

TEXAS SKI COUNCIL
STANDING RULES
As Amended December 1, 2018

I.
DUES

- A. Dues for a bona fide member club shall be One Hundred and No/100 (\$100.00) Dollars per club, plus Fifty Cents (\$.50) per individual member or One Dollar (\$1.00) per family membership.
- B. Membership for the purpose of calculating dues shall be construed to be the maximum club membership during the prior Texas Ski Council fiscal year.
- C. A member club's dues must be paid in full at the next meeting of Delegates following ninety (90) days after the start of the fiscal year.
- D. Each member club shall provide a roster of the previous year's membership to the Treasurer upon payment for membership verification.
- E. Dues for an Associate Member club shall be Fifty and No/100 (\$50.00) Dollars per club, plus Fifty Cents (\$.50) per individual member or One Dollar (\$1.00) per family membership.

II.
REIMBURSEMENT

- A. The Officers of the Corporation shall be allowed an annual expense reimbursement not to exceed Five Hundred and No/100 (\$500.00) Dollars for travel to Texas Ski Council trips. The Trip Coordinators for Texas Ski Weeks and Expedition trips (hereinafter referred to as "Trip Coordinators") for Texas Ski Weeks") shall be allowed an amount necessary to reimburse the lowest cost available for round trip airfare to his/her particular ski week.
- B. The Officers of the Corporation shall be allowed a reimbursement for reasonable expenses for lodging and travel between their home city and the site of the Texas Ski Council Delegates meetings and/or Board of Directors meetings. All Texas Ski Council Officers will be exempt from registration fees for the Bid Meeting. Other reimbursement for expenses may be allowed if approved by the Texas Ski Council Delegates.
- C. With the endorsement of the Texas Ski Council Delegates and approval by the Officers of the Corporation, Trip Coordinators may be allowed a reimbursement for reasonable expenses for lodging and travel between their home city and the site of one Texas Ski Council Delegates meeting and/or one Board of Directors meeting.
- D. The National Ski Federation Representative shall be allowed a reimbursement for annual expenses as approved by the Board of Directors.
- E. Requests for reimbursement of expenses shall be accompanied by the appropriate documentation. The President and Treasurer shall approve by email, fax or signatory on a check, reimbursement for expenses greater than \$1000.
- F. No Officer or Director shall receive any further reimbursement other than those outlined in these Standing Rules.
- G. No Officer or Director shall accept a gratuity in excess of Twenty-five and No/100 (\$25) Dollars from a vendor without notice to the Board of Directors.
- H. The Officers of the Corporation may approve reimbursement for a training meeting for Trip Coordinators at the request of the Vice President for Trips.

III.
TROPHIES

Texas Ski Cups: The Texas Ski Cups shall remain permanent property of the Texas Ski Council but shall be held by the winners until the Bid Meeting. A member club that wins the Texas Ski Cup for three (3) consecutive years shall receive recognition of this achievement in the form of a separate award. The Texas Ski Cups shall be seasonal trophies awarded to the club in each Division that accumulates the greatest number of club race points during the

Texas Ski Council trips. The Texas Ski Cups will be awarded at the Bid Meeting. The season point totals shall be certified by the Board of Directors prior to this meeting.

**IV.
TRIP RECIPROCITY**

The Texas Ski Council member clubs are required to provide a means through which members of the Texas Ski Council will honor memberships between clubs. This would allow other Council club members to participate in other Council club trips, at the discretion and control of the club running the trip. Deposits and payment schedules, and cancellation charges shall be set by the clubs sponsoring the trip. Communications on space available on these trips is encouraged.

**V.
PARTICIPATION FEE POLICY**

A participation fee per trip, per participant, as determined by a simple majority vote at any meeting of the Delegates, is due and payable to the Corporation Treasurer on or before forty-five (45) days prior to the Texas Ski Council official trip start date as stated in the Texas Ski Council published Calendar. For a trip selected in one fiscal year, but scheduled in the next fiscal year, any participation for voting purposes will be counted in the year it is scheduled. A refund of the participation fee because of club trip participant cancellations can be requested by written notice received by the Corporation Treasurer and the respective Texas Ski Council trip Vice President up to and including the Texas Ski Council official trip start date. Participation fees will not be refunded under the no snow policy. No refunds will be considered after the trip start date unless waived by the Board of Directors. All Texas Ski Council Officers will be exempt from this fee.

**VI.
ACTIVITY FEE POLICY**

Trip proposals may include an activity fee to cover events such as the welcome party, racing and awards presentation and the awards dinner. The amount of the fee and deadlines for payment and refunds must be specified in the trip proposal. Requests for a refund must be made directly to the responsible vendor of the approved trip with a copy to the TSC VP for that trip. All Texas Ski Council Officers will be exempt from this fee. Participants not staying in the lodging as provided in the bid may have to pay a different amount for the activity fee.

**VII.
DUTIES OF ELECTED AND APPOINTED POSITIONS**

In addition to those specified in Article 5 of the Bylaws, each elected and appointed position shall have the following duties:

A. President:

1. Determine the order of business at meetings of the Delegates and Board of Directors;
2. Perform public relations duties of the Corporation;
3. Initiate and coordinate all sponsorship bids;
4. Shall appoint the Board of Directors for the Texas Ski Council Youth Foundation (except for the current Texas Ski Council Past President and the designated Texas Ski Council Vice President) with approval of the Texas Ski Council delegates;
5. Perform all other duties as may be assigned by the Board of Directors or Delegates.

B. Past President:

1. In the event of the President's inability or refusal to act, shall perform the duties of the President;
2. Coordinate the appointment of a Nominating Committee in accordance with Bylaw 6.01;
3. Shall serve as liaison between the Nominating Committee and the Board of Directors and Delegates;
4. Shall supervise and preside over the election of officers at the Election Meeting;

4. Be a member of the Board of Directors for the Texas Ski Council Youth Foundation;
 5. Perform all other duties as may be assigned by the Board of Directors or Delegates.
- C. Vice President for Marketing:**
1. Initiate and coordinate all ski area bids for Corporation sponsored trips in preparation for Delegate review;
 2. Disseminate pertinent ski area bid information to clubs for review at the Council meetings of Delegates called to deal with bid assessment;
 3. Supervise the activities of the Bid Selection Committee and preside at the Bid Pre-Selection meeting;
 4. Organize and coordinate all Fam trips in accordance with the Fam Trip Policy approved by the Board of Directors;
 5. Initiate and coordinate all publicity and public relations efforts on behalf of the Council trips as directed by the President;
 6. Transmit the selected bid packages to the respective Vice Presidents for Texas Ski Week;
 7. Perform all other duties as may be assigned by the Board of Directors or Delegates.
- D. Vice President for Trips**
1. Coordinates with VP for Marketing on bid process-provides input and participates in pre-select process.
 2. Becomes the TSC board and delegate communications coordinator for all trips with respect to resolving any contractual issues that might arise from any TSC trip. VP for Trips is ultimately responsible for all trips.
 3. Work with previous year VP for Marketing to assure complete understanding of bids selected by delegates.
 4. Coordinate with TSC Trip Coordinators of Texas Ski Weeks and Expedition trips in reporting to the TSC Board and Delegates on each trip's progress.
 5. It is recommended that the Vice President for Trips should have past experience in overseeing at least one TSC trip; have held another board position; have past experience participating on pre-select committee, have attended delegate meetings or have some familiarity with the TSC functions such as having been a TSC delegate for a club.
 6. Perform all other duties as may be assigned by the Board of Directors or Delegates.
- E. Vice President for Communications**
1. The Vice President for Communications shall provide management and support for the Officers of the Corporation, the TSC website and information services technology by coordinating communications and advertising, as well as updating of TSC social media accounts, creating or editing Website pages, creating and sending eNewsletters, as requested by the Officers of the Corporation.
 2. Serve as administer for the club's Web pages hosted by approved vendor. Update the home page at least two times per month, ensure all TSC activities are listed in the calendar section, monitor pages for needed updates to keep content accurate, timely and relevant to Texas Ski Council. Provide advice and receive guidance on the operation of the Club website. Ensure Web pages promoting trips are created on time, provide accurate information and are updated as needed by trip managers/directors and/or the VP of Trips.
 3. Coordinate with other Officers, Trip Coordinators and TSC Bid Chair any social media in disseminating information vital to interests of TSC membership informing the TSC member clubs of TSC newsworthy events, trips and activities.
 4. Take, request or collect photos to recognize and promote the TSC and utilize opportunities to promote the TSC through media, external Web sites, and social organizations.
 5. Perform all duties as may be assigned by the Board of Directors or Delegates.
- F. Secretary:**
1. Order and maintain a supply of stationery, envelopes, and officers' badges;
 2. See to the arrangement of Board of Directors' and Delegates' meetings and distribution of notification (i.e. information letter, agenda, map(s), etc.) in accordance with Article 3 of, trips the Bylaws;
 3. Record and promptly distribute Minutes of the Board of Directors meetings to the Board of Directors and Minutes of the meetings of Delegates to the Board of Directors and member clubs. Distribute action items within two weeks of a Board Meeting and thirty days of a Delegates meeting;

4. Keep a register of the post office address of each club which shall be furnished to the Secretary by each club and distribute same to member clubs;
5. Be custodian of the permanent corporate records including the Standing Rules and Bylaws;
6. Perform all other duties as may be assigned by the Board of Directors or Delegates.
7. Track motions made during fiscal year that may require amendments to By-laws and Standing Rules.

G. Treasurer:

1. Collect all monies due;
2. Pay all approved bills;
3. Keep complete financial reports;
4. Prepare budgets;
5. Invest monies;
6. File necessary tax reports;
7. Handle Texas Ski Council insurance requirements;
8. Be custodian of the permanent financial records for the current and prior five years;
9. Be custodian of various Texas Ski Council assets such as computer, badges and medals;
10. Perform all other duties as may be assigned by the Board of Directors or Delegates.

H. Trip Coordinators for Texas Ski Weeks and Expedition Trips

1. Coordinate all aspects of their respective trips with the Vice President for Trips, tour operator and ski area;
2. Be the Texas Ski Council's Representative for their respective trip;
3. Disseminate and collect from clubs all information pertinent and reasonably required with regard to the conducting of events at the appropriate Texas Ski Week or Expedition trip;
4. Perform all other duties as may be assigned by the Board of Directors or Delegates.
5. Should a site inspection be approved by the TSC, a contract between the TSC and TSC Trip Coordinator of a Texas Ski Week or Expedition trip will be required. As a part of said contract, if a TSC Trip Coordinator for a Texas Ski Week or an Expedition trip has gone on a site inspection approved by the Texas Ski Council and the Trip Coordinator is unable to fulfill the responsibilities of their term, the Trip Coordinator will reimburse all expenses, regardless of having been incurred by the tour operator or the TSC, for the site inspection. Further the TSC Trip Coordinator will not be allowed to serve on the TSC Board for five years. Special Circumstances, as approved by the TSC Board, may allow the waiver of any requirements under VII, F #5.
6. Required to attend any TSC delegate meeting held in their home city and encouraged to attend other delegate meetings, particularly the TSC Annual Bid Meeting. On occasion Trip Coordinators may be requested by the VP for Trips to participate by phone in Board and/or Delegates meetings.

I. TSC National Ski Council Federation Representative

1. Representative will act as the TSC liaison to the NSCF.
2. Representative will attend the Annual NSCF conference and participate actively on Federation committees.
3. Application for NSCF representative will be turned into the TSC President no later than Friday night at Bidfest on odd numbered years.
4. The TSC Club delegates will elect the NSCF Representative after the election of Officers.
5. Representative will serve a two year term.
6. Representative will be a Past President of the TSC Board and shall not be serving on the current board.
7. It is the TSC's desire to have active involvement in the Federation and encourages, as a part of a TSC Federation representative participation in the NSCF, to become actively involved in the NSCF leadership.

III. COMMITTEES

- A. **BID PROPOSAL PRE-SELECTION COMMITTEE.** A Bid Proposal Pre-Selection Committee shall be established by the Board of Directors annually and shall be composed of eight (8) positions to include the following: the current Vice President for Marketing, the current Vice-President of Trips, two (2) individuals appointed by the Board of Directors, and four (4) club appointees approved by the Board of Directors whose club will be selected by sequential order from the geographic areas described in the Pre-Selection Committee Guidelines and Procedures.
- B. **BID MEETING COMMITTEE.** A Bid Meeting Committee shall be appointed annually by the Board of Directors and shall adhere to the guidelines established by the Board of Directors.
- C. **AUDIT COMMITTEE.** An Audit Committee shall be appointed by the Board of Directors during each fiscal year.
- D. **NOMINATING COMMITTEE.** The appointment of a Nominating Committee shall be coordinated annually by the Past President and Board and then approved by the Delegates in accordance with Bylaw 6.01.
- E. **RACE COMMITTEE.** A Race Committee may be established annually by the Board of Directors as deemed necessary.
- F. **ADDITIONAL COMMITTEES.** Additional committees may be established annually by the Board of Directors or President as deemed necessary.

IX. POLICIES

Separate policies detailing procedures regarding Familiarization and/or site inspection trips, confidentiality, and trip reimbursement will be established by a simple majority vote at any meeting of Delegates on recommendation from the Board of Directors. Said policies are incorporated by reference to the Standing Rules.

X. EXPULSION

A probationary period of one year will be established for first year clubs and existing clubs that fail to meet Texas Ski Council procedures. This will exclude them from voting, Fam trips, committee service, or such other actions, short of loss of membership, which the Board of Directors and/or the Delegates may impose.

If a club fails to meet Texas Ski Council procedures while on probation, the Delegates will determine whether to extend the probationary period for another year, or expel the club. Expelled clubs may apply for membership after one year per paragraph 2.01 of the Texas Ski Council Bylaws.

Texas Ski Council procedures include, but are not limited to, the following:

- A. Meeting the Texas Ski Council trip participation requirement as set out in the Bylaws;
- B. Maintaining a membership base as established in Bylaw 2.01.2;
- C. Providing at least two (2) club newsletters to the Board of Directors during the Corporation's fiscal year as verified by the Secretary;
- D. Submitting the annual marketing data to the Vice President for Marketing;
- E. Timely payment of required Council fees with all required documentation as evidenced by a legibly dated postmark or other appropriate documentation;
- F. Submitting, in a timely fashion, data to the Trip Vice Presidents as evidenced by a legibly dated postmark or other appropriate documentation;
- G. Adherence to Race Rules, Fam Trip Policies, Bid Specifications, and all other Rules, Policies and Procedures adopted by the Texas Ski Council Board of Directors and/or Delegates;

XI. TRIP PARTICIPATION CREDENTIAL

- A. A unique trip participation credential will be issued to all Texas Ski Council event participants.
- B. Admission to all Texas Ski Council sponsored events will require display of this trip participation credential. No exceptions will be allowed.

- C. The host area may use this trip participation credential to identify Texas Ski Council event participants at any time or place.

**XII.
GOVERNING**

The governing of these Standing Rules will be determined by a legibly dated postmark or other appropriate documentation.

**XIII.
FISCAL CONTROLS**

- A. Two Texas Ski Council Officer signatures are required on checks over \$1,000.00 or written approval, including by email, of two officers prior to an electronic check being issued.
- B. No Texas Ski Council Officer may be the single signatory on a check made payable to himself/herself.
- C. No amount will be paid or reimbursement made without proper receipts. Reimbursement for cash expenditures without receipts shall be verified by two or more persons.
- D. Financial records shall be maintained in an orderly manner. Records shall be available for audit upon request within one week.
- E. The Audit Committee will give a report to the Board of Directors no later than ninety (90) days after the end of the fiscal year. The report will be presented to the Delegates at the next meeting of Delegates thereafter.