

## **POLICY NUMBER 1:**

### **Policy regarding Charges for Attendance at Regular RMGA Membership Meetings, adopted December 17, 1998, amended July 8, 2004**

1. The regular charge for a member of any category to attend a Regular Monthly Membership Meeting of RMGA or a Special Membership Meeting will be \$2.00.
2. Non-members may visit/attend their first meeting without charge. If that non-member visits/attends a second meeting without becoming a member the charge will be \$2.00. If that non-member has not joined by the third meeting at which he or she visits/attends the charge will be \$7.00 per meeting until he or she has become an RMGA member.
3. The stated fees above are regular meeting fees and will not be applied toward RMGA membership dues.
4. A "non-member" means one who has not submitted their membership application and annual membership dues to the RMGA for approval.
5. It is to be understood that the above stated charges are for most meetings. However, due to unusual venues or circumstances the Board may, from time to time, increase, decrease or eliminate charges for a given meeting or meetings or for specific individuals or groups.

#### **COMMENTS ADDED AT TIME OF ORIGINAL ADOPTION OF POLICY NO. 1:**

"The Board felt that \$7.00 might discourage a prospective member from visiting. (prior to that time the fee for any non-member to attend a meeting was \$7.00.) Often a person wishes to visit twice before deciding whether or not they want to join an association. If a member wants to invite a non-member fellow guide, cost could be an imposition for both."

"Not all meetings are the same in attitude, so a prospective member is allowed a second opportunity to 'check us out'. Occasionally circumstances have not allowed a potential member to have completed the process necessary for membership. In addition, there are times when there may be a guest or spouse who has no interest in becoming a guide (or a member), but courtesy or circumstances should allow them to attend without the \$7.00 fee. The Board trusts that there will not be an abuse of this policy."

While some may feel this allows non-members to benefit 'without paying their dues', we all know the uncertainties faced upon entering the industry. We need to be open, encouraging to others, and better able to promote the benefits and advantages of membership in the Rocky Mountain Guides Association. RMGA Board of Directors, 1998

## **POLICY NUMBER 2:**

### **Dues Proration Policy adopted May 17, 2001, Amended December 12, 2002, and June 7, 2004.**

1. Upon first joining RMGA a new member will be required to pay the amount of the annual dues as established for the Dues Year during which he or she joins LESS an amount equal to one-twelfth (1/12th) of the annual dues amount for each full month of said Dues Year prior to the date of his or her membership application.

EXAMPLE 1: The dues established for the year 2002 are \$42.00. "A" submits an application and payment on June 15, 2002, and is accepted for membership shortly thereafter. "A" will receive a proration credit of \$17.50 against "A"'s 2002 dues. (computed as no credit for the partial month of June, 2002, and full 1/12 credit [ $\$42.00 \div 12 = 3.50$ ] for each of the five months January through May)..If "A" rejoins in 2003 "A" will owe the full amount of dues for the 2003 Dues Year regardless of when "A"'s application is received.

2. Any and all RMGA members renewing membership or rejoining for or during a Dues Year after their initial membership year shall not receive a proration of dues regardless of when the rejoining or renewal occurs.

EXAMPLE 2: If "A" has been a member in the past and 2003 is not "A"'s initial membership year, but "A" does not submit an application for renewal or rejoining until May, 2003, "A" will owe the full amount of the annual dues for the 2003 Dues Year and will not receive any proration or rebate when renewing for that Dues Year. "A" will also owe the full amount of the dues for the 2004 Dues Year regardless of when during that year "A"'s renewal is actually submitted.

### **POLICY NUMBER 3:**

#### **Refunds of payments for RMGA activities, adopted June 7, 2004:**

Recognizing the need for some certainty in the numbers of persons attending and the revenue derived from various RMGA events and activities in order to cover the expenses to be incurred, and

Further recognizing the fact that at times other necessities arise after a member or other person registers for and pays to attend a RMGA event or activity,

1. When planning, publicizing and carrying out a RMGA event or activity the organizing group or committee shall set and prominently publicize a specific date prior to the event or activity after which registration and other fees will not be refunded on request of the party who paid them.
2. This date shall be a sufficient time prior to the event or activity that RMGA will not incur charges or expenses relating to the party requesting the refund if the party does not attend or participate.
3. Any full or partial waiver of this policy shall require prior approval of the Board of Directors and shall not be permitted except in the most extreme of circumstances.

### **POLICY NUMBER 4:**

#### **Multiple Listings for Members In RMGA Information Distributed, adopted June 7, 2004:**

A Voting Member may request and obtain a second listing in a different membership category in the lists prepared and distributed by RMGA (such as the web site and other membership lists) with approval of the Board of Directors and payment of an additional annual fee of 50% of the then current annual voting membership dues. Members obtaining such second listing shall not be entitled to any other additional benefits by reason of the second listing.

### **POLICY NUMBER 5:**

#### **Use of RMGA Name, and Logo, adopted June 7, 2004:**

There shall be no use of the RMGA name, either in full or by initials, or the RMGA logo without specific prior approval of the design, form and content of such use by the Board of Directors. This shall apply to badges, patches, embroidery, business cards, and stationery as well as for any other purpose.

### **POLICY NUMBER 6:**

#### **Membership Badges, adopted June 7, 2004:**

The design, form and content of all membership badges shall be subject to the prior approval of the Board of Directors and shall not be altered in any manner without such prior approval. Each new member shall be provided with one new badge at the time first joining RMGA. Upon completing and passing the Certification test a member shall receive a new badge reflecting the member's certification. Any member wanting a new or another badge may order the same through the Membership Chairperson upon payment of the cost thereof.

**( POLICY NUMBER 7:**

**Distribution of Articles, Bylaws and Policies, adopted June 7, 2004:**

Copies of the Articles, Bylaws and Policies shall be provided to each Board Member and each Committee Chairperson upon their taking office. These shall be in loose-leaf notebook form. Each recipient shall sign for the notebook and contents when received agreeing to return the same or pay for its replacement upon leaving office. Any other member may obtain copies of the documents with or without the notebook upon payment therefor at a rate established from time to time by the Board of Directors.

**POLICY NUMBER 8**

**Waiver or Release of Liability Requirement, adopted July 6, 2006**

Each participant, whether a member of the Corporation, a guest or other participant, in a FAM trip or other activity of or sponsored by the Corporation shall be required to sign and provide to the Corporation a Release of Liability in the form supplied by the Corporation. No person will be permitted to participate in the FAM or other activity, or any part or portion thereof, until his or her signed release form is in the possession of the FAM leader. If the participant is a person under the age of 21 years, both of his or her parents or the participant's guardian must also sign the Release. Any modification of the form of Release by the signer shall void the Release. (Adopted and approved July 6, 2006)

**(SEE GENERAL FORM OF RELEASE ATTACHED BELOW)**



**ROCKY MOUNTAIN**

**GUIDES ASSOCIATION**

*RMGA*

*P O Box 36413*

*Denver, Colorado 80236-0413*

\*\* \*\*, 2006

Dear \_\_\_\_\_,

Greetings and we are very glad to have you participate in the RMGA FAM trip to \*\*\*. We have received your application and check to be included on the FAM to be held \*\* and \*\*, \*\* \*\*, 2006.

**Starting**

Our starting place will be \*\* and we will meet at \*\* \*M, \*\* (morning - afternoon - evening). We will then board the motor coach and travel to \*\*. On the way we will stop for (breakfast - lunch - dinner) at \*\*, in \*\*, Colorado, at about \*\* \*M. We should arrive at \*\* about \*\* \*M. From there \*\*\*\*\* (insert specific detail of the FAM sufficient to allow a person taking the tour to get a good idea of details and potential risks involved.)

**Release of Liability Form**

It is a policy of the Rocky Mountain Guides Association to require from each participant in a FAM trip or activity a signed release of liability in the form attached hereto. Please fill out, complete and sign this form and give it to the RMGA FAM leader before the FAM begins. No one will be permitted to participate in the FAM until their signed release form is in the possession of the FAM leader.



## **POLICY NUMBER 9**

### **Representation of Business Members, Adopted December 7, 2006**

Each Business Membership shall be entitled to designate, and if necessary to change designations of, no more than two (2) persons who may represent such membership at meetings and other activities of the corporation. Such designations and any change of designations shall be made in a signed writing and shall be effective upon receipt thereof by the President of the Corporation and the Membership Chairperson. Only one such person may represent the membership at any one time or event. If both representatives of a Business Membership wish to attend a meeting or event the second representative shall be considered and treated as a Non-Member of the Corporation in all respects. Each Business Membership shall have only one vote on any matter. (Adopted and approved December 7, 2006)

***Comment: This proposed policy has been informally in effect for an extended period of time. Its purpose is to permit a business to be represented at meetings or events even when the primary person involved in the business is not available. At the same time the business should not have more than one vote on any matter, nor should the business be permitted more than one representative at a time or event.***

## **POLICY NUMBER 10**

### **Compensating Members for working on Activities of the Corporation, Adopted December 7, 2006**

After consideration of the non-profit character of the Corporation, the provisions of the Internal Revenue Code and Regulations, the provisions of Article Fifth of the Articles of Incorporation and the fact that in almost every instance officers, directors, committee chairpersons and other members volunteer their time and efforts without compensation in working on events and activities of the Corporation, the Board of Directors has adopted the following policy.

EXCEPT IN VERY UNUSUAL AND EXTRAORDINARY CIRCUMSTANCES AND WITH PRIOR WRITTEN APPROVAL OF THE BOARD OF DIRECTORS, no officer, director, committee chairperson, committee member or other member of the Corporation working on any activity or event of the Corporation, including but not limited to meetings, FAM trips, Newsletters, committee meetings or events, or seminars, shall be compensated or "comp'd" in any manner, nor shall they have any fees or charges for participation in the activity or event waived for or in recognition of their time and efforts. (Adopted and approved December 7, 2006)

***Comment: In the past persons, whether officers or only members, have largely borne their own expenses and not been compensated or "comp'd" when participating in or working on various activities of the Corporation. However, in recognition of the fact that as tour guides most members do not make a great deal of money, there are situations in which it could be necessary or desirable for the Corporation to be represented by one or more members at certain events and therefore for the Corporation to bear all or a part of the cost of a person's participation. At the same time this should not ever be done without the Board's prior consideration and approval.***

***DRAFTER'S COMMENT AND NOTE: In view of the fairly significant out-of-pocket costs of certain officers and members attending events of other organizations as RMGA representatives, such as Tour Colorado meetings, After Hours events and the Governor's Tourism Conference, it may be necessary or appropriate for the Corporation to bear all or a portion of said costs. Although not addressed by this proposal, in order not to have substantial costs incurred by the Corporation without the Board's prior knowledge, it seems proper to require prior Board approval of such expenses and some maximum limit thereof. If this is agreed to by the Board it could be accomplished by adding language to this Policy, or, better yet, an additional policy covering that issue in a similar manner could be prepared.***

## POLICY NUMBER 11

### Handling of Information Concerning Jobs Received by the Corporation, Adopted December 7, 2006

After careful consideration of the handling of information concerning leads for jobs received by the Corporation, and in light of anti-trust, fair/equal opportunity and other issues which have been raised from time to time relating to leads for job information, and in recognition of the fact that such information comes to the Corporation through its efforts and expense, both of which are provided by members of the Corporation, the Board of Directors has adopted the following policy and limitations for distribution of such information.

Upon the Corporation's receipt of information concerning a job opportunity such information shall at the very earliest possible time be conveyed to all Professional, Associate and Business members by the most rapid means available, which in almost every instance will be e-mail, and to all such members at the same time. In the event that a member does not have e-mail access the information shall be conveyed to such member by telephone as soon as possible, unless this would require a long distance call in which case the information would be provided by a collect call to the member. If charges for such call are not accepted no further action shall be required of the Corporation.

Each and every time such information is conveyed to the members the following warning shall be included without fail in the e-mail or verbally in the telephone message:

"WARNING: THE INFORMATION CONTAINED IN THIS COMMUNICATION IS FOR THE SOLE AND EXCLUSIVE USE AND BENEFIT OF PROFESSIONAL, ASSOCIATE AND BUSINESS MEMBERS OF THE ROCKY MOUNTAIN GUIDES ASSOCIATION **ONLY** IN OBTAINING JOBS FOR THEMSELVES AS GUIDES AND IS NOT TO BE SHARED WITH OR DISTRIBUTED TO ANY PERSON, BUSINESS OR OTHER ENTITY WHATSOEVER WHO OR WHICH IS NOT IN THEIR OWN RIGHT A PROFESSIONAL, ASSOCIATE OR BUSINESS MEMBER IN GOOD STANDING OF THE RMGA. VIOLATION OF THIS POLICY SHALL BE GROUNDS FOR IMMEDIATE REMOVAL OF THE VIOLATING PARTY FROM THE LIST OF THOSE TO WHOM JOB INFORMATION IS PROVIDED OR TERMINATION OF THE VIOLATING PARTY'S MEMBERSHIP IN RMGA WITHOUT REFUND OF ANY PRORATED DUES OR BOTH SUCH ACTIONS."

In the event of any violation of this policy the Board of Directors shall immediately remove name and information relating to the violating party from the list of those to receive job information received by the RMGA or terminate the violating party's membership in RMGA or both such actions. No prorated dues shall be allowed or refunded to the violating party. It shall not be a proper use or benefit to a business or other member to share with or distribute job information to any person, business or other entity not in their own right a Professional, Associate or Business Member of RMGA, or make any use of such information other than to attempt to obtain work for himself, herself or itself and for no other person, business or entity. (Adopted and Approved December 7, 2006)

***Comment: The origin of this proposal is the sharing of some job information received and distributed by RMGA to its members by one or more members with other persons who are not members of RMGA. This can be a much more significant problem if the member sharing the information is a business or school with numerous non-members with whom to share the information. The problem and unfairness is that RMGA members, through their dues, have paid for the memberships or web site through which the leads have been derived and the non-members have not. If the non-members get the jobs and the members do not, then (1) there is no benefit to the membership in RMGA, and (2) the non-members have essentially stolen something belonging to the members. This is not merely blowing hot air as the actual situation has occurred and apparently is continuing to occur.***

## **POLICY NUMBER 12**

### **Limitation of Honoraria and Recognition Gifts**

1. In general it is the policy of RMGA that gifts and honoraria should not be given or contracted for with funds of RMGA.
2. However, if a situation arises where it is deemed necessary and appropriate by the Board to agree to and provide an honorarium, payment or gift to a speaker or leader of an event such honorarium, payment or gift shall not exceed \$30.00 on amount or value. Any such honorarium, payment or gift shall require Board approval prior to being offered or provided to the recipient.
2. Gifts of thanks and honor to current or former Officers, Committee Chairpersons, other members or other persons who have given significant service or aid and assistance to RMGA shall be limited in value to no more than \$30.00 without specific prior approval of the Board of Directors. (Adopted and Approved April 5, 2007)

***Comment: The origin of this proposal is the need to have control of and reasonable limitations on honoraria, payments or gifts made by RMGA in those instances where such are appropriate and yet to permit the recognition to be made as needed. In every instance the amount should be made in full consideration of both the extent of the service, etc., being recognized and the funds of RMGA available and not required for other association purposes.***