Year shall not exceed the Lift Ticket Allocated Value. Any remaining balance of the Lift Ticket Allocated Value during the Service Year shall remain in the CMSC treasury.
- The officer must assist the race committee (adult or kids) as requested during the day the lift ticket was purchased.
- The Lift Ticket Allocated Value is not available for the past president.

By-Law 8: Alterations of Meeting Schedule (approved by Delegates during 2/2/2012 meeting)

Alterations to the monthly scheduled meetings as stated in Article IV section 10 may be made by a vote of the Assembly of Delegates. A majority vote of the delegates present at a scheduled monthly meeting is required to alter the monthly schedule. Alterations include cancelling or adding one or more monthly meetings.

By-Law 9: Record Keeping and Retention Policy (approved by Delegates during 10/3/2013 meeting)

Records shall be maintained according to the most recently approved Record Keeping and Retention Policy. The initial final policy was approved by the Assembly of Delegates during the October 3, 2013 meeting. See Attachment for the most current version of the policy.

By-Law 10: Pricing structure for CMSC functions to acknowledge volunteers and provide incentives to volunteer.

- (a) "Chairperson(s)" is defined as an individual(s) duly appointed to lead a CMSC committee according to the Constitution.
- (b) "Event Leader(s)" is defined as an individual(s) duly appointed to lead a CMSC event or trip that are duly approved by CMSC according to the Constitution.
- (c) While Chairpersons or Event Leaders are not to be paid for their work performed, CMSC can allow their participation in such events for a reduced cost. This cost for the Chairperson or Event Leader is to not be any less than a percentage to be determined for each event (the "Allowed Amount").
- (d) The Allowed Amount should be allocated in equal percentage to the budgeted number of attendees for the event.
- (e) The cost of the Chairperson or Event Leader may be written into the contract with a supplier upfront.
- (f) This By-law applies to golf, trips, adult racing and children's racing committees. All other events/committees may include the by their committee/event budget process.

Attachment to CMSC By-law 1
CLEVELAND METRO SKI COUNCIL
NEW CLUB APPLICATION FORM

_____ hereby applies for membership in the Cleveland Metro Ski Council.

Please submit the following:

- Copy of club constitution
- List of officers elected by membership
- Copy of newsletter (if applicable)
- Copy of a membership application
- List of members
- Check for \$25 made payable to the Cleveland Metro Ski Council. Check must be from club's checking account.
- A copy of club's bank statement (with amounts blocked out) from one year prior to application for membership. This ensures that the applying club has been in existence for at least one year.

Please answer the following:

- Is the club incorporated? (Circle one) YES NO
- Average age of members _____
- Meeting Place/Time: _____
- Contact for purposes of this application:
 - Name:
 - Address
 - Phone:
 - Phone (cell)
 - Email

Please mail the above with this application to: CMSC President, P.O. Box 41231; Cleveland OH 44141 or via email at President@skicleveland.com.

Once received, the president will bring the application before the Executive Board for review. Once approved by the Executive Board, the application will be brought before the Assembly of Delegates for vote at a general meeting.

If accepted, membership dues will be payable in accordance with CMSC's constitution and by-laws.

Name of Ski Club

By: _____
Signature of officer

**STANDARD OPERATING PROCEDURE (SOP)
CMSC PRESIDENT
(JOB DUTIES)**

1. PURPOSE:

The purpose of this document is to outline the responsibilities of the office of president for the Cleveland Metro Ski Council (CMSC).

2. SCOPE:

The scope of the president is to fulfill the duties of the office of president, as provided in the CMSC Constitution, Section 1, article V.

The president is also an equal member of the executive board of CMSC, and has full voting rights associated with the board.

3. RESPONSIBILITIES:

A. CMSC meetings

- Alterations to the monthly schedule shall be made a majority vote of the delegates at a scheduled monthly meeting approves of the change.
- One week prior to a CMSC meeting, President sends out (or emails) the agenda to the Delegates, Executive Board, Committee Chairs, and Trustees
- If there is a preference or need to cancel a monthly meeting, the President must make certain that the Delegates approve the cancelation.
- President presides over the meeting

B. Executive board meetings (President, Vice President, Secretary, Treasurer):

- Recommended frequency provided in this SOP is that these meetings are held prior to each regular CMSC meeting at a location and time convenient to all. President should make certain that all executive board members are aware of current and proposed council business.
- It is also recommended by this SOP to include the Trustees in these meetings, to be a source of advice and to allow them the opportunity to ensure that decisions and/or actions of the executive board are within the bounds of the CMSC Constitution.

C. Committee Meetings

There is no requirement in the Constitution as to the frequency of these meetings.

- Committee Chairs are to be invited to the Presidents' Roundtable meeting and asked for a report
- Committee Chairs are to be invited to each regularly scheduled CMSC meeting. (Include them on the email distribution list to receive an agenda.)

D. Presidents Roundtable Meeting

There is no requirement in the Constitution for these meetings. Therefore there is no requirement as to the frequency of these meetings. Historically, these meetings have been twice per year, once per year, or not held.

- Plan at least one such meeting, preferably in autumn, to be able to report on the National Ski Council Federation meeting which is typically held in August or September of each year.
- Send out an email invitation to each club President no later than one month prior date of meeting. If Club President does not have an email address, make a phone call and/or send a letter by regular mail.
- President will need updated blue list by end of August, or by one month prior date of Presidents Roundtable Meeting.

E. Miscellaneous:

- Solicit feedback from the other executive board members and Assembly of Delegates.
- Create committees and appoint chairpersons, as needed and if volunteers are available
- Attempt to attend at least one meeting for each committee during the year
- Make certain committee operations are as they should be. Oversight of these committees can be delegated to other officers as you see fit. Be knowledgeable of what is going on with each committee.
- Oversee and make certain that other executive board members and/or Trustees are performing their required tasks. Offer assistance if/where needed.

- Sign contracts (Trips, Events). This task may be delegated to another Official or Chair, if mutually agreed upon. For example, the Vice President typically signs the agreement for the Pavilion rental in the Cleveland Metroparks.
- Be responsive to requests from external customers (ski areas, general public) with requests for information.
- Represent CMSC at external functions, where routinely invited or where outreach has been successful:
Examples:
 - National Ski Council Federation meeting, held annually
 - Warren Miller Film at Akron Civic Theatre, held annually
- Make certain CMSC has a presence at other external functions, via the Marketing Committee.
Examples:
 - Quaker Steak & Lube ski parties
 - Open Houses at local ski resorts
 - Travel Shows (PRW in Spring)
- Write an article for each Sitzmark issue and for the annual Directory.
- Facilitate all efforts to improve the council
- Provide leadership to the council by setting goals and objectives.
- Be mindful of your behavior in public, as you do represent the Cleveland Metro Ski Council.
- Coach all officers on their roles to ensure continuity between executive boards.

4. DEFINITIONS, TERMS, ABBREVIATIONS:

CMSC – Cleveland Metro Ski Council

E-board – President, Vice President, Secretary, and Treasurer

5. KEY POINTS:

- See “CMSC Presidents Notebook” for details of current, repeated events
- After the election, the President (if re-elected) or President-elect, shall perform the following:
 - Schedule a meeting for the current and new executive board.
Purpose of meeting is the following:

- i. Evaluate past year to identify accomplishments, what still needs to get done, and areas that need improvement;
 - ii. Map out the anticipated events for the next year. Identify “who does what, and when”
(SOPs can be slightly altered for the next year to fit time constraints and/or abilities of the persons holding executive board positions)
- o Make certain the following activities are performed:
 - i. Adjustments to signature rights on all bank accounts, if needed. As of May 2013, there are 3 accounts; Checking, Racing and Money Market. Typically, the President and Treasurer have signature rights on all accounts. The Race Committee Treasurer and President have signature rights on only the Racing account.
 - ii. Necessary transfer of financial records/ programs (such as Quick Books) is performed, if there is a Treasurer-elect
 - iii. Proper financial records are provided to the accountant so that he/she can file the income tax return for the previous fiscal year (June 1 – May). Goal is to file by mid-summer, well in advance of the September Internal Revenue Service deadline.
 - iv. Trustees perform an audit of the books for Treasurer, Race Treasurer and Trips Chair.
 - As decided, understood, and followed during past presidents’ terms, the president can spend up to \$100 without executive board approval, provided they are informed what’s going on. This is repeated from Anne Houdek’s president book.

6. DESCRIPTION OF ACTIVITY:

See “CMSC Presidents Notebook” for details of current, repeated events

7 PERSONNEL TRAINING:

Personnel involved in implementation of the process shall have the skills appropriate to their responsibilities. These skills are obtained from the initial education, professional training and experience acquired.

8 RECORDS:

A. Electronic

- a. Keep an electronic copy of all agendas, meeting minutes (Executive Board meetings and CMSC meetings), event flyers, SOPs and any other CMSC document created during the year in office. Email communications do not need to be kept, unless they are related to a

final decision affecting the future of CMSC. However, for historically purposes, some emails may be retained and passed on.

- b. Until a Historian or Archivist position is created, the President should retain electronic copies of all past documents, if available and if a copy was provided. Purpose is to allow for an understanding of how or why a decision was made.

B. Hard Copy

- a. Items of historical value should be kept. These items include, but are not limited to, the following:
 - i. Documents of celebratory nature, e.g., 50th Anniversary Party
 - ii. Directories
 - iii. Marketing brochures

9.MISC:

- A. As an outgoing President (month of May), make certain to engrave the new president's name on the metal band around the gavel. C Pearson Trophy & Sales in Willowick has done this work for us in the past. They are located at 32433 Vine Street, Willowick OH. Phone is 440-585-0170.
- B. Make certain to meet with the new President-elect to transfer all appropriate CMSC property, electronic records, and hard copy records. It is recommended to have this meeting before the President-elect has his/her first meeting with his/her new executive board.
- C. Send out email announcements about the new executive board to CMSC, NSCF and any other organization (e.g., Akron Civic Theatre) having a relationship with CMSC.
- D. Finish all business from the past year. Make certain to copy new president on all communications to ensure a very smooth transition.
- E. You need to be at the June meeting, to officially hand over the gavel.

Original: Spring 2013
Revised: May 5, 2013
Revised: January 2014
Revised: March 2017

STANDARD OPERATING PROCEDURE (SOP) CMSC VICE PRESIDENT (JOB DUTIES)

1. PURPOSE:

The purpose of this document is to outline the responsibilities of the office of Vice President for the Cleveland Metro Ski Council (CMSC).

2. SCOPE:

The Vice President will assist the President in the coordination and planning of the programs of the Council and shall perform such other duties as may be assigned to him/her by the President or the Board. The VP shall perform the duties of the President in her/his absence.

The Vice President is also an equal member of the executive board of CMSC, and has full voting rights associated with the board.

3. RESPONSIBILITIES:

- Attend all executive board, CMSC council and presidents round table meetings.
- Host the summer picnic meeting and annual holiday party
- Oversee the trip committee, race committees (adult and children's), and golf committee
- Preside at all regular and special meetings of the Council in the absence of the President
- He/she shall be responsible to the President and the Board of Delegates for those activities that may include social, community relations, ski show and publications.
- Pass on the National Ski Resort Listing-great resource for soliciting donations for the Holiday Party.

4. DEFINITIONS, TERMS, ABBREVIATIONS:

CMSC – Cleveland Metro Ski Council

E-board – President, Vice President, Secretary, and Treasurer

5. KEY POINTS:

1. Monitor CMSC VP Email account.
 - a. <http://nlc.net>
 - b. VicePres@skicleveland.com
2. Secure a location for the August Picnic Meeting. This does not require a formal e-board vote.
 - a. Inform the delegates of location and co-ordinate bringing a dish to share
 - b. Secure food/beverage for meeting (typically Hamburgers/Hot Dogs, water/beer)
 - c. Take care of clean up

3. Plan the Winter Holiday Party. Location should be selected by August. You need to submit advertising to the Directory and Sitzmark in mid to late August for Sept/Oct issue.
 - a. Select a central location (Independence) typically in December the week between Christmas and New Year.
 - b. Solicit Ski Resorts and businesses for raffle prizes. Check the list of resorts the ski clubs are going to and include this in your letter. Use the "List".
 - c. Sell Raffle tickets at the event. The goal is to sell enough raffle tickets to cover party expenses.

4. Ensure this SOP is updated yearly to reflect any changes in processes and/or the CMSC constitution
 - a. This document has a 1 year expiration and must be noted as having been updated each year in Section 8

5. Ensure a smooth transition to the incoming VP at the end of a term
 - a. Summer Picnic Metro Park Permit is provided(if applicable)
 - b. Advise of open items.
 - c. Ensure all records, statements, and other necessary information/equipment/supplies are transferred to the new officer.

6. DESCRIPTION OF ACTIVITY:

Assist in the planning and attend CMSC supported events. Co-ordinate tables, fliers and club members to work the events as needed. Assist the CMSC Marketing Chair, as needed.

Travel Show – usually 2nd Saturday of May

Warren Miller Movie @ the Akron Civic Theatre (November)

Open Houses – BM/BW, Alpine Valley, other resorts in your area (October)

Quaker Steak & Lube Ski Shows (Nov/Dec)

Holiday Party - December

7. PERSONNEL TRAINING:

Personnel involved in implementation of the process shall have the skills appropriate to their responsibilities. These skills can be obtained by a review with the outgoing VP and through previous positions held within CMSC or their member club.

8. ATTACHMENTS:

Signing Contracts

Payment Request / Receipts-Deposit

9. RECORDS:

Original document: 2/13/2013

Revised: January 2014

Revised: March 2017

STANDARD OPERATING PROCEDURE (SOP) CMSC TREASURER (JOB DUTIES)

1. **PURPOSE:**

The purpose of this document is to outline the responsibilities of the office of treasurer for the Cleveland Metro Ski Council (CMSC).

2. **SCOPE:**

The scope of the treasurer is to maintain the bank accounts and records for the council, audit council committee budgets/spending, and ensure the health of the council's finances. The treasurer is also an equal member of the executive board of CMSC, and has full voting rights associated with the board.

3. **RESPONSIBILITIES:**

- Attend all e-board and council meetings
- Handle the general funds of the council
- Ensure regularly reoccurring debts are paid
- Follow GAAP when maintaining council records
- Participate in and provide all records of transactions during biannual audit by trustees or as otherwise called by the council
- Annually, prepare a line-item budget for the council
- Make written reports in summary of the debts and credits of the council
- Ensure the annual taxes are filed for the council
- Ensure CMSC maintains its corporate status with the Ohio Secretary of State (see Key Points #8)
- Ensure this document is updated yearly to reflect any changes in processes and/or the CMSC constitution
- Ensure a smooth transition to the incoming treasurer at the end of a term

4. **DEFINITIONS, TERMS, ABBREVIATIONS:**

CMSC – Cleveland Metro Ski Council

E-board – President, Vice President, Secretary, and Treasurer

Council Accountant – James G. Zupka, CPA; 216-475-6136; jgzcpa@sbcglobal.net

Council Attorney – Guy V. Nerren, Attorney; 216-621-3801; skilaw@sbcglobal.net

GAAP – Generally Accepted Accounting Principles

5. **KEY POINTS:**

1. General council meetings are held the first Thursday of each month. E-board meetings are held generally several hours before the start of the general council meeting, or as otherwise called by the council president.
2. Using QuickBooks and the online banking account, handle the general funds of the council
 - a. Maintain and accurate and up-to-date ledger in QuickBooks of all debts and credits to the accounts per GAAP

- b. Ensure account minimums are not violated
 - c. Advise the e-board when beneficial investment and/or account changes may be made and request approval to make if necessary
 - d. Reconcile each account monthly with the bank issued statement
 - e. Maintain the storage of all finance related documents including, but not limited to:
 - i. Bank statements
 - ii. Requests for payment
 - iii. Proof of payment
 - iv. Event summaries as provided by the event coordinators (trips, golf outing, racing, etc.)
 - f. Deposit all funds received within 1 week of receipt
3. Ensure regularly reoccurring debts are paid
 - a. Council PO Box is paid in January
 - b. Council webhosting is paid biannually (April & October)
 - c. National Ski Council Federation is paid in the fourth quarter
 4. Participate in and provide all records of transactions during biannual audit by trustees or as otherwise called by the council
 - a. Open-book audit with trustees held every 6 months (May & November)
 5. Annually, prepare a line-item budget for the council
 - a. Must consist of all expected expenditures and receipts for the council's upcoming fiscal year (June 1st – May 31st)
 - b. Initial draft to be submitted to the e-board for discussion during the March meeting
 - c. Draft must be submitted to the council for discussion during the April meeting
 - d. Final budget submitted to the council for an approval vote during the May meeting
 6. Make written reports in summary of the debts and credits of the council
 - a. Provide a monthly report to present to the council at each monthly meeting showing the approved budget and current financial trend, current account balances, outstanding receipts and payments, and any upcoming debts of the council
 - b. Provide any further financial reports per request of the e-board and/or council in accordance with the constitution which the above report does not detail
 7. Ensure the annual taxes are filed for the council
 - a. Hire the council accountant listed in Section 4 to file taxes in June of each year
 - b. Deadline to file is September 15th
 8. File with the Ohio Secretary of State "Statement of Continued Existence"
 - a. The Ohio Secretary of State sends a letter four months before expiration to the Statutory Agent (Guy Nerren) of the need to file this document
 - b. Coordinate with the council attorney on the filing of this document
 - c. Filed every 5 years by the council attorney
 - d. Cost: As determined by the Ohio Secretary of State
 - e. To find corporate documents on file with the Ohio Secretary of State, visit the Ohio Secretary of State's website.
 9. Ensure this document is updated yearly to reflect any changes in processes and/or the CMSC constitution

- a. This document has a 1 year expiration and must be noted as having been updated each year in Section 8

10. Ensure a smooth transition to the incoming treasurer at the end of a term

- a. Ensure computer software is transferred and basic training provided
- b. The current treasurer is not required to accompany the incoming treasurer and the president to the bank for signing rights
- c. Ensure all records, statements, and other necessary information/equipment is transferred to the new officer
- d. Perform the final audit with the trustees with the new treasurer

7 PERSONNEL TRAINING:

Personnel involved in implementation of the process shall have the skills appropriate to their responsibilities. These skills are obtained from the initial education, professional training and experience acquired.

8 RECORDS:

Original: 7/15/2012

Revised: 4/28/2013

Revised: January 2014

Revised: March 2017

STANDARD OPERATING PROCEDURE (SOP) CMSC SECRETARY (JOB DUTIES)

1. **PURPOSE:**

The purpose of this document is to outline the responsibilities of the office of secretary for the Cleveland Metro Ski Council (CMSC). Please see the CMSC Constitution and By-Laws for specifics.

2. **SCOPE:**

The secretary of CMSC takes minutes at all CMSC meetings and distributes them and other CMSC information via email to CMSC club presidents and delegates, and CMSC committee chairs. The secretary is an equal member of the executive board of CMSC and has full voting rights associated with the board.

3. **RESPONSIBILITIES:**

Please see the CMSC Constitution and By-Laws for specifics.

- Obtain name tags for new officers
- Be familiar with council procedures, activities, and events
- Attend all CMSC meetings and take minutes. Email minutes to delegates, club presidents, CMSC officers, committee chairs, and trustees before end of month
- Keep past Minutes, Sitzmarks and Directories
- Email CMSC renewal applications to club delegates in April (deadline is June)
- Update and distribute roster/"blue list"
- Coordinate the preparation of the CMSC Directory and send changes for the Sitzmark to the webmaster, and Frank Kern & Dave Meeker at Carl Lillis & Associates.
- Email fliers for council events. i.e., CMSC picnic
- Send email reminders of upcoming meetings and deadlines a week prior
- Attend CMSC sponsored events and set up booths, sell raffle tickets, etc.
- Maintain records per the records retention policy
- Oversee the marketing committee, webmaster, Sitzmark committee, and council historian

4. **DEFINITIONS, TERMS, ABBREVIATIONS:**

CMSC – Cleveland Metro Ski Council

E-board – President, Vice President, Secretary, and Treasurer

5. **DESCRIPTION OF ACTIVITY:**

Please see the CMSC Constitution and By-Laws for specifics

1. The Executive Committee (E-board) shall consist of the President, Vice President, Secretary, Treasurer.

2. Meeting of the E-board shall be called by the President at least once a month, or at any time upon request of 3 members of the E-board.
3. General council meetings are held the first Thursday of each month. E-board meetings are held generally several hours before the start of the general council meeting, or as otherwise called by the council President.
4. Notice of the meetings and minutes shall be mailed by the Secretary to the current delegates and President of each member club at least 1 week before the scheduled meeting.
5. A quorum (25% of the member clubs) is needed at meetings
6. The Secretary shall keep accurate and complete minutes of all meetings of the Council; shall notify the E-board and other members designated by the President, of all Council meetings; shall have charge of all correspondence; shall notify all club presidents of annual club renewal dues; and shall perform all other duties incident to the office. The Secretary shall maintain the Policy and Procedures Manual.

RECORDS:

Original: Spring 2013
Revised: January 2014
Revised: March 2017

STANDARD OPERATING PROCEDURE (SOP) CMSC TRUSTEE (JOB DUTIES)

The trustees are the guardians of the constitution and by-laws. They also act as advisors to the executive committee and are the auditors of the assets and accounts of the Ski Council.

Scope/Responsibilities

The trustees protect the constitution and by-laws by giving their opinion of how the articles and by-laws are to be interpreted and used.

The trustees will attend all the executive committee meetings and cast a tie breaking vote, if needed, by the senior trustee present at that meeting.

The trustees are required to audit the physical assets and finances of CMSC, Race Committee, and all other uses of CMSC funds and physical assets.

Trustees will perform semi-annual audits and will report their findings to the delegates in January and June.

Activity

In general, the trustees will be asked to give their opinion about whether or not a certain article or by-law can be used in a specific way. We are the final arbiters of interpreting that. Precedent should be respected in the use of the articles and by-laws and there should be serious thought put into any changes of how the delegates and executive committee view this use of precedent.

We may from time to time need to cast a tie breaking vote at an executive committee meeting. If a trustee vote is needed, then the senior trustee present will cast that vote. He or she may consult with the other trustees at the meeting, but in the end it is his/her vote.

We will perform, at a minimum, a semi-annual audit of all CMSC books in December and May and report the findings to the delegates in January and June. This audit includes physical property as well. We do a separate audit of the Race Committee books and assets because they run a separate operation from the main CMSC finances. An audit should be performed any time a treasurer is replaced or resigns. If there are any questions about the conduct of a treasurer or officer then the trustees can demand a spot audit of the books or any other type of record or account.

We are also there to advise and cooperate with the executive committee. We should work together with them while still making sure the rules are followed.

The trustees need to ensure that the Constitution is timely reviewed (the president should appoint a committee chair). A trustee can be a member of the Constitution review committee.

When CMSC has their elections, the two sitting trustees should do the vote counting and make sure the nominating and voting processes are done properly.

RECORDS:

Original: 09/06/12

Revised: January 2014

Revised: March 2017

STANDARD OPERATING PROCEDURE (SOP) CMSC PAST PRESIDENT (JOB DUTIES)

6. PURPOSE:

The purpose of this document is to outline the responsibilities of the office of past president for the Cleveland Metro Ski Council (CMSC).

7. SCOPE:

The scope of the past president is to chair the nominating committee and be a source of information and assistance to the new president and his/her executive board.

8. RESPONSIBILITIES:

- Refer to Article IV, Sections 4 & 5 of Constitution for specific language on the election procedure
- Form a nominating committee around December. Request the committee members to assist with finding volunteers to run for an office
- Present a list of candidates to the executive board one week prior the regularly scheduled council meeting in March (one month before elections).
- Open up additional nominations from the floor during the March meeting.
- Open up additional nominations from the floor during the April meeting. Close nominations. Proceed to run the elections.
 - Elections shall be by secret ballot by the Assembly of Delegates for any office that has two or more candidates. A voice vote of the Assembly of Delegates is acceptable for any uncontested office.
 - The order of elections shall be President, Vice President, Secretary, Treasurer and Trustee.
 - A simple majority of the votes cast shall elect. If a simple majority is not received by one candidate, the person receiving the lowest number of votes shall automatically be dropped from the succeeding ballots for that office until one person has received a simple majority of votes cast.
- If there is a new president, the past president traditionally is in charge of obtaining and presenting an appreciation gift to the outgoing president at the June meeting.

RECORDS:

Original document: 04/30/12

Revised: January 2014, March 2014

Proposed Record Retention Policy for Cleveland Metro Ski Council

10-03-13 revised 11-23-13

General:

- Good records help you monitor the progress of your organization, i.e, you know where you've been and where you are.
- Good records are necessary to comply with financial reporting requirements (IRS tax returns, etc...)
- Good records (especially for a social organization) are desired for sentimental and historical purposes

House-keeping & Record Retention:

Information taken from the website <http://www.councilofnonprofits.org/document-retention-policies>

- Good housekeeping of records on a regular basis is good for keeping organized and not getting bogged down by all the paper
- However, what if you inadvertently throw out something critical? How do you know what to discard and what to save?
- A Record Retention Policy will let everyone involved in the organization know what to save, what to archive, and what to shred – and when.
- A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board member, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records
- Having a written policy, and regular business practice of document destruction according to a schedule, lets people know what documents to retain (and for how long). Such a policy is not only a prudent practice but also sound risk management
- The process of developing a document retention policy involves: (1) Identifying what types of paperwork (and electronic files) your nonprofit generates; (2) Determining the appropriate (and legal) length of time to retain them; and (3) Recording those retention times on a written schedule.

Type of Record	Who keeps it?	Retention																				
Any document ever filed with the State of Ohio which includes, but not limited to, the following: Articles of Incorporation; Amendments to Articles, Appointment of statutory agent, Change of statutory agent, Statements of continued existence, Trade mark/trade name registration	CMSC Legal & Secretary	Permanent																				
Insurance policies, if any	Secretary	Permanent																				
Meeting Minutes: Monthly Meetings, President's Round Table, Executive Board, Committee Chairs, misc.	Secretary	Permanent See (1) below																				
Certification of Records, if generated	Current Officer/ Chair	Permanent See (2) below																				
Trip Agreement Forms, and "Release" Forms for other events, i.e., white water rafting, zip lining, etc...	Trips Chair	Minimum of 3 years past end of trip for participants who are over 18 years of age. For participants who were less than 18 years of age during the trip, keep record for 3 years past when that person turns 18 yrs of age. See (3) below																				
Contracts with Tour Operators; Ski Resorts; Airline; Other	Trips Chair	Same as for Trip Agreement Forms																				
General Trip Records: Who went, # of participants, trip parties, etc.	Trips Chair	Same as for Trip Agreement Forms																				
Contracts for hall rentals to stage an event	Secretary	Minimum of 1 year, unless something happened at event. Then, keep longer.																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="181 1554 675 1585">Financials:</td> </tr> <tr> <td data-bbox="181 1585 675 1617">Payment request forms & receipts</td> <td data-bbox="675 1585 911 1938" rowspan="7" style="vertical-align: top;">Treasurer</td> </tr> <tr> <td data-bbox="181 1617 675 1648">Bank statements</td> </tr> <tr> <td data-bbox="181 1648 675 1680">Treasurer's reconciliation reports</td> </tr> <tr> <td data-bbox="181 1680 675 1711">Deposit slips and records</td> </tr> <tr> <td data-bbox="181 1711 675 1743">Treasurer's ledger</td> </tr> <tr> <td data-bbox="181 1743 675 1774">Budget for year</td> </tr> <tr> <td data-bbox="181 1774 675 1938">Tax Return for IRS Cancelled Checks</td> </tr> </table>	Financials:		Payment request forms & receipts	Treasurer	Bank statements	Treasurer's reconciliation reports	Deposit slips and records	Treasurer's ledger	Budget for year	Tax Return for IRS Cancelled Checks	Treasurer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="911 1554 1437 1585">Minimum of 5 years.</td> </tr> <tr> <td data-bbox="911 1585 1437 1648">• Payment request forms & receipts 7 YEARS</td> <td data-bbox="911 1585 1437 1938" rowspan="7" style="vertical-align: top;"> <ul style="list-style-type: none"> • Payment request forms & receipts 7 YEARS • Bank statements 7 years • Treasurer's reconciliation reports 7 years • Deposit slips and records 7 years • Treasurer's ledger 7 years • Budget for year 5 years • Tax Return for IRS Permanent </td> </tr> <tr> <td data-bbox="911 1648 1437 1680">• Bank statements 7 years</td> </tr> <tr> <td data-bbox="911 1680 1437 1743">• Treasurer's reconciliation reports 7 years</td> </tr> <tr> <td data-bbox="911 1743 1437 1806">• Deposit slips and records 7 years</td> </tr> <tr> <td data-bbox="911 1806 1437 1869">• Treasurer's ledger 7 years</td> </tr> <tr> <td data-bbox="911 1869 1437 1911">• Budget for year 5 years</td> </tr> <tr> <td data-bbox="911 1911 1437 1938">• Tax Return for IRS Permanent</td> </tr> </table>	Minimum of 5 years.		• Payment request forms & receipts 7 YEARS	<ul style="list-style-type: none"> • Payment request forms & receipts 7 YEARS • Bank statements 7 years • Treasurer's reconciliation reports 7 years • Deposit slips and records 7 years • Treasurer's ledger 7 years • Budget for year 5 years • Tax Return for IRS Permanent 	• Bank statements 7 years	• Treasurer's reconciliation reports 7 years	• Deposit slips and records 7 years	• Treasurer's ledger 7 years	• Budget for year 5 years	• Tax Return for IRS Permanent
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• Tax Return for IRS Permanent																						

		<ul style="list-style-type: none"> Cancelled checks: 7 years
Membership: Officers, member clubs, # individuals	Secretary	Permanent See (5) below
Constitution and Bylaws Current version and all previous versions	Trustees	Permanent
Racing <ul style="list-style-type: none"> Release forms Information as to who raced, when, where, & results 	Race Committee	<ul style="list-style-type: none"> Release forms: Same as for Trip Agreement Forms Other: At discretion of race committee - TBD
Flyers for CMSC events	Secretary	5 years
Items of historical nature: 50 th Anniversary party for a ski club	Secretary	Annual inventory – Retention is at discretion of holder
Photos/ Scrapbook	Secretary	Annual inventory – Retention is at discretion of holder
Disciplinary: warnings of misbehavior and/or removal from club/council	Secretary	Permanent
<u>Inventory of Property</u> Banners, Projector and screen Tape recorders, Easel and easel pads, Signs, Tub of picnic supplies	Secretary	Annual inventory

- (1) No statute in State Law or requirement in the Article of Incorporation pertaining to record retention. Minimum time of 5 years is suggested. Best practices for corporate record retention procedures suggest permanent. The minutes are the memory of the corporation.
- (2) If generated, Certification Records are paper documents that identify what records an officer/ chair generated and/or maintained during his/her term. This record is minimal, i.e., it does not take up too much physical space. Therefore, it can be kept permanently in order to have the historical record of what CMSC was doing during those years.
- (3) As of 2013, Statute of Limitation is 2 years for personal injury action and property damage in Ohio. Keep records 1 extra year past the Statute of Limitation for a total of 3 years. For minors, must keep records for 3 years after that person reaches the “age of majority.” In Ohio, that age is 18 years.
- (4) Each year’s financial records (all types) are to be kept with Form 990 (IRS Tax Return) for that year. CMSC is subject to Ohio Department of Taxation. Statute of Limitation for tax audits is 4 years. Suggest one extra year for a total of 5 years.
- (5) In Ohio, a “not-for-profit” organization is required to maintain membership records. The statute does not specify a time. Therefore, the recommendation is to keep indefinitely.

Form of membership record for CMSC can include the annual CMSC Directories, marketing tri-folds, or other publication that lists all member ski clubs for the year. **When a record is eliminated, it must be destroyed (shredded/ burned).**