

## CHAPTER 10: SPECIAL EVENTS and EXCURSIONS

### Basic Facts

1. Special events and excursions are organised throughout the Club year to bring members together, sometimes with family and friends (Bylaws Art. VII.1).
2. Inform the Board of planned outings/events as early as possible. The Board reserves the right to veto an outing/event on rare occasions if deemed necessary.
3. Planned outings are announced in the Grapevine (via the Editor), The Digest (via the Digest Managers), and at Coffee Mornings.
4. Special events are self-funding and must be fully accounted for (Constitution Article VII.2).
5. The Special Events team organises Club lunches during the year (except the Old-Board/New-Board lunch).
6. Special events and excursions are open to all Club members and are not confined to a particular activity group.
7. No member may profit materially from organising a special event or an excursion (Constitution Article VII.4).
8. Special Events and Excursions No-Show policy applies (see Annex 1). Members who commit themselves to participate in any Special Event or Excursion must be fully prepared to meet the costs as stated (Bylaws Article II.E.3).
9. All outings/events are organised in liaison with the Treasurer.
10. The Club disclaims all legal responsibility in accordance with Constitution Article VIII.3.

**The description of the Special Events and Excursion Coordinator's Role is detailed separately under the section on the individual Board Roles.**

### YOUR ROLE IN THE SPECIAL EVENTS AND EXCURSIONS TEAM

| Tasks  | Further Details  |
|--|--|
| Assist the Coordinator in organising event and outings | <ul style="list-style-type: none"> <li>• Help organise Club Lunches</li> <li>• Organise events with the help and supervision of the Coordinator</li> </ul> |

### CLUB POLICY:

#### 1. Finances

- If an unintended profit of less than CHF10.00 per head is made, it is allocated to the Club Reserve Bank account. If the profit is more per head, it must be reimbursed to the participants or, with their permission, donated to the Club Charity Account.

#### 2. Guests

- Members may invite a guest(s) to some Special Events and Excursions according to availability and with approval of the Coordinator. Priority is given to Club Members.

#### 3. Car Sharing Arrangements

- When a member's car is used for transport to a Club activity, for a Club excursion or a day trip, passengers should give the driver an amount that covers driving expenses but does not result in personal profit. The amount to be charged is set out on the IWCN website under *Reference Documents - How to Work Out Car-Sharing Expenses*.

**Annex 1: Registration and Payment for Club Events**

To register for a Club event, please make your payment through a bank transfer. This is the only way we can trace who has made payments for each event.

**On each payment state your name as you are registered with the Club and the reason of payment (i.e. annual subscription, Christmas lunch etc).**

For payments in Switzerland, the IWCN QR code can be found in the Grapevine and in the Directory (Page 16)

You can also pay using the Multimat in your bank or at your nearest UBS bank by depositing the amount via the cashier into the account of the International Women's Club of Nyon.

Please do *not* pay by postal payment as this is costly and no longer accepted by the Club.

|                          |   |
|--------------------------|---|
| UBS Bank Account Name:   | International Women's Club of Nyon              |
| UBS Bank Account Number: | 0228 - E0126365.0                               |
| SWIFT Number:            | UBSWCHZH80A                                     |
| IBAN Number:             | CH39 00228 228E 0126 3650 (all numerical zeros) |
| Postal Code, City        | 1260 Nyon                                       |

Please make your payment at least 4 working days before the announced deadline so that it can be identified on the bank statement. Reservations are not confirmed until payment information has been received by the Treasurer.

**Special Events and Excursions No Show Policy**

When signing up for a Club event, please take note of the following policies:

1. If the booking has been made through a third party (for example a Travel Agency) the Terms and Conditions of that agency apply in the event of withdrawal or cancellation.
2. For events organised by the Club, payment must be made before confirmation of participation can be given.
3. If you cannot attend an event for which you have registered, cancel as early as possible but, in any case, 10 days before the event is due to take place. Failing this, you are likely to be charged (Bylaws Art.II.E4).
4. Only those who are confirmed for an event will be allowed to participate on the day so as not to disappoint the people on the waiting list.
5. No-Shows will generally not be refunded.