

Austin Skiers, Inc.
Standing Rules

- 1) Dues
 - a) Dues for the season shall be \$40.00 for individual members and \$55.00 per family. At the discretion of the Executive Committee, lifetime membership may be extended to past presidents of the Club.
 - b) Calculation for membership numbers shall be: Single memberships count as one (1) member and Family memberships count as two (2) members.
 - c) Membership dues are non-refundable.
- 2) Executive Committee
 - a) The Officers and Director meet at the call of the President as the Executive Committee. Specific Duties and responsibilities are outlined in the By-Laws.
 - b) Club Members who wish to place an item on the Executive Committee agenda must formally notify the Club President at least three (3) business days prior to the next scheduled Executive Committee meeting.
- 3) Trips
 - a) Austin Skiers' trip prices include air, ground transportation, lodging, applicable taxes and some group social activities. Because of the wide range of personal preferences, lift tickets are usually not included. The acceptance of partial trip packages (transportation only, lodging only, children's tickets, etc.) will be at the discretion of the appropriate Trip Chair(s), with approval of the VP Trips.
 - b) The VP Trips will submit nominations for Trip Chairs and Assistant Trip Chairs for approval to the Executive Committee.
 - c) The Trip Chair reimbursement will be set by the Executive Committee and cannot exceed the cost of the trip plus the cost of the lift ticket expense plus any other special activity trip expense.
 - d) The VP Trips has the option to nominate an Assistant VP Trips who would assume duties as delegated by the VP of Trips and approved by the Executive Committee. The VP Trips will submit nominations for the Assistant VP Trips to the Executive Committee. Assistant VP Trips would report to the VP of Trips, in a non-voting capacity, with optional attendance at monthly Board meetings. The Assistant VP Trips will receive the same officer credit for their service to the club as the Executive Committee as outlined in the Austin Skiers By-Laws under Article VI, Section 4 (B).
- 4) Trip Payment and Cancellation Policy
 - a) Trip Payment
 - i) A \$200.00 deposit per person is required to hold each reservation for a trip.
 - ii) The Executive Committee or VP Trips may determine that interim payments are required for certain trips, particularly those with a sell price above \$1500. If such interim deposits are required, the VP Trips shall develop a schedule of interim payments based on the deposit schedule and cancellation policy of each trip.
 - iii) The balance of the payments shall be due on the Final Due Date established by the VP of Trips. If complete payment is not received prior to the Final Due Date, the participant is subject to cancellation from the trip and assessment of a cancellation fee.
 - b) Cancellation Policy
The Club will retain a cancellation fee of \$50, plus any unrecoverable expenses, with cancellation at any time. Refunds, if applicable, might not be returned until the Final Trip Closeout. The VP Trips may waive the \$50 cancellation penalty for injury, illness or family emergencies.

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- 5) Trip Registration
 - a) Trip signup procedures will be established by the Executive Committee and published in the Club newsletter prior to the start date for trip signups.
 - b) A member with an outstanding financial obligation from a previous fiscal year will be placed on probation and will be excluded from any Club trip. At the time the balance is paid in full, the EC will review probationary status.
 - c) A Trip chair who has failed to properly close his/her trip from a previous fiscal year, will be placed on probation and will be excluded from participating from any Club trip. At the time the trip in question is properly closed, the EC will review probationary status.
- 6) Travel Agent or Tour Operator Involvement
 - a) A travel agent or tour operator may be used as an agent of the Club in the execution of contracts with airlines, bus lines, lodges and lift ticket operators. Competitive bids will be accepted for consideration from any interested party.
- 7) Financial Guidelines
 - a) A set of financial guidelines will be established and maintained by the Executive Committee. Any changes will require Executive Committee approval. The President will distribute the Financial Guidelines to the Executive Committee at the Budget meeting. The VP Trips will hand out and explain the Financial Guidelines to the Trip Chairs.
 - b) The President shall be permitted to spend \$50 for flowers, or make a donation to a charitable organization from Austin Skiers, in memory of a member who has passed away. An IET Form with documentation must be submitted.
- 8) Outside Review of Financial Records
 - a) The Executive Committee shall designate a fully-qualified CPA or bookkeeper to examine the books, records and financial statements annually in the month of May or at any other time it is deemed advisable.
 - b) The CPA or bookkeeper may make recommendations for improvements in the accounting system and financial guidelines, but is not required to issue a report of the financial statements.
 - c) The CPA or bookkeeper may wish to write a management letter and/or assist the Treasurer in making corrections to the financial statements.
 - d) The CPA or bookkeeper shall not be a member of the Financial Review Committee or a member of the newly elected Executive Committee.
- 9) Internal Financial Review Procedures
 - a) Annual Budget

Fiscal responsibility for the Club shall be exercised by the Executive Committee in adopting an annual budget and approving operating expenses.
 - b) Activity Discounts

The Executive Committee may determine and budget appropriate discounts to be applied by Executive Committee members to activities conducted during the current fiscal year.
 - c) Financial Review

The Financial Review Committee shall review the Treasurer's books once in the Fall and once in the Spring. The Treasurer's next monthly report to the Executive Committee shall reflect this review.

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10) Checks

- a) Payments over \$5,000
Disbursements over \$5,000 require the approval of 2 officers. This can be done by an email approval of the IET requesting the payment.
- b) Returned Check Fee
The Club will assess a \$25 return check fee on all non-sufficient-fund checks. Participation on the trip or activity will not be permitted until the fee and returned check amount are paid in full.
- c) Presentment for Payment
All club checks must be presented for payment within three (3) months of the date of issue, as checks presented after that time are considered void by the bank.

11) Member Discipline

If a Trip Chair or Executive Committee Member perceives there to be a potential problem with a member participating in an activity due to prior problems with the member and/or embarrassment to the Club, the Trip Chair, VP Trips or President can deny the member participation in the activity.

12) Advertising

Advertising at a meeting, in the newsletter, in the directory, or on the Club Website or any other relevant information media may be accepted on a space available basis, for items directly related to Austin Skiers regular meetings, trips, or special activities or items representing legitimate businesses of active Austin Skiers members; provided such business activity is not in competition with Austin Skiers meetings, trips or special activities. Other advertising may be accepted only with prior Executive Committee approval.

13) Standing Rules

The Standing Rules shall be reviewed and/or revised by the Executive Committee each year. The Revision date will be changed in the Footnote of this document when changes are made. The Executive Committee meeting minutes will document if the Standing Rules were reviewed but not revised.