



POLICY MANUAL

May 2016

British Columbia Mountaineering Club, P.O. Box 2674, Vancouver, BC, V6B 3W8

www.bcmc.ca **Document Change History**

Date	Changes
1991	Unknown
1999	Unknown
2005	Unknown
2011	New membership Dues
Feb 2012	Extensive revision
Feb 2013	Financial Management Policy (Approved by executive in 2012) Added
Oct 2013	Added real name policy
Dec 2013	Added project approval policy and updated membership fee schedule
Jan 2014	Added emergency communication device and course refund policy
Feb 2014	Added course reimbursement policies
March 2014	Amended policy on trip organizers
May 2014	Amended library policy
May 2016	Amended hut policy

Dates in square brackets refer to BCMC Executive Meeting.

1. DEFINITION

Policies of the BCMC consist of rules, procedures, guidelines, and fee schedules governing matters not specifically dealt with in the club’s Constitution and Bylaws. Policies are determined by majority vote at meetings of the club executive, and may be amended or deleted in the same manner. Unlike the Constitution or the Bylaws, policies may be overruled in specific instances, again by majority vote of the executive. [May 2/89]

2. FEE SCHEDULES

2.1 Membership Fees . [2013.12.30]

Membership categories are defined in the BCMC Constitution.

CATEGORY	MEMBERSHIP FEE
Active or Associate Member	\$40 per year
Senior or Youth Member	\$20 per year
Life Member	\$800

Add-ons:

Electronic Newsletter and Journal: No fee

Printed and mailed Newsletter: \$10 per year *

Printed and mailed Mountaineer Journal: \$10 per Journal

* Only applicable to Life Memberships purchased after Dec 31, 2013, no fee for prior Life Members

2.2 Equipment Rental Fees (Members only) [2012.02.07]

Ice Tool - \$5 per day per tool

Satellite Phone - \$60/week; \$10 per day + \$2 per minute used Fees are non-refundable and payable in advance and a refundable deposit may be required, at the equipment custodian’s discretion.

Instructional Programs are exempt from rental fees, all other uses are subject to the rental fees.

2.3 Cabin Rental Fees [2012.02.07]

There will be no fees for members using BCMC cabins and huts.

Fees to non-members will be:

- \$10 per night at the North Creek cabin

- \$10 per night at the Plummer Hut and the Mountain Lake Hut

- Youths (under 18 yrs) and Students: 50% of the above rates.

Fees are to be paid in advance.

Parties are exempt from fees when it is agreed that the trip is primarily a work party involved in construction, improvement, or provisioning of either huts or trails. [Feb. 6/90]

3.0 MEMBERSHIP

3.1 Renewal Notices . [2011.09.13]

A membership renewal notice advising all members that dues are payable will be included in the September, October, November and December electronic and printed newsletters.

3.2 Honourary Couple, Spouse of Honourary, Joint Life Memberships (2011.09.13)

Members holding Honourary Couple, Spouse of Honourary and Joint Life memberships on September 13, 2011 will retain these membership categories and hold full voting rights and Club privileges. There will be no new members in these categories.

If requesting printed Club publications, members holding Honourary Couple, Spouse of Honourary and Joint Life memberships will receive one copy.

If members holding Honourary Couple, Spouse of Honourary and Joint Life memberships separate, they will remain members. If a Joint Life couple wishes to change their membership status to two Life memberships and receive separate Club publications, they must pay an additional 50% of the fee for a Life membership at the rate effective at the time of the requested change.

3.3 Active Membership for Camp Participants [2012.02.07]

Participation in any club camp shall qualify the participant for Active membership in the club and shall for this purpose constitute the equivalent of completion of two club trips. [May 5/87]

3.4 Real Name Policy [2013.10.31]

Club volunteers helping to administer the club's membership database should take reasonable care to ensure that members sign up under their real name.

4.0 CLIMBING

4.1 Trip Organizers [2014.03.05]

The organizer of an officially scheduled club trip shall be a club member in good standing and have a current liability waiver form in place. The organizer shall obtain waiver forms from the climbing chairperson and require any non-members or members without a current liability form in place participating in the trip to sign such a form with witness. The organizer has the right and duty to screen applicants with regard to skills, experience, fitness and equipment, and to reject anyone lacking the prerequisites for the trip in question. The organizer may also limit the number of participants for reasons of safety, efficiency, etc. It is the responsibility of the Climbing Committee to inform prospective organizers of these matters. All proposed trips will be reviewed prior to being posted to the club's trip schedule.

5.0 EQUIPMENT [2012.02.07]

The club maintains a satellite phone and ice tools, which are available for rental by members only. Rates are specified in the Fee Schedule above (Section 2.2) [May2/89]

5.1 Priority Sequence [2012.02.07]

Whenever demand for the club's equipment exceeds the supply, equipment shall be allocated for rental according to the following sequence , for cases where a 3 week advance notice (from start date) is received:

- First Priority: Club Programs
- Second Priority: Club Camps
- Third Priority: Club trips listed on the club's schedule.
- Fourth Priority: Private trips.

In addition, earlier requests trump later requests, longer rentals trump shorter rentals. Club programs trump everything else unless the equipment custodian can mediate in cases where the club would profit from an extended rental period.

Since a satellite phone is still the best tool for communication in remote areas, but there are now other devices (Spot etc.) available for requesting emergency assistance, priority is given to trips that (1) absolutely need phone communication to arrange or confirm a return pick-up, (2) where a participant must be in contact with the outside-world for business or private reasons or else couldn't join the trip, (3) in the case of an emergency, and (4) for weather briefings.

Any conflicting rental requests are to be resolved at least 3 weeks (21 days) prior to the rental start date and a rental is deemed to be confirmed on that date. The equipment is available on a first-come first-served basis for requests with less than 3 weeks advance notice, provided that the equipment custodian is available to consider the request.

5.2 **Damaged Equipment [2012.02.07]**

In case the equipment is returned damaged, the renter will be responsible for repair costs. If the equipment is lost or damaged beyond repair, the renter will be responsible for reimbursing the club the current replacement cost of the phone but not exceeding the original purchasing price. The equipment custodian may exercise judgement in cases where the equipment failed due to natural wear and tear.

6.0 **LIBRARY**

The general public is allowed access to the club library for purposes of reading or research, on the same basis as club members. Only BCMC members, however, are permitted to borrow material from the library.

All materials proposed to be added to the club library should first be given to the club librarian who will determine if they should be added and, if so, ensure that they are properly catalogued . [2014.05.06]

7.0 **PUBLICATIONS**

7.1 **Journal**

The journal of the BCMC –the BC Mountaineer– shall be published on a biennial basis; that is, one issue every two years. [May 2/89]

7.2 **Publications Format [2012.02.07]**

The format of the following publications: newsletter, membership list, trip schedule, and BC Mountaineer,; shall be on eight and one half by fourteen inch paper, folded in the centre to produce a finished page size of eight and one half by seven inches. Other publications, such as the constitution, by laws, and any promotional materials such as brochures may be printed on whatever size paper is best suited. All club publications shall include the club crest or club logo, name and address, and website URL. Recycled paper products should be

used where possible and cost effective. . All formal publications shall also be made available in electronic format for electronic distribution and publication on the club website. [May 1/90]

7.3 Binding of Publications [2012.02.07]

The binding of club newsletters shall include the membership list and trip schedules of each year and the BC Mountaineer for those years. The constitution and by-laws should be included as they are updated. The club shall retain at least 4 copies of all printed publications, which shall be bound – one to reside with the current president, one to reside with the current editor(s), one to be placed into the club archives, and one to be placed into the club library [May1/90]

7.4 Distribution of printed publications [2012.02.07]

The club will provide printed copies of its newsletter, journal, and materials accompanying the newsletter (e.g. membership list) to all club members who have indicated that they wanted printed copies of club publications. Printed copies, excluding membership lists, will also be supplied to libraries and organizations with which we exchange printed materials.

7.5 Editor Guidelines: [2012.02.07]

1. Editors should strive to have the (monthly) newsletter and B.C. Mountaineer contain a majority of articles on club activities and members and these articles should normally support the objectives of the club as expressed in our Constitution.
2. The Editors should not unduly alter articles submitted by club members. The Editors should encourage articles by club members and accept them as presented as long as they are in good taste and do not conflict with club policies. If such articles are deemed by a club Editor to be in conflict with the club's policies or Constitution, the Editor should seek guidance from the Executive.

All submissions to the BCMC newsletter and B.C. Mountaineer which express personal opinions, including those by an Editor, must be signed by their authors.

8.0 CAMPS [2012.02.07]

8.1 Loss or Damage to Club Equipment at Camps

The camp chairperson, in preparing the budget for a BCMC camp, shall take account of possible loss, damage or wear and tear to club equipment used for the camp and shall include sufficient funds to cover such loss or damage as may reasonably be anticipated in the camp budget. [Jan. 7/89]

8.2 Waiving of Camp Fees for Chairperson [2012.02.07]

In view of the increasing work involved in organizing a camp, the camp chairperson shall have his or her camp fees waived. If two or more persons share heavily in camp organization, then the camp committee shall prorate as necessary the one 'free' trip to camp. [Dec 1980]

9.0 CLUB PROGRAMS / COURSES

9.1 Objectives of Cub Programs [2012.02.07]

The objectives of club programs are to increase the various mountain-related skills of club members and to attract new members.

9.2 Participation Priorities [2012.02.07]

Participation in a club program is for club members only and is at the discretion of the program organizer. It is not necessarily first come first served.

Priorities for participation are -

1. Those selected by the organizer.
2. Those who have been members of the club for more than 3 months.
3. Those new members who have been members of the club for less than 3 months.
4. Those who would join the club so that they can take a program.

9.3 Emergency Communication Devices [2014.01.17]

This Policy is intended for courses where a fee is paid by participants. Volunteer BCMC instructors must carry an appropriate emergency communication device when instructing a "for-a-fee" course for the BCMC

9.4 Course Refunds [2014.01.17]

1. The BCMC reserves the right to cancel courses at any point and refund any fees collected. All other expenses incurred as a result of BCMC canceling a course are the responsibility of the registered participant.
2. Upon registering for a BCMC course the participant automatically agrees to the course cancellation fees as follows:
 - a) for cancellations made 30 days or more before the first day of the course, refunds will be given for the amount paid.
 - b) for cancellations made between 30 days and 15 days before the first day of the course, 50% of the course fee will be refunded.
 - c) cancellations made 14 days or less before the first day of the course will not be eligible for refunds.
3. The BCMC, at the discretion of the Executive committee, reserves the right to waive all or part of course cancellation fees.
4. Before a course begins, a participant may submit a request to the BCMC Programs Chairperson to transfer their Confirmed place to a "replacement", with the following conditions:
 - a) the "replacement" must be a BCMC member with a current BCMC membership for the duration of the course,
 - b) the "replacement" must have the required knowledge and equipment to participate in the course,
 - c) the "replacement" must be accepted by the course organizer,
 - d) the transfer of course fees will be privately handled between the original participant and the "replacement".

10. HONORARY PRESIDENT

The executive committee will elect a new Honorary President from among the club's Honorary Members within one year after the office of Honorary President becomes vacant. [Oct 3/89]

11. AIR ACCESS

11.1 For FMCBC

- a) No member club of the FMCBC, or the FMCBC itself, should use air access into:
 - i) any area which is zoned such that mechanized access for recreational purposes is excluded.
 - ii) any area for which one might reasonably expect that such access would cause conflicts with other people or wildlife.
- b) The FMCBC should not use air access for any trip on which beginners might be expected. [June5/90]

11.2 For BC Mountaineering Club

- a) No BC Mountaineering Club trips should use air access into:
 - 1) Any area which is zoned such that mechanized access for recreational purposes is excluded.
 - 2) Any area for which one might reasonably expect that such access would cause conflicts with other people or wildlife.
- b) The BC Mountaineering Club should not use air access for any trip on which beginners might be expected. [June5/90]

12. CORRESPONDENCE [2012.02.07]

The secretary shall receive a copy of all formal correspondence, both printed and electronic, sent on behalf of the club.

13. FMCBC FEES [2011.09.13]

Fees shall be paid on March 31 based upon club membership for each paying member, and then on September 30 for those members joining after March 31. The Club shall pay full FMCBC fees for Active and Associate members and one-half FMCBC fees for Senior and Youth members.

14. DONATIONS

Prior to the BCMC donating a substantial sum of money to an organization for lobbying purposes, a written and signed agreement should be obtained by the BCMC from the organization to the effect that the organization will not lobby against the BCMC's interests and will consider BCMC interests in a democratic fashion. Failure to meet these conditions would result in repayment back to the BCMC of the donated money. [September 1996]

15. COMMERCIAL USE OF BCMC HUTS

Commercial use means use by any individual (s) or representative (s) of a company in the role of guide, instructor, journalist, writer, photographer, or film producer, whose activities based in or out of a club hut are intended to realize financial gain for the individual(s) or the company so represented.

Application for intended commercial use of a BCMC hut must be made to the club executive committee prior to any advertising of that use and prior to such use taking place.

Commercial use of BCMC huts may be authorized by the club executive committee. Approval shall be determined on a site specific and on a case by case basis. If it is not practical to wait until an executive committee meeting, authorization may be granted with the approval of each of the President, the Vice-President, and the Cabin Chairperson. If any one of the latter is not available, a suitable alternate from the executive committee may be approached.

Approval of commercial use will first be dependent on the facility being available. Approval shall not be granted if the timing conflicts with any scheduled club activity, or with any unscheduled activity by club members which is registered prior to the application for commercial use.

A fee shall be charged for commercial use. This fee shall be double the current fee for non-members times the total number of persons in the commercial group times the number of intended nights. Alternatively, the club executive committee may set an alternate fee as appropriate. [Feb 5/91]

16. COMMERCIAL MOTORIZED RECREATION LICENSES

16.1 Background [2012.02.07]

This policy considers helicopters, fixed wing aircraft, snow-cats, snowmobiles, all-terrain vehicles, and other terrain vehicles to be equivalent forms of transportation.

The BCMC is concerned about motorized outdoor recreation because of our experience with increasing conflicts between non-mechanized backcountry users and motorized recreationists. Our goal is to prevent conflicts and to protect important wildlife habitat.

In the broad sense, Parks, Recreation Areas, and Forest Wilderness Areas are viewed as “islands of sanctuary”, and are intended to protect ecosystems, areas representative of biogeoclimatic zones, special landscape features, wildlife habitat, wilderness values, and recreation opportunities.

16.2 General [2012.02.07]

The BCMC has no fundamental objection to motorized outdoor recreation. Our concern is focussed on achieving appropriate regulation by government, including restrictions or prohibitions in certain environments - particularly areas frequented by backcountry users or areas of important wildlife habitat.

Until a comprehensive province-wide land use policy is developed and a complementary land use designation and strategy is implemented, no further commercial motorized recreation licenses should be granted.

The BCMC recommends that -

- a) The licence granting process should include a public involvement process (which includes affected groups) to review all commercial motorized outdoor recreation license applications prior to approval.
- b) activities of all commercial motorized outdoor recreation operators must be monitored with publication of an annual report by the appropriate Ministry listing all permits, area use statistics, safety related data, commercial value, etc.
- c) active enforcement of penalties and fines for violation of the terms or conditions of the issued permits or licenses.

16.3 Specific [2012.02.07]

The BCMC is opposed to any motorized recreation activity in Wilderness Conservancy Areas, or areas within Forest Wilderness Areas or Parks zoned as wilderness conservation areas. Existing heli-licenses for these areas should be phased out.

Within natural environment zones of Parks, Recreation Areas, and Forest Wilderness Areas, no further commercial motorized outdoor recreation licenses should be granted, and the existing licenses within Parks should be phased out. Within Recreation Areas and Forest Wilderness Areas, the existing licenses should be managed within the context of the comprehensive land use strategy. Some consolidation of all heli-activities through phasing out and relocation may be required to avoid conflicts between various users.

Licenses for commercial motorized outdoor recreation should be managed to avoid overuse of the resources of the alpine environment; biking should take place only on trails designed and constructed for that purpose.
[June 4, 1991]

17. COMMERCIAL FLIGHTSEEING

17.1 Background

The BCMC is concerned about commercial flightseeing because of our experience with the increasingly compromised quality of non-mechanized backcountry experiences in some areas as a direct result of flightseeing activity. Our goal is to prevent conflicts with backcountry users and to protect important wildlife habitat.

17.2 Definition

Commercial Flightseeing means flying over an area for the purposes of viewing without landing.

17.3 General

The BCMC has no fundamental objection to commercial flightseeing. Our concern is focussed on achieving appropriate regulation by government, including restrictions or prohibition in certain environments - particularly areas of important wildlife habitat.

The BCMC advocates the development of regulations for commercial flightseeing based on the following framework:

- a) permits or licenses issued to specific operators for specific areas,
- b) a public involvement process (which includes affected groups) to review all flightseeing applications prior to approval,
- c) activities of all operators to be monitored with publication of an annual report by the appropriate Ministry listing all permits, area use statistics, safety related data, commercial value, etc.
- d) active enforcement of penalties and fines for violation of the terms or conditions of the issued permits or licenses.

17.4 Specific

The BCMC is opposed to commercial flightseeing over Wilderness Conservancy Areas, or areas within Forest Wilderness Areas or Parks zoned as wilderness conservation areas, where such activity would detract from the values to be protected.

For commercial flightseeing within natural environment zones of Parks, Recreation Areas, and Forest Wilderness Areas, the BCMC advocates the following restrictions:

- a) minimum flight altitudes of 1000 meters above the terrain
- b) maximum flight frequencies of two per day over Parks and Recreation Areas
- c) maximum flight frequencies of eight per day over Forest Wilderness Areas.
- d) the establishment of specific flight corridors, with those corridors for Parks being established outside the Park boundaries.

For commercial flightseeing over Crown Land, flight corridors should be developed with the licensee but based on the following restrictions:

- a) minimum flight altitudes of 1000 meters above the terrain
- b) maximum flight frequencies of ten per day

[June 4, 1991

18. ARCHIVES

18.1 Acquisition policy [2012.02.07]

The Archives is designated as the permanent repository for all records created by the BCMC in the course of carrying out its activities. Records created by members of the BCMC, and relating specifically to their activities with the BCMC, will also be acquired. Records shall be accepted in the form of bequests, donations, gifts, loans, trades, or purchases. As per Article 7.3, one copy of all BCMC printed and electronic publications will be deposited in the club archives.

The BCMC signed the following agreement with the North Vancouver Museum and Archives (NVMA) in September, 2011, to transfer the existing as well as future club archival material to the NVMA for storage. The agreement is as follows:

Agreement between the British Columbia Mountaineering Club, (hereafter, "the Donor"), and the North Vancouver Museum and Archives (hereafter, "the NVMA"):

Re: the BCMC Archival Records (hereafter, "the Records")

The Donor agrees to donate the BCMC Archival Records to the NVMA for the purpose of safe keeping, long-term preservation, maintenance of record quality, and the provision of access to the Donor and its members, researchers, and the general public.

The terms and conditions of the transfer of the Records to the NVMA are as follows:

1. *It is agreed that copyright in the records, so far as the BCMC owns copyright, will be transferred to the Archives. The donor will work with the Archives to resolve any outstanding copyright issues within a calendar year from the date of transfer of custody. (It is mutually understood that under Canadian Copyright law, any photograph created before December 31st, 1948, is deemed to be in the public domain).*
2. *The Donor agrees that the NVMA, as a public repository, will freely provide public access to the Records, including images, with the exception of the limited circumstances detailed in (3) below*
3. *No commercial uses of the Records will be permitted by the NVMA without the written permission of the Donor. The Donor agrees to respond to such requests within 5 working days. The Donor will provide the NVMA with current contact information for individuals authorized to give this permission.*
4. *Should any particular case arise where there is doubt about how to respond to a request for the use of the Records, the Archives will contact the BCMC executive.*
5. *The Donor is responsible for future accruals to the Records, and for deciding when and how such accruals are made.*
6. *Any loans, transfers, or dispositions of the Records, in whole or in part, in the NVMA's custody, will require the written permission of the Donor.*
7. *The NVMA, through its Archivist, will provide reasonable access to the Records, outside, and in addition to, its regular public hours, to the BCMC Executive, and to members approved by that Executive.*
8. *BCMC members will be exempt from paying fees to access the Records, if NVMA should implement an access fee in the future. This exemption does not, and will not, apply to the regular fee-for-service (reproduction, research by NVMA staff) charged by the NVMA.*
9. *In the event that any of the objectives and provisions of this agreement cannot be met, the agreement will be revisited.*
10. *Any changes to this agreement will be in writing, and signed by both parties.*

18.2 Roles and responsibilities of the BCMC towards the club archives [2012.02.07]

1. The BCMC will always keep in its possession, separately from the club archives, a copy of the signed agreement between the club and the North Vancouver Museum and Archives concerning the BCMC archives.
2. Club members in good standing shall not pay user fees to access the BCMC archives, but should expect to pay the fees imposed by the NVMA for any services, such as photocopying, that are supplied by the NVMA.
3. The BCMC executive will appoint a club archivist.
4. Materials will continue to be added to the BCMC archives only by the club archivist.
5. The archivist will be responsible for adding materials to the BCMC archives, cataloguing these materials, and ensuring that the BCMC has an up-to-date catalogue of all materials within the BCMC archives and a complete set of digital images of all photos in the BCMC archives.
6. The club archivist will act as the liaison person between the NVMA and the BCMC, and will be the first person contacted by the NVMA for any issues concerning the club archives.
7. If the archivist is not available for contact, as per clause 5, the BCMC president, or if that person is also not available, then the BCMC vice-president, or if that person is also not available, then the BCMC editor, will act as the liaison person.
8. Use of any material within the BCMC archives for commercial, advertizing, or political purposes requires the permission of the BCMC executive.
 Previous uses of BCMC archive material that have been approved include:
 - Research (e.g. use of photos for studying glacial retreat; use of written materials for university graduate theses).
 - Education programs (i.e., photos for university education purposes to illustrate changes in vegetation, snow levels, and glaciers with time; photos and films used by Friends of Garibaldi Park (non-profit, volunteer group) attempting to help maintain and promote stewardship of Garibaldi Park).
 - Use of material in books regarding former BCMC members or climbing in BC (e.g. Katherine Bridge's books about the Mundays).
 - Use of archival material by the North Van Museum and Archives in its mountaineering history museum and website displays.
9. The BCMC executive will provide to the NVMA the names and contact information for the 5 BCMC people listed in clauses 5. and 6.

19 MEMBERSHIPS AND DONATIONS

Preamble

The BCMC executive must exercise prudence when spending club monies. It would be easy to dissipate the club's capital on activities which some members support, and which may in part advance the club's goals, but which are tangential to the club's main interests.

The club has a long and varied history. Its interests, as set out in the constitution, include matters related to mountains, mountaineering, and climbing in B.C. One of the club's great strengths is that it stays focused on this. Club members often become involved in other groups that in part forward the BCMC's goals, and the club

sometimes supports or becomes a member of these groups, but they are usually secondary to the club's main goals, and the club avoids becoming directly involved.

The club is primarily a service organization, and most of its resources will always be used for activities such as the trip schedule, training for trip leaders, a variety of courses, socials, the website, a newsletter, and the journal. The club and its members tend to be self-reliant, as befits mountaineers and climbers, but also works with others as needed. The club has from time to time belonged to other organizations, or contributed to projects that further the club's purposes. This policy sets limits on those memberships, donations, and project support.

Memberships, donations and project support in the past have included:

- Membership in the Mountain Access Committee (- 1971).
- Membership in the Mountain Rescue Group (1950s – 1980).
- Membership (1971 –) in the Federation of Mountain Clubs of B.C., a current cost of \$15/member/year, . Historically this has been >90% of the club's budget in this area, although there is an active debate as to the return on this investment. Insurance has also been procured through the FMCBC and should be treated as a club expense separate from the club's membership in the FMCBC.
- Membership (1996 -) in the Climbers' Access Society of B.C., \$50/year.
- Donations to the Canadian Avalanche Association.
- Financing publication of A Climbers' Guide to the Squamish Chief (1980), A Guide to Climbing and Hiking in Southwest B.C. (1986), the Stein Valley Guide (1991), and the Alpine Select and Squamish Chief guides (2001). The club earned considerable money from royalties from 103 Hikes in Southwest B.C., more recently from 109 Walks in Southwestern B.C., but has had mixed financial success with other publications, losing money on some.
- Some donations to mountain rescue or mountain safety groups, where members have directly benefited from their work, or in memory of club members.
- Construction of several mountain huts (Seymour, Grouse, Himmelsbach, Mountain Lake, Batzer, Wedgemount Lake, Plummer, North Creek).
- Donations to the Wilderness Education Program, John Clarke's environmental project.
- Some donations to help finance publication of leaflets or brochures supporting various environmental causes.

19.1 General Principles [2012.02.07]

The following are recognized as general principles relating to this policy.

1. All memberships, donations and project support provided by the BCMC should directly further the interests of the club and its members in mountain access, mountain safety, mountain conservation, and mountain exploration. Memberships, donations and project support for other purposes should not be considered.
2. Demands on the BCMC for various purposes will always far exceed the club's resources, and it will always be necessary to choose between various priorities, based on value to members and return to the club. Members surveys may help in that regard.
3. The club can best serve its members by staying focused on mountains, mountaineering, and climbing. There are innumerable organizations, projects, and activities in which the club has some general interest, but which are not directly relevant to the BCMC's goals. We might encourage members to support these, or offer non-financial support, but no more. We can't solve all the world's problems.
4. We must be forward looking. Our future is likely to be issue-specific alliances with land managers, other low impact recreationists, and moderate conservation groups. Radical environmental groups, commercial recreation, and motorized recreation are likely to be increasing threats.
5. There is a need for an application and reporting process, to keep track of who wants money, for what, and how it is used.

19.2 Specific Limitations [2012.02.07]

1. All memberships, donations, and project support must be taken from the club's operating budget, and must be considered secondary to the club's main goals.
2. The prime criteria are whether the activity is directly related to mountain safety, mountain conservation, mountain exploration, or mountain access, whether it advances the goals of the club and its members, and whether it is the most effective way to accomplish the goal in question.

3. The club's capital, and interest on the capital, must only be used for memberships, donations or project support in unusual circumstances, after a special resolution.
4. All memberships, donations and project support must be publicized to members in the newsletter.
5. Memberships in and donations to other organizations must be subject to active participation by club members in them or to substantial benefit or potential benefit to club members.
6. Ongoing memberships costing \$500/year or more must be approved by ordinary resolution, at the time the membership begins and every five years thereafter.
7. Donations or project support costing \$1000 or more must be approved by ordinary resolution.
8. When a club member is injured or dies in the mountains, the club should consider making a donation to any volunteer mountain rescue group that assists.
9. Money must not be used for non-BCMC publications unless there is a written agreement, and unless there is a reasonable prospect of the capital (at least) being returned.
10. All donations and project support should appropriately acknowledge the BCMC.
11. The total amount donated by the club is at the discretion of the executive.

[May 1, 2001]

20. POLICY ON PETS ON CLUB TRIPS [2012.02.07]

Taking pets on official club trips will be up to the trip organizer's discretion and approval. The following guidelines will normally apply:

1. Trip participants should follow any local area regulations and pets should not be taken into areas where they are not legally allowed.
2. Trip participants who wish to bring a pet should check with the trip organizer in advance.
3. Trip participants should ensure that the animal is under control and is capable of meeting the physical demands of the trip.
4. Trip organizers should notify other participants that a pet may be on the trip.

21. FINANCIAL MANAGEMENT POLICY [2012.04.03]

21.1. Financial Reporting

21.1.1. Annual Financial Statements

Annual financial statements, consisting of an income statement and balance sheet shall be prepared by the treasurer and submitted to the executive for review and approval by October 31 of each year.

The executive-approved financial statements should be made available to members via e-mail before the Annual General Meeting. The treasurer shall present the financial statements at the Annual General Meeting.

21.1.2. Monthly Executive Updates

The treasurer shall distribute statements of cash receipts and disbursements to the executive prior to the monthly meeting. Statements should be prepared for each of the club's funds and statements shall include:

- Cash balance at the beginning of the month.
- Summary of cash receipts organized into categories that correspond to budget line items.
- Summary of cash disbursements organized into categories that correspond to budget line items.
- Cash balance at the end of the month.

- The monthly statement shall include a side-by-side comparison with prior months and a year-to-date summary.

The following reconciliations should be prepared and submitted to the executive on a monthly basis:

- Bank reconciliation
- Membership revenue reconciliation. Calculated expected membership revenue based on the membership list and compare it to the value recorded in the books.

21.2. Books and Records

Books and records shall be maintained for a period of at least ten years. After that period they may be destroyed or submitted to the club's archivist. Examples of books and records include:

- Financial statements
- Bank statements
- General ledger
- Journal entries
- Deposit books
- Cheque stubs and cancelled cheques
- Invoices and receipts
- Cash receipt logs

Books and records can be maintained in hard copy, electronically, or a combination of the two.

21.3. Budget and Cash Flow Forecast

21.3.1. Budget

The executive shall prepare an annual cash budget, which must be approved by a $\frac{3}{4}$ majority of the executive. The budget shall be for the period from October 1 – September 30.

The budget should be passed by the executive at the September executive meeting. The budget should be reviewed and ratified or modified and approved by the executive at the January executive meeting.

The purpose of preparing a budget is to recognize that the club has limited financial resources and must prioritize how it spends its funds in order to further the club's goals and support members' priorities.

As much as possible, individual line items in the budget should be supported by reasonable assumptions and historical experience. An annual comparison between the budget and actual expenses should be completed in order to support the budgeting process.

21.3.2. Cash Flow Forecast

The treasurer shall use the approved budget to generate a cash flow forecast for the year. This is to ensure that cash flow timing issues will not be an issue.

The cash flow forecast should be updated quarterly based on historical experience and more accurate knowledge of assumptions used in the budget.

21.4. Operating Reserve

The purpose of an operating reserve is to maintain sufficient cash in the **general** fund to meet short-term financial challenges that may arise. Examples of short-term challenges include unexpected expenses (e.g. having to move the social to a more expensive location for a short period), unexpected increase in expenses (e.g. increase in insurance premiums), and decrease or delay in membership renewals.

The club generally has ample time to plan for large annual expenditures such as FMCBC dues and insurance, and Mountaineer printing. In addition, the club typically makes discretionary expenditures or expenditures that can easily be deferred such as donations, sponsorships, gifts, and cabin repairs. Given the nature of these expenses, an operating reserve is not required to meet short-term challenges that may relate to these expenses.

There are several ongoing operating expenses that relate to critical club activities. These are newsletter publication and distribution, socials, and website expenses. The amount of the operating reserve should be such that these expenses could be sustained for a period of 6-12 months.

Based on the above discussion of the purpose and uses for an operating reserve, the operating reserve shall be \$5,000 invested in a redeemable guaranteed investment certificate.

21.5. Regulatory Compliance

21.5.1. Corporate Registration

The treasurer or other designated executive shall file the Society Annual Report (Form 11) with B.C. Registry Services no later than 10 days after the club's Annual General Meeting. The annual report shall be updated with the name and address of each executive member and the registered address shall be updated to be the treasurer's or some other executive's home address.

21.5.2. Society Act Requirements

Every five years or earlier if requested, the executive shall review statutory requirements of the B.C. Society Act and ensure the club is in compliance.

21.5.3. Income Tax and HST

The treasurer shall review, on an annual basis, the filing and reporting requirements of the Income Tax Act. Based on the review, the treasurer shall make a recommendation to the executive.

The treasurer shall review, on an annual basis, the registration, filing, and reporting requirements of the Excise Tax Act (GST/HST). Based on the review, the treasurer shall make a recommendation to the executive.

21.6. Controls for Cash Receipts and Disbursements

21.6.1. Cash Disbursements

All cash disbursements shall be by cheque, except for PayPal refunds.

Cheques shall be signed by two executive committee members. The preferred cheque signatories are the President and Treasurer. All requests for cheques must be accompanied by supporting documentation such as a receipt or invoice.

Cash disbursements shall be approved as follows:

- Disbursements of less than \$250 can be approved by the two cheque signatories.
- Disbursements more than \$250 must be approved by a majority vote of executive members. An e-mail vote is acceptable.

Refunds of membership dues, course fees, or other amounts collected via PayPal may be refunded via PayPal according to the following procedure:

- Refunds will be processed by the treasurer.
- Course fee refunds will be authorized by the Programs and Camps chair via an e-mail copied to the treasurer.
- Membership dues refunds will be authorized by the membership chair via an e-mail copied to the treasurer.

21.6.2. *Cash Receipts*

Cash is received by the following methods:

- PayPal
 - Access to the PayPal account shall be limited to the treasurer and Webmaster.
 - Cash received in the PayPal account shall be transferred to the club's bank account at least monthly. A small balance of \$500-\$1,000 should be left in the account in order to process refunds.
 - The Webmaster or treasurer shall be responsible for ensuring PayPal links and prices are correct.
 - The treasurer shall prepare a monthly journal entry to summarize PayPal account activity.
- Membership desk at club socials
 - Memberships and other items such as books and club journals can be purchased at the membership desk during club socials.
 - Two individuals should be present at the membership desk when cash is being received.
 - A cash receipts log shall be maintained at the membership desk at each social. The log will include the name of the person from whom the cash was received, the amount received, and the nature of the receipt (e.g. membership dues).
 - The cash receipts log and cash receipts shall be collected by the treasurer or another executive member at the end of each social.
 - Cash received at club socials should be deposited in the club's bank account the next day. A journal entry shall be prepared by the treasurer after the funds are deposited.
- Regular mail
 - Two executives typically check the club's mail box on a regular basis.
 - A cash receipt log shall be prepared for all funds received by regular mail.
 - Cash, cheques, bank drafts, etc. received by regular mail should be deposited in the club's bank account no later than the day after they are picked-up.
 - If the treasurer did not pick up the mail and make the deposit the individual who did so shall forward details of the receipt to the treasurer which include the name of the person from whom the cash was received, the amount received, and the nature of the receipt (e.g. membership dues).
 - A journal entry shall be prepared by the treasurer after the funds are deposited.
- Miscellaneous sales at various venues (e.g. VIMFF, Squamish Adventure Centre)

- The person receiving the cash shall prepare a cash log that details the name of the person from whom the cash was received, the amount received, and the nature of the receipt (e.g. Mountaineer sale).
- The funds received and cash log shall be mailed to the club's post office box or given to the treasurer in person the day after the funds are received.
- The treasurer should deposit the funds no later than one day after they are received.
- A journal entry shall be prepared by the treasurer after the funds are deposited.

21.7. Contracts and Commitments

The executive may enter into contracts or make commitments to spend the club's money at future date. Examples include book publishing contracts, monthly leases for socials, sat phone service agreements, etc. All contracts and commitments must be approved by $\frac{3}{4}$ of the executive.

21.8. Banking

The club shall use of a single bank account at HSBC Bank Canada. There are four signatories on the account as follows: President, Treasurer, Vice-President, and Past President. Bank statements and other bank correspondence are mailed to the club's mail box and retained by the Treasurer.

21.9. Excess Cash

The club may periodically have a large cash surplus in excess of the operating reserve. The executive should make plans to disburse these funds in order to further the goals of the club and to avoid any possible violation of the Income Tax and Society Acts. While the executive is deliberating on how to disburse the excess funds, the money should be invested in a conservative interest-bearing investment such as a GIC or high-interest savings account.

22. PROJECT APPROVAL POLICY [2013.11.05]

22.1 Project Approval Criteria

The club will assess member project proposals according to the following four criteria:

1. Project alignment with the Club's purposes:
 - a) The exploration of and recreation in the mountains, valleys and ice fields of British Columbia and the study of their natural features.
 - b) The preservation of the mountains, valleys and ice fields of British Columbia through protective legislation.
 - c) The promotion of such scientific, artistic and recreative pursuits as will secure these objects.
2. A solid project proposal
 - a) Activities are documented and support the desired outcome
 - b) A single person as "project owner" taking responsibility
 - c) Project owner has the experience and capacity to deliver
 - d) Non-financial resources required can reasonably be assembled
 - e) The proposal contains a credible budget, time-line and milestones
3. The Club Membership must be consulted and supportive of the project. The level of consultation and support required should be proportional to the size of funding being sought and awarded.

4. Benefit to a broad segment of the Club's membership. The goal should be to spread and maximize the benefit to as broad a set of members of the club as we can.

23. COURSE REIMBURSEMENT POLICIES [2014.02.04]

23.1 Course Reimbursement Fund

Guidelines for the **BCMC Course Reimbursement Fund** [hereafter referred to as CRF]:

The annual budget (Oct 1st to Sept 30th) for the CRF will be set to 50% of the net income from the previous year's "Programs Revenue".

1. Only mountaineering-related instructional [hereafter referred to as MRI] courses will be considered for reimbursement using the CRF.
2. Only current BCMC members who have volunteered as a Course Instructor or Trip Organizer at some point during the previous year may apply.
3. Application screening will be based on type of trips and number of trips/courses organized, with preference given to those organizing:
 - 12 full days worth of BCMC trips during the previous 12 months, with a total of 12 or more unique club members participating.
 - two full-days of BCMC course instruction, with a total of six or more unique club members participating.
4. Applications must be received by the BCMC Programs Chairperson [see NOTE-1] within three months of the MRI course start date.
5. Applications may be submitted and approved either before or after the MRI course is scheduled to start.
6. An approved application will be specific to both the applicant and the MRI course applied for and cannot be transferred.
7. Applications will be rejected if the total fee charged for the MRI course is less than \$50 CAD.
8. Any reimbursement awarded should cover at least 10% of the MRI course fee or \$25 CAD, whichever is greater.
9. An approved CRF award will be dispersed if and when the MRI course has been successfully completed.
10. The Executive Committee may delay disbursement until the applicant provides reasonable proof of successful completion.
11. As directed by the Executive Committee, the BCMC Treasurer will process CRF awards then notify both applicant and BCMC Editor.
12. The BCMC Editor will make a reasonable effort to advertise CRF awards in the BCMC eNews and/or Newsletter.

NOTE-1: alternate contacts for the current Programs Chairperson will be the current BCMC President or Vice President.

23.2 Fast-Track Course Reimbursement

- The following courses are eligible for pre-approved reimbursement when organized through the BCMC: AST-1 (Avalanche Skills Training), Crevasse Rescue, Rock Rescue, and Wilderness First Aid.
- Members who have organized 4 BCMC trips that went or were the secondary instructor on any BCMC course in the previous 12 months are eligible for a 25% reimbursement.
- Members who were the primary instructor of any BCMC course in the previous 12 months are eligible for a pre-approved 50% reimbursement for any of these courses.

23. HUT CONSTRUCTION POLICIES [2016.05.03]

23.1 Hut Approval Process

The BCMC should build huts -

- a. Only when they are consistent with any management plan for a specific area. They should not be built in wilderness or wildlife conservation zones.
- b. In a location which has been chosen by the use of topographic maps and air photos or satellite imagery, followed by examination of the area on foot, both in summer and winter, together with a proper hazard evaluation.
- c. In a location that is not too close to (within 50m of) a lake or stream. Outhouses should be even further away from water bodies.
- d. In areas which can withstand large numbers of people. Sensitive ecosystems (e.g. those containing endangered species or wet soils) should be avoided.
- e. With at least a 3 hour walk in during summer. This walk should not be so far that the hut cannot be reached within a day in winter, but it should be far enough to discourage heavy use in summer.
- f. With a reasonable (not too rugged) trail access.
- g. For foot-based activities (hiking, climbing, ski-touring, snowshoeing).
- h. For a reasonable level of comfort. They should not be either basic 3-walled roofed shelters or high-end cabins, but should be similar in comfort to existing backcountry huts, such as the BCMC North Creek or the VOC Brew cabins.
- i. With the inclusion of an unlocked and basic covered emergency area to provide shelter for parties in difficulty requiring unexpected shelter.
- j. With no garbage disposal facilities, but containing conservation hints, such as "You carried it up - you carry it down" posters.
- k. With a viable maintenance plan in place. (i.e. funds for maintenance will need to come from hut fees, which should be greater for non-club members than for club members).

The hut building process should consist of two stages:

- Stage 1 – Find a hut location
- Stage 2 – Determine the hut design and budget

Both stages must be approved by the general club membership and the second stage should not proceed until the first stage has been approved by the membership.

23.2 Location Exclusion Criteria

Huts should not be built -

- a. In areas prone to avalanches
- b. Too close to Vancouver (not the North Shore mountains)
- c. Primarily for summer use
- d. In areas likely to be visited by snowmobiles.