

Austin Skiers, Inc.
Standing Rules

- 1) Dues
 - a) Membership is for the period June 1 to May 31. Members joining in March, April or May will be members through May 31 of the following year. Dues shall be \$40.00 for individual members and \$55.00 per family. Lifetime membership may be extended to past presidents of the Club and their families.
 - b) Individual membership is open to those persons interested in promoting the objectives of the Club who are twenty-one (21) years of age or older.
 - c) Family membership shall include spouses or domestic partners and their children.
 - d) Membership dues are non-refundable and not subject to proration.
 - e) The Executive Committee (EC) shall review the membership dues at the February EC meeting. A change should be communicated to members in February.

- 2) Executive Committee
 - a) The Officers and Director meet at the call of the President as the Executive Committee (EC). Specific Duties and responsibilities are outlined in the document, Austin Skiers Officers and Director Duties, which is posted in the About Us section on the club's website.
 - b) Each year, EC Members shall review their specific duties and areas of responsibility as listed in the Standing Rules, Financial Guidelines, and Austin Skiers Officers and Director Duties to ensure they are current and recommend needed changes to the President or EC. Final changes are to be approved by the EC. This should be done in October, before the first Nominating Committee Meeting
 - c) 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) Protecting Personal Information
 - a) Austin Skiers Executive Committee members, trip chairs, assistant trip chairs, and members of Austin Skiers committees shall protect all sensitive information they acquire during their service to the club and not share club member's personal details or contact information except as may be required for club activities.

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- 4) Fiduciary Responsibility and Sharing Information
 - a) Austin Skiers Executive Committee members have a fiduciary responsibility to act honestly and put the best interests of the organization ahead of their own interests, avoid or acknowledge conflicts of interest, protect the privacy of all club members and maintain the confidentiality of sensitive information they acquire during their service to the club.
 - b) Executive Committee and other committee members shall respect and keep within the committee confidential, sensitive, or private information regarding current and former club members, vendors, volunteers, and other individuals and entities involved with Austin Skiers.
- 5) 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 (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 is 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.
- 6) Trip Payment and Cancellation Policy
 - a) Trip Payment
 - i) A deposit for each person is required to hold each reservation for a trip. Deposits for domestic and international trips will be set by the Executive Committee before the trip presentation meeting,
 - ii) The Executive Committee or VP Trips may determine that interim payments are required for certain trips, particularly those with a sell price above \$3,000. 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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- 7) 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. Early trip registration is granted only to the following positions: Austin Skiers EC members, Trip Chairs and Assistant Trip Chairs. These volunteers are allowed to register themselves and their roommate before the general membership. They are not allowed to register their condo mates or any other person earlier than the general membership registration. General membership may not register for a trip earlier than the announced date and time. The EC may make an exception to this rule. Members who do not abide by the early registration rules and manage to register earlier than the announced date and time will be removed from the trip's participant list and placed on the trip's wait list for 24 hrs.
- 8) 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.
- 9) Familiarization (FAM) Trips

EC members must be able to ski all blue runs to be considered for FAMs to ski destinations. Those who attend a FAM trip shall submit a written report during the next EC meeting and move to the bottom of the rotation list to allow others a chance to participate in future FAM trips.
- 10) Financial Guidelines
 - a) Financial Guidelines will be established and maintained by the Executive Committee. Any changes will require Executive Committee approval and be noted in the minutes of the meeting.
 - b) The President will distribute the Financial Guidelines to the Executive Committee prior to or at the Budget meeting.
 - c) The VP Trips will hand out and explain the Financial Guidelines to the Trip Chairs.
 - d) 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.
- 11) Outside Review of Financial Records
 - a) The Executive Committee shall designate a CPA, accountant, or qualified bookkeeper (Reviewer) to review a representative sample of the books, records and financial statements annually in the month of May or at any other time it is deemed advisable.
 - b) The Reviewer may make recommendations for improvements in the accounting system, Financial Guidelines, and Standing Rules;
 - c) The Reviewer shall report any findings that raise concern to the Executive Committee;
 - d) The Reviewer may wish to write a management letter and/or assist the Treasurer in making corrections to the financial statements; and
 - e) Reviewer shall not be a member of the current or newly elected Executive Committee.
- 12) 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.

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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. The Outside Review of Financial Records may serve as the Spring review if approved by the Executive Committee.

13) Checks

a) Payments over \$5,000

Disbursements over \$5,000 require the approval of two authorized officers. This can be done by an email approval of the IET requesting the payment. Officers authorized to approve disbursements over \$5,000 are the President, VP Trips, VP Trip Planning and Treasurer. The person requesting the disbursement may not approve the disbursement.

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 payment is replaced and return check fee is paid.

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.

14) 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 or in future Club activities or trips.

15) Advertising

Advertising 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.

16) Standing Rules

a) The Standing Rules shall be reviewed and revised if necessary, by the Executive Committee each year. The Executive Committee meeting minutes will document if the Standing Rules were revised or, reviewed but not revised.

b) Each time the Standing Rules are revised or reviewed, a note shall be added to the end of the document

i) "Revised [date]. Approved by EC [date]"

ii) "Reviewed and Not Revised [date]. Approved by EC [date]"

c) The footer will have the revision date.

Revised August 17, 2019. Approved by EC August 18, 2019

Revised July 6, 2020. Approved by EC July 7, 2020