

AWARDS/RECOGNITION

Distinguished Service Award

The President will select, if appropriate, the Distinguished Service Recipient, upon consultation with other appropriate members. This honor should be bestowed if a RARES member has shown accomplishments above and beyond those normally expected of a member. It is a subjective judgment, which says, "the organization could not have reached this accomplishment if it had not been for this person's efforts." It is not intended to recognize someone who has done an outstanding job in their career or profession but, rather, to recognize a member for their contribution to RARES.

If such an obvious recipient does not exist, then it should not be presented. However, by the same token, if more than one individual deserves recognition, the President should not be limited to one. The award should always be treated as significant, distinguished, rare and special ... one of the elite.

Recognizing Leadership

It is understood that the President has the right (within reason) to purchase appropriate gifts or mementos to recognize the outgoing officers and that the Immediate Past President should do the same for the President.

RARES Awards Program

RARES has its own Awards Program designed to recognize the accomplishments of its membership. A committee usually receives applications in August, selects the winners based on established criteria and presents the awards at the RARES Day Conference.

COMMUNICATIONS

Newsletter

A monthly newsletter/ mailing is published to communicate to the membership:

1. News of meetings
2. Upcoming events/promotions
3. Membership information
4. Educational material
5. Highlights of board meetings
6. Associate members advertising

Mailings

Current members receive complete mailings. Prospective members receive only a copy of the most current newsletter.

Only Board Members receive minutes of the Board meetings although they are available to anyone who desires to see them.

The mailing list is available to members in "mailing label" format (or .rtf or database format for electronic exchange) for authorized association business.

Press Releases

If there is an event, function or meeting that a committee chairperson or Board member wants to have announced in a press release, they should present before the Board of Directors for final approval before the announcement is released.

FINANCES

Audit/Review

It is the policy of the board that the Treasurer reviews all financial records at least quarterly and the president review the same records at least annually. The board retains an auditor where appropriate to review the books, ensure the proper filing of our tax returns and other functions associated with our non-profit status.

Banking Procedures

An interest bearing account exists at a financial institution. The RARES Executive Director issues all checks as required. All receipts/disbursements are posted in a computerized ledger system that generates the data for monthly financial reports. The treasurer reviews banking transactions at least quarterly.

Budget

The budget is compiled annually by the Executive Director in consultation with the Board Treasurer, and presented it to the board within the first quarter of each year.

Dues

Association dues for each membership category are due annually on January 1st.

- 1) Dues are pro-rated semi-annually for General Members. Dues are waived for the fourth quarter.
- 2) Dues for Associate Members are pro-rated in the second year provided the member rejoins. This prevents Associate Members from obtaining full benefits for partial fees yet adjusts their dues in the second year so that they will fall on the same billing cycle as the rest of the members. With payment of their dues, Associate Members are also entitled to all General Member benefits.
- 3) Associate Members sponsoring a single event (e.g., Homearama Show) may join RARES for a special rate. Single-event memberships are not entitled to any benefits of General Members.

Incorporation/Tax Exempt

e Association received tax exempt status in 2002.

Invoice Policies

Member organizations with outstanding accounts will not be allowed to participate in any other ticket programs until their accounts have been cleared.

Contributions

RARES, as an organization, does not make charitable contributions or donations. If space is

available in our newsletter we will gladly publicize fund-raising events for any of our General or Associate Members.

MEETINGS

Board Meetings

Meetings are held at least quarterly. Anyone representing a General or Associate Member organization is invited to attend Board Meetings.

The president should call board members who miss two consecutive board meetings to determine whether or not they will be able to continue board involvement.

Other Meetings

When needed, other types of meetings will be held for General and/or Associate Members. These may be of educational value, offer networking opportunities or be available to assist associates in selling products, goods or services.

MEMBERSHIP CATEGORIES

General Members

This group represents the main body of membership.

An umbrella organization may join RARES for the benefit of its employees so long as that organization is willing to designate one individual or source as the "RARES contact."

Associate Members

This group represents vendors who wish to sell their products or services to RARES General Members.

An Associate Member can represent whatever is normally covered by the company name that the individual has registered. If an individual has investments in several different types of activities (e.g. travel agency, health spa, ski resort) each with their own company name, each entity must join for each basic activity and cannot represent all activities with one membership. The same is true of an individual who rents space to other individuals. The landlord cannot represent the tenants with one membership.

The RARES Board of Directors has the right to deny membership to any company or organization that, in our opinion, does not offer our members appropriate services and/or discounts.

Associate Members - Single- Event

Associate Members promoting a single-event will be charged a special fee.

Single-event members are not entitled to any General Member benefits. For their fee, RARES will agree only to publicize their event. We will not handle ticket sales or provide any additional services for the event.

Lifetime Members

Past Presidents (who held active membership in the Association at the time of their retirement) become lifetime members of the Association upon their retirement.

Membership ID Cards

Currently, it is up to each member if they want to initiate membership cards for their employees. Due to the significant cost involved, RARES does not publish membership cards for its members.

MEMBER RESPONSIBILITIES

General Member

The main purpose of the organization is to serve the needs of the General Members. However, the organization cannot be successful if these members do not take an active role in the organization by taking advantage of the services available supporting the Associate Members through the purchase of their goods and services, when appropriate requesting services that will meet their needs attending meetings when feasible participating as much as possible in the various committees and positions that make up the organization

Associate Member

A primary objective of the organization is to match the needs of the General Members with the products and services that are provided by the Associate Members. This does not happen automatically. These members must be certain to provide specific information about their goods and services offer the best possible discounted price practice good ethical business standards contact the members through the organization's guidelines make presentations at regular meetings participate in Vendor Fairs voice their problems and concerns participate as much as possible in the various committees and positions that make up the organization.

RARES desires to utilize its buying power to maximize the savings available to its members. A vendor who wishes to market goods or services to RARES member and their families should offer a savings that is significant enough to interest the members so that they will consider making the program available to their employees/associates and their families. Associate members must provide a uniform, significant discount for the employees and families of RARES members, which is beyond that which is offered to the general public.

General Public is defined as: Someone who is not affiliated with an organization through which they might purchase the goods or services at a reduced rate - someone who comes in "off the street" to purchase the goods or services.

Associate Members must have a formal procedure established to ensure consumer satisfaction. Associate Members must provide reasonable alternatives to meet RARES members' needs for discount programs.

Associate Members must make initial contact with member organizations by mail or e-mail only.

Board of Directors

The duties and responsibilities of the following Board positions may be found in the RARES by-law:.

President

Immediate Past President

1st Vice-President
2nd Vice-President
Secretary
Treasurer
Associate Member Representatives
General Member Representatives

RECORDS

Minutes

The Secretary is required to take minutes of all Board Meetings. Copies are distributed to the Board Members monthly. Copies of minutes are available to all RARES members by contacting the RARES office.

Reports

The President, at the end of his/her term, should file a written report summarizing the highlights of the year. This report should be filed at the January Board Meeting following the President's term and included in the February newsletter.

Articles of Incorporation

The Association did file for and obtained Articles of Incorporation in 1983.

The History File

The secretary is responsible for collecting item for our history file. Items to include in the history file are as follows:

1. Election ballots and results.
2. List of the Board of Directors and Committee Members.
3. President's objectives for the year.
4. Budget.
5. Schedule of meetings for the year.
6. Dues sheet with pro-rated quarters.
7. Board Meeting minutes.
8. Newsletters.
9. President's Annual Report.

NOMINATING PROCEDURE

At the end of the calendar year, the board will solicit nominations for each officer's position and board vacancy. Generally speaking, officers should have served on the Board for at least two years. The RARES by-laws contain procedures for nomination of Board members.

RARES SERVICES

Vendor Screening

All Associate Members must meet the criteria of the Association in order to offer their goods/services to the General Members through the Association. (see Member Responsibilities.)

Discounts

All Associate Members offer some type of significant discount or reduced price to General Members that is beyond that which is offered to the general public. The services that each Associate Member offers are published in the Associate Members Directory.

Most Associate Members contact the General Member directly but, in some cases, the RARES Office handles the program for them (see Tickets).

Consignment Tickets

Most Associate Members sell their tickets, etc., on consignment. In other words, they are willing to extend our members credit by not accepting money until the tickets are sold (or, in the event the tickets are not sold, returned). (See Tickets).

Historical Library

The Secretary is responsible for obtaining, maintaining, distributing, promoting and recording as complete a library as possible on employee services/recreation materials.

Newsletter/Mailing

A monthly newsletter/ mailing is published to communicate to the membership, news of meetings, upcoming events/promotions, membership information, educational material and highlights of board meetings. This newsletter is currently distributed online.

Meetings

General meetings for RARES members will be held on an as-needed basis.

Awards Program

Awards include the Distinguished Member of the Year, Promotional Categories, Associate Member of the Year and Employer of the Year.

Educational Forum

RARES offers an opportunity to exchange ideas, learn from the experience of others, hear professionals, share experiences and attend conferences.

Pool Resources (Piggy Back)

Pooling resources or piggy backing is a way to fill your program by offering vacancies to members of other RARES organizations. (E.g., you need two more teams to fill your league, your bus trip is short 10 people, you need 20 more tickets for a special event).

TICKETS

Discounts

All Associate Members offer some type of significant discount or reduced price to General Members that is beyond that which is offered to the general public. The services that each Associate Member offers are published in the Associate Members Services Directory.

Most Associate Members contact the General Member directly, but in some cases, the RARES office handles the program for them.

Programs handled directly by RARES are done so for one of two reasons:

1) The vendor has a minimum volume order, which many of our members cannot meet. In this case, the Board may decide to have RARES serve as a distributor in order for our smaller members to be able to take advantage of the program. RARES tacks on a handling fee to help offset some of the cost of the program.

2) The program is usually a special event arranged for the members by the Board of Directors and the Associate Member. In this case, the tickets, etc. can only be obtained through the RARES office. Usually, these programs are also fund-raising programs that help to supplement the RARES treasury.

Consignment Tickets

Most Associate Members sell their tickets, etc., on consignment. In other words, they are willing to extend our members credit by not accepting money until the tickets are sold (or in the event the tickets are not sold, returned). Members should understand that when they accept tickets under this arrangement that they are responsible for the total value of all the tickets. Tickets obtained in this fashion must be reconciled with the vendor/RARES Office on the agreed date with cash and/or unsold tickets. It's very important to keep accurate records and to have a written agreement with the vendor/RARES Office of the number of tickets, etc., exchanged both before and after the event.

PROCEDURES TO HANDLE TICKETS THROUGH THE RARES OFFICE

Ordering

A generic order form is always available on the RARES web site or by request. Reps may also place their consignment order online on the RARES web site (see the "RARES Reps" button). To order tickets the old fashioned way, complete the paper form and mail or fax (no phone orders) it to the RARES Office. Orders are usually filled the day received (except seasonal programs, which are filled as soon as RARES receives the tickets and most of the order).

Limits

There are limits on availability of consignment tickets for car wash and movie tickets. Tickets ordered on consignment for these programs will not be filled until payment is received for previous orders. Ticket orders may be limited based on previous years' sales or ticket availability.

You do not have to order tickets on consignment. You can promote the program and order the tickets from RARES as your employees order them from you. You can get them in a day or two (fax order indicating payment will follow, and the tickets will be mailed that day), providing tickets are in stock. Requests for large pre-pay orders should be made at least 2-3 weeks in advance.

Consider making arrangements within your organization to set up a fund to purchase tickets up front. That way, you can keep tickets on hand and reimburse the fund as tickets are sold.

Payment

For RARES day/night events and seasonal programs, unsold tickets on consignment must be returned by date stipulated by the program or you own them. A late fee is in effect for late payment (currently 1.5% monthly but subject to change without notice). If you have several ticket outlets, we can set up different dates giving you adequate time to get the tickets in.

A Ticket Payment Form should be used when you are sending tickets or payment to the RARES office. This will help to identify what the payment is for and verify the contents received. You can also use it to let the office know that you have authorized payment and that we will receive the payment directly from your accounting department.

Keep in mind that our Associate Members have provided a service and paid the expense of providing that service long before they receive payment for it. Part of their justification for pricing their product is based on their cash flow and their cost of borrowing money. We have an obligation to meet the terms of our contracts. Failure to do so not only jeopardizes the program but contributes to the shrinking of the discount that our employees receive.

Returned Checks/Non-Payment

All invoices that are 60 or more days overdue may incur interest charges of 1.5% monthly (18% annually) until paid. The late fee is subject to change without notice.

Checks that are returned to the RARES office for any reason will incur NSF fees. These fees, generally a minimum of \$20, may vary and are noted on the current order forms for both individual and consignment tickets.

Returned checks or other non-payment by individual employees/associates of RARES member companies may become liabilities of the member company. RARES makes every effort to recover funds for NSF or other transactions where the employee/associate is in default. RARES may also enlist the cooperation of the employer to bring the incident to resolution. If unsuccessful, RARES may ask the company to rescind the RARES ID card and all RARES privileges from the employee/associate in question. If funds are not recoverable through conventional civil or criminal means, RARES may assess the employer for loss of funds as part of the normal dues cycle.

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