

STANDING RULES

(Revisions approved 12-28-16)

These are the Standing Rules of the Space City Ski Club, Incorporated, a non-profit organization.

1.0 DUES.

- A. Members may pay dues in 1-year or 3-year increments. Dues shall be as follows:
- | | | |
|--------|-------------|------------|
| 1-year | \$40 Single | \$70 Dual |
| 3-year | \$99 Single | \$189 Dual |
- Dual membership includes up to two (2) adults with the same mailing address and their dependent children under the age of 21 years. The dual membership is only entitled to one (1) copy of the Sitzmarke, when published as a written document. Both single and dual memberships allow member's children under 21 years of age to participate in family oriented trips and activities. (Amended 12-28-2016)
- B. Discounts for membership renewal may be approved by the Board of Directors. (Amended 12-28-2016)
- C. Dues are nonrefundable, may not be pro-rated and may not be converted to a dual membership during the first membership year. In subsequent years for the 3-year memberships, conversion from single to dual memberships and vice versa will be allowed. If such a request is made, the Executive Committee shall determine on a case-by case basis any additional dues money required (or refunded) as well as any remaining time on a revised single or dual membership. (Amended 12-28-2016)
- D. For purposes of this section, a 3-year membership is the time left in the current club year at the time the member pays his/her dues plus two additional full years.
- E. Memberships after January 31 will be extended by an additional 3 months and will expire on April 30 of the following year for a 1-year membership or 3 years from April 30 for a 3-year membership. (Amended 12-28-2016)

2.0 REGULAR MEMBERSHIP MEETING.

2.1 GUESTS.

Non members of the Club may attend the monthly membership meetings as guests. (Amended 12-28-2016)

3.0 TRIP AND ACTIVITY EXPENSE REIMBURSEMENT.

3.1 PURPOSE.

In order to properly supervise and control Club trips and activities, elected and appointed officials are encouraged to participate in as many trips and activities as possible. Trip and activity coordinators are required to participate in their trip or activity. Club officials will be reimbursed for their expenses incurred as specified in Sections 3.2 through 3.4. The business purpose of their attendance of trips and activities includes:

- A. General supervision of trip and activity coordinators in carrying out their delegated responsibilities.
- B. Assurance that Club policies and procedures are being followed.
- C. Safeguarding of Club assets.
- D. Identification and recruiting of potential volunteers for future trips and activity coordinators and Club management.
- E. In the case of trip and activity coordinators, specific management of all facets of that trip or activity.

3.2 OFFICERS, EXECUTIVE COMMITTEE APPROVED DIRECTORS, AND AUDIT COMMITTEE CHAIR. (Amended 12-28-2016)

- A. The Club Officers shall be reimbursed for actual trip or activity expenses not to exceed \$599 and for personal automobile mileage traveling to Club or Texas Ski Council meetings. The total reimbursement shall not exceed the average of the preceding three years' final trip participant net cost of seven-night Club ski trips to any state within the continental United States. The Executive Committee Approved Directors and the Audit Committee Chair each shall be reimbursed actual trip, activity, and personal automobile mileage expenses not to exceed 3/4 that of the elected officers, with trip and activity expenses limited to \$599. Reimbursable trip or activity expenses are the stated final price of any Club arranged trips or activities during term of office. Mileage will be reimbursed at the current IRS rate. (Amended 12-28-2016)
- B. No Club Officer, Executive Committee Approved Directors or Audit Committee Chair shall receive further trip or activity expense reimbursement than that outlined in Section 3.2(A) of these Standing Rules. (Amended 12-28-2016)
- C. The expense reimbursement is valid only on trips and activities sold during the appointed position's term in office; no unused part of it can be carried over to a subsequent year.
- D. If an Officer, Director(s) of Trips, Executive Committee Approved Directors or Audit Committee Chair cannot complete his or her term of office, only expenses, up to the limit of Article 3.2A, incurred on trips or activities while in their position will be reimbursed. If reimbursement of a deposit(s) has been made for trips or activities occurring after the person resigns or is removed from their position, the reimbursement must be returned to the Club.

3.3 TRIP/ACTIVITY COORDINATORS AND ASSISTANT TRIP/ACTIVITY COORDINATORS.

- A. The Trip Coordinator and/or Activity Coordinator shall be reimbursed trip or activity expenses equal to the cost of that trip or activity on which he or she is coordinator, unless otherwise altered by the Board of Directors. (Amended 12-12-2001; effective 05-01-2002)
- B. The Assistant Trip Coordinator and/or the Assistant Activity Coordinator shall be reimbursed trip/activity expense not to exceed one-half (1/2) the cost of that event on which he or she is the Assistant Trip Coordinator or Assistant Activity Coordinator unless otherwise altered by the Board of Directors.
- C. Trip Coordinators, Assistant Trip Coordinators, Activity Coordinators, and Assistant Activity Coordinators may receive reduced reimbursement for unusual circumstances or expenses, if approved by the Executive Committee during submission of the trip/activity budget. Reimbursement will be handled as in Section 3.3A and B, except the total amount shall be that indicated on the approved budget.
- D. Receiving complimentary goods or services with a value of \$25 or more as the result of a group booking must be reported to the Vice President-Trips within 14 days. These will first be offered to the Trip Coordinator and secondly to the Assistant Trip Coordinator for their sole use on that trip.

3.4 TEXAS SKI COUNCIL DELEGATE AND ALTERNATE.

The Texas Ski Council Delegate and Alternate shall be allowed reimbursement for travel expenses for up to three out-of-town Texas Ski Council meetings and for meal expenses at the meeting held annually in Houston.

- A. The travel expense reimbursement for the Delegate shall be for reasonable out-of-pocket expense which includes air travel or mileage at the current rate allowed by the Internal Revenue Service, lodging if required, and a maximum of \$25.00 per day for meals. Lodging expense not to exceed the specified TSC rate shall also be reimbursed for attendance at the Annual Bid Meeting, which is held out-of-town. (Amended 12-28-2016)
- B. The travel expense reimbursement for the Alternate Delegate shall not exceed one-half of the reasonable out-of-pocket expenses as specified in 3.4.A. If the Delegate cannot attend, the Alternate shall receive full travel reimbursement as specified in 3.4.A.

4.0 DEFINITIONS.

4.1 TRIP.

An SCSC pre-planned function that includes at least one night's lodging and normally transportation. As such, a trip is subject to the restrictions and penalties specified in Sections 5.0, 7.0 and 8.0 of the Standing Rules. This definition includes both ski trips and non-ski trips and applies wherever the word "trip" is used in these Standing Rules, EXCEPT where specifically denoted as ski trip or non-ski trip.

4.2 ACTIVITY.

An SCSC pre-planned function that does not involve lodging arrangements provided and sold by the club. As such, an activity is subject to the restrictions and penalties specified in Sections 6.0, 7.0 and 8.0 of the Standing Rules. (Amended 12-28-2016)

5.0 TRIP PENALTIES.

5.1 FINAL PAYMENT DATE

A. If a trip participant withdraws from a trip after the published final payment date, the trip participant will lose the entire payment upon withdrawal. If the participant can be replaced from the waiting list, the participant will be refunded the entire payment less any costs incurred by the Club in addition to cancellation fees as specified in 5.2. If the trip participant cannot be replaced from the waiting list, the participant will be refunded the amount which the Trip Coordinator is able to recover by cancellation of lodging, transportation, and/or other commitments less any costs incurred by the Club and cancellation fees as specified in 5.2.

B. If a trip participant fails to make final payment by the published final payment date the Trip Coordinator may replace the participant after making a diligent effort to contact the participant, who will be subject to cancellation fees as specified in 5.2.

5.2 CANCELLATION FEES.

A participant may forfeit his full deposit if he fails to notify the Club in writing of his intent to withdraw on or before the published final payment date. A minimum charge of \$30.00 or 20% of the published trip cost, whichever is less, said amount not to be less than \$10.00 will be assessed for each trip cancellation.

5.3 Deposit and cancellation charges for non-domestic trips shall be determined by the Executive Committee and included in the trip release form as well as in all trip publicity; in no case shall these requirements be less than those provided in Sections 5.2 and 5.3 of these Standing Rules.

5.4 NO SNOW.

If the Club encounters a cancellation situation prior to the departure of a trip, the trip participant is entitled to recover the entire cost of the trip less charges incurred by the Club as a penalty for cancellation of lodging, transportation, operating expenses and/or other commitments made on behalf of a trip participant. Refunds to any trip will be made upon receipt by the Club of the total refund due the Club by the resort, airline and/or other entity or as approved by the Executive Committee.

6.0 ACTIVITY PENALTIES/CHARGES.

6.1 Price of each activity shall be approved by the Executive Committee.

6.2 Those activities allowing "payment at the door" may charge a higher price as approved by the Executive Committee. (Amended 12-28-2016)

6.3 CANCELLATION FEES.

A. Activities priced at \$10 or less - no refund.

B. Activities priced at more than \$10:

1. Refund shall be price less \$10.

2. To receive refund, activity coordinator must receive written notification prior to final payment date or seven days before said activity, whichever is earlier.

C. Refer to 4.0 and 5.2 for overnight activities.

7.0 RESTRICTIONS.

7.1 Allowing non-trip participants to occupy any room as a non-registered guest is strictly prohibited, and in violation of Club policy.

7.2 The illegal use of controlled substances and/or alcohol during Club trips, or any other official Club function, is in violation of Club policy, and is strictly prohibited.

7.3 No substitutions of trip participants shall be allowed without the knowledge and approval of the Trip Coordinator, and new additions to the trip shall come from that trip's Waiting List. The Trip Coordinator shall make all substitutions.

7.4 It is the policy of the Club not to allow the active solicitation of the general membership at a Club function or in the Club publication for any other than Club sponsored trips or activities without the consent of the Executive Committee.

7.5 No person may participate in a Club sponsored trip, or participant paid activity, without first completing a Release of Liability on a form approved by the Board of Directors.

7.6 No person may sign up on a wait list for a Club sponsored ski trip without being a member in good standing. A trip must be full before a wait list can be started. A deposit is required in order to sign up on a trip wait list.

7.7 Club Officers, Directors, Executive Committee Approved Directors, and the Audit Committee Chair are expected to avoid conflicts of interest in dealing with club vendors and other third parties. A Club Officer, Director, Executive Committee Approved Director, or the Audit Committee Chair shall not accept a gratuity in excess of \$25 from a vendor without notice to the Executive Committee. (amended 12-28-2016)

8.0 MISCELLANEOUS.

8.1 TRIP SIGN UP (Amended 12-28-2016)

A. Members shall be allowed to sign up for club ski trips by following the directions for mail-in, online, or in-person sign-up, as published in the club newsletter or website, and paying the appropriate deposit or amount due for the trip

B. Each member may sign up for him/herself and one other member on any trip or trip waiting list.

C. RECIPROCITY. Members of other clubs who qualify for reciprocity may sign up for trips 30 days after the trip is made available to members at a regular meeting, designated social event, or on the date designated by the Executive Committee.

8.2 WEATHER.

If a trip should be "weathered-in," the additional lodging expense will be left up to the individual, although the Trip Coordinator will assist in making accommodation arrangements and collection for same shall be left up to the lodge.

8.3 ACTIVITIES. (Amended 12-28-2016)

Reservations for participation in such activities may require full payment, instead of a deposit fee.

8.4 DIRECTORY. (Amended 12-28-2016)

A membership directory will be made available on the club web site that is accessible to club members only. The directory will not be available to any entities outside of the club membership. A written privacy policy statement for membership information shall be approved by the Board of Directors and will be available for review by any club member.

8.5 A member who does not follow/adhere to accepted business practices in financial dealings by, for, or with the Club is in violation of Club policy, is subject to disciplinary action, and may be held financially responsible for any resulting liability incurred by the Club.

8.6 A member who fails to abide by the laws of the state in which an activity or trip is being held and/or fails to meet policies and rules of our contractual vendors (airlines, bus lines, lodging and/or properties, etc.) while participating in a Club activity or trip, which results in placing

himself, another member, or the Club into a position of liability, is in violation of Club policy and is subject to disciplinary action as stated in the SCSC By-Laws Article 2.4.

8.7 TRIP PACKAGES.

- A. It is the policy of the Club to sell complete trip packages (air, lodging, and ground transportation) at the full budgeted price unless otherwise authorized by the Executive Committee.
- B. "Shadow participants" shall be defined as members making their own travel and lodging arrangements, but wishing to participate in Club or Texas Ski Council activities on a trip. This type of participation will be allowed on each ski trip as authorized by the Executive Committee. Shadow participants shall pay for the trip's activities at a price/cancellation fee approved by the Executive Committee. (Amended 12-28-2016)
- C. Single supplements may be offered on trips if authorized by the Executive Committee.
- D. Condominium group and roommate requests will be attempted to be honored, but are not guaranteed. (Amended 12-28-2016)
- E. All transfers between package types require the consent of the Trip Coordinator. Any transfer from full package to land package after initial sign-up and payment will be treated as a trip cancellation incurring a \$30 cancellation fee. (Amended 12-28-2016)

8.8 The SCSC representative of a FAM Trip shall prepare a written report of the trip. This report shall be forwarded to the President and presented to the Executive Committee. An article shall be submitted to the Sitzmarke within thirty (30) days of return from the trip.

8.9 Updating Membership Records – Members may update their own information on the website as their membership information changes or may submit a written request to the VP-Membership to update their information.

8.10 TRIP REPORTS. A complete trip financial report must be submitted to the Vice President-Trips by Trip Coordinators no later than eight weeks after the trip return or be in violation of the Club Standing Rules. Extensions may be granted by the Vice President-Trips. (Amended 12-28-2016)

9.0 RECORDS.

9.1 All corporate documents and any papers having historical value shall be kept permanently.

9.2 Only the final membership computer list for each fiscal year should be kept for the past 3 years. Summary reports of monthly statistics should be kept 5 years. (Amended 12-28-2016)

9.3 Monthly officer reports should be kept for the current year +5 years. Year-end trip and activity lists, as well as other statistical information should be kept up to 10 years. (Amended 12-28-2016)

9.4 Financial records should be kept for the past 5 years. Summary financial statements should be kept up to 10 years. (Amended 12-28-2016)

9.5 Trip records should be kept for the past 3 years or as so decided by the current Board.

9.6 Other records should be kept for the past 3 years or as so decided by the current Board.

10.0 EXECUTIVE COMMITTEE DUTIES.

10.1 PRESIDENT.

This officer shall perform the following duties:

- A. Preside at all meetings of the general membership and Executive Committee.
- B. Maintain cognizance of and supervise all aspects of Club operation.
- C. Appoint special committees and receive their reports.
- D. Sign any instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee to some other officer or agent of the Club.
- E. Maintain the Articles of Incorporation of the Club.
- F. Perform public relation duties of the Club.
- G. Ensure website and other social media are maintained and training conducted. Recommend to the Executive Committee, for approval, a candidate for position of Director of Communications, as needed. (Amended 12-28-2016)
- H. Perform all other duties as may be prescribed by the Executive Committee.
- I. Coordinate all arrangements necessary for a meeting place and a program for the monthly meetings of the general membership.
- J. Review monthly bank statements for unusual payments. (Amended 12-28-2016)

10.2 VICE PRESIDENT – ACTIVITIES

This officer shall perform the following duties:

- A. Recommend to the Executive Committee, for approval, candidates for positions of Director of Activities and Activity Coordinators.
- B. Propose non-ski activities for the approval of the Executive Committee. (Amended 12-28-2016)
- C. Be responsible for the training and supervision of Activity Coordinators including activity budget preparation and presentation to the Executive Committee for approval.
- D. Perform the necessary advance planning for any of the following year's traditional non-ski activities.
- E. Perform other duties assigned by the Executive Committee.

10.3 VICE PRESIDENT - TRIPS.

This officer shall perform the following duties:

- A. Recommend to the Executive Committee, for approval, candidates for positions of Director(s) of Trips, Trip Coordinators and Assistant Trip Coordinators. In the selection of Trip Coordinators and Assistant Trip Coordinators, priority is to be given to individuals who have not served as Trip Coordinators and/or Officers. Trip Coordinators and Assistant Trip Coordinators must have been on a Club ski trip. Current Officers and Director(s) of Trips are ineligible as Trip Coordinators and/or Assistant Trip Coordinators.
- B. Propose a trip schedule for the approval of the Executive Committee. (Amended 12-28-2016)
- C. Be responsible for researching new ski areas and necessary advanced planning for the following year's ski trip program.
- D. Be responsible for the training and supervision of the Trip Coordinators and Assistant Trip Coordinators, including trip budget preparation and presentation to the Executive Committee for approval.
- E. Be responsible for selection of and coordination with Club Race Director.
- F. Perform other duties assigned by the Executive Committee.

10.4 VICE PRESIDENT - MEMBERSHIP.

This officer shall perform the following duties:

- A. Update and produce the approved Club membership cards and applications forms.
- B. Process membership applications on-line and submit these applications to the Executive Committee for acceptance, when required. Amended 12-28-2016)
- C. Maintain membership records on-line.
- D. Provide mailing labels and membership application forms to the Vice President – Marketing as needed.
- E. Be responsible for admissions and membership functions at all meetings of the general membership, including the hosting of guests and new members.
- F. Perform other duties as assigned by the Executive Committee.

10.5 VICE PRESIDENT - MARKETING.

This officer shall perform the following duties:

- A. Produce, publish and distribute the monthly newsletter of the Club to the general membership.

- B. Obtain advertising for the Club newsletter and execute the advertising contracts. (Amended 12-28-2016)
- C. Assemble an annual set of Sitzmarkes and maintain the Club Sitzmarke library.
- D. Perform other duties assigned by the Executive Committee.
- E. Develop ways to spread Space City Ski Club's name throughout the Internet per set of guidelines developed and approved by the Board of Directors.
- F. Organize and plan advertising and publicity of Space City Ski Club with the Houston Community, i.e. advertising in the media, e-mail blasts to organizations' leaders to redistribute to their organization, review advertising and publicity ideas with other organizations / businesses.
- G. Maintain list of past members with addresses for trip marketing purposes. (Amended 12-28-2016)
- H. Perform as liaison between Space City Ski Club and other clubs and vendors. (Amended 12-28-2016)

10.6 SECRETARY.

This officer shall perform the following duties:

- A. Keep the minutes of general membership, Executive Committee, Board of Directors, Budget, and any special meetings called by the President or other Officer or Board Member. Minutes shall be provided with the notification of the next meeting.
- B. Provide notices of meetings in accordance with the By-Laws.
- C. Make all necessary arrangements for Executive Committee and Board of Directors' meetings.
- D. Be custodian of the official records of the Club.
- E. Be responsible for SCSC logo sales.
- F. Be responsible for appointment and performance of the general meeting floor management team, and other duties as assigned.
- G. Perform other duties assigned by the Executive Committee or Chairman of the Board.
- H. Maintain database of e-mails and be responsible for issuing e-mails to full membership, per set of guidelines developed and approved by the Board of Directors. (Amended 12-28-2016)

10.7 TREASURER.

This officer shall perform the following duties:

- A. Receive and disburse all Club funds.
- B. Maintain accurate and complete financial records.
- C. Prepare financial statements at least monthly for review by the Board of Directors and/or the Executive Committee and prepare an annual financial report at the end of the fiscal year. Such report shall be completed and presented for approval by the Board of Directors at the second quarter's board meeting and be published no later than the November issue of the Club newsletter.
- D. Require and review reports from other members having custody of Club monies and property, and submit such reports and records to the Audit Chair in a timely manner.
- E. File all necessary reports with the Internal Revenue Service and any other governmental agencies.
- F. Maintain proper fidelity bond for the Club.
- G. Perform other duties assigned by the Executive Committee.

10.8 DIRECTOR(S) OF TRIPS.

These appointees will be nominated by the Vice President of Trips and approved by the Executive Committee. Suggested duties for these appointees include (Amended 12-28-2016):

- A. Manage a portion of the trip schedule. (Amended 12-28-2016)
- B. Participate in selection of Trip Coordinators and Assistant Trip Coordinators.
- C. Collect and edit Club newsletter articles regarding ski trips.
- D. Assist Treasurer in verification of transmittals and coding accounting programming sheets.
- E. Assist Vice President - Membership in verifying eligibility of trip participants.
- F. Perform other duties as assigned by the Executive Committee.

10.9 DIRECTOR OF ACTIVITIES (Amended 12-28-2016)

This appointee will be nominated by the Vice President of Activities and approved by the Executive Committee. Suggested duties for this appointee includes:

- A. Plan and arrange for Happy Hours.
- B. Assist with the supervision of non-ski activities as directed by the Vice President of Activities.
- C. Perform other duties assigned by the Executive Committee.

10.10 DIRECTOR OF PUBLIC RELATIONS (Amended 12-28-2016)

This appointee will be nominated by the Vice President of Marketing and approved by the Executive Committee. Suggested duties for this position include:

- A. Assist in preparing and publishing the monthly newsletter as directed by the Vice President of Marketing.
- B. Assist with outreach to new members and other organizations as directed by the Vice President of Marketing.
- C. Assist in updating social media and other marketing platforms.
- D. Perform other duties assigned by the Executive Committee.

10.11 DIRECTOR OF COMMUNICATIONS (Amended 12-28-2016)

This appointee will be nominated by the President and approved by the Executive Committee. Suggested duties for this position include:

- A. Maintain club website structure and general content. Train officers and others to update and use the website.
- B. Maintain and update other social media as directed by the President.
- C. Perform other duties assigned by President or the Executive Committee.

10.13 OFFICERS - ELECT

During the period immediately following the election and prior to officially taking office, each officer-elect should attend all meetings and seminars and assist his or her current officer counterpart in the performance of required duties.

11.0 AUDIT COMMITTEE CHAIR.

11.1 The Chair will be responsible for the performance of the following duties for the fiscal year for which they are appointed:

- A. Review the financial transactions and the recording thereof.
- B. Review the procedures implemented for control and processing of financial transactions.
- C. Provide a written report of the above reviews at the quarterly Board meetings.
- D. Provide a written review of the annual financial report and associated tax return.
- E. Perform special studies and other duties as assigned by the Board.

12.0 TEXAS SKI COUNCIL DELEGATE AND ALTERNATE.

12.1 These positions will be filled by current or past members of the Board of Directors. The Delegate shall perform the following duties:

- A. Attend all Texas Ski Council Quarterly Delegate meetings and represent the Club in all matters brought before the TSC Delegates.
- B. Advise Club officers of Texas Ski Council requirements for reports, club dues and pertinent data, and ensure that specified due dates are met.

- C. Provide a written report at the next regularly scheduled Club Executive Committee Meeting following each Texas Ski Council Delegate Meeting.
- D. Provide an article or link to information about Texas Ski Council meetings and events suitable for publishing in the Club newsletter to the VP of Marketing prior to their next established deadline. (Amended 12-28-28)
- E. Perform other duties assigned by the Executive Committee.

13.0 AMENDMENTS.

These Standing Rules may be amended by one of the following procedures:

13.1 Amendment by the Board of Directors: Standing Rules may be amended by the Board of Directors at any regular or special meeting of the Board, under the following conditions:

- A. Adoption of new standing rules may be done by majority vote.
- B. If advance notice of intent to amend existing rules is given at the previous meeting or in the written notice of the present meeting, said notice stating the complete substance of the proposed change, amendment will require a majority vote by the Board.
- C. If no notice is given of intent to amend, per 13.1.B, amendment of the rules will require a two-thirds vote by the Board.

13.2 Amendment by Membership: Standing rules may be amended by the membership, following the procedures in Article 9.0 of the Bylaws.