CONSTITUTION OF THE SPRINGFIELD SKI & TRAVEL CLUB
Founded 1968

Amended November 7, 1995
Amended April 9, 2005
Amended July 18, 2008
Amended January 8, 2015
Amended May 1, 2019
Amended August 8, 2019
Amended April 5, 2020
Amended April 5, 2025
Amended September 19, 2026

ARTICLE I Name and Investiture

We, the members of this organization named the SPRINGFIELD SKI AND TRAVEL CLUB (hereinafter called the Club), in order to provide for the orderly administration of our common goals and to establish fairness and regularity in our proceedings, do adopt this Constitution this19th of September, 2026, and being aware that the ultimate power to govern rests with us the members, we do hereby invest the governing power of this club in the Executive Board, Committees and Officers as hereinafter provided, the duties and powers of which shall be delineated in the Bylaws and Standing Rules that may be from time to time adopted.

ARTICLE II Objectives

1. To provide social opportunities such as dining out, happy hours, parties, community service, and sporting events.
2. To organize and provide tour trips to domestic and international locations.
3. To sponsor day trips to various local events or destinations.
4. To share information about skiing opportunities.

ARTICLE III Membership

Section 1 General

1. Membership shall be open to all persons who support the objectives of this club.
2. No member shall use this club's name, membership list, office or influence for economic gain.
3. Meetings for all the membership, herein called general meetings, shall be held regularly as set forth in the Bylaws.
4. Quorum for general meetings shall be the number of members in attendance.
5. Dues, initiation fees and membership classes shall be set forth in the Bylaws.
6. The membership year shall be May 1 through April 30.

Section 2 Rights

1. To attend general meetings and to vote as qualified.
2. To attend Executive Board meetings and to inspect all club records.
3. To participate in club events, subject to the law and reasonable decorum.
4. To receive, on a regular basis, notifications concerning the club affairs.

Section 3 Alienation

1. Separation from the club for any reason shall require return of any club property and forfeiture of dues.
2. A member may be expelled or otherwise restricted for actions deemed detrimental to the club. Such member shall be given an Executive Board hearing and reasonable notice thereof. A 2/3 vote of the Executive Board shall be required for action against the member.

ARTICLE IV Officers

1. The elected officers of the club shall be: President, Executive Vice-President, Vice-President for Day Trips, Vice-President for Tour Trips, Vice-President for Activities, Vice-President for Membership, Treasurer and Secretary.
2. All officers shall be members of the club.
3. Terms of office shall be May 1 to April 30, or until a successor is elected.
4. No person may be elected to the same office for more than two successive terms except when a request is made to the Executive Board asking for approval for a year term extension.
5. No elected officer may serve on the Executive Board for more than five successive years.
6. No person may be elected to more than one office at a time.
7. Duties of officers shall be prescribed in the Bylaws and in the Parliamentary Authority adopted by the club.
8. Following the election of a new President, the retiring President shall assume the position of Immediate Past President and serve a one-year non-voting term on the Executive Board.

ARTICLE V Election of Officers

Section 1 Nominations

1. The Nominating Committee shall consist of the Executive Vice-President as chairperson, two members appointed by the Executive Vice-President and two members appointed by the President.
2. The Nominating Committee shall name its slate through written notice to the membership not less than 45 days prior to the scheduled election date.
3. Once the slate is presented, and no less than 30 days prior to the announced election date, any member in good standing may submit their name to the Executive Vice-President for inclusion on the ballot as a candidate for one of the elected positions.

Section 2 Ballots

A list of all candidates shall be emailed to the membership prior to the election meeting.

Section 3 Election

1. The election meeting shall be held in April.
2. Voting shall be by written ballot.
3. Officers shall be elected by a plurality of those members voting.

Section 4 Vacancies

A vacancy in an elected office shall be filled by two-thirds majority vote of the Executive Board members present in session. Members shall be given written notice of the action taken to fill the vacancy.

ARTICLE VI Removal of Officers

1. Elected officers can be removed from office for just cause by a three-fourths majority vote of the Executive Board.
2. A removal action must begin with a written statement of the specific reasons for removal submitted to the Executive Board by a member in good standing.
3. Upon receipt of a statement of cause for removal, the Executive Board shall appoint an Investigative Committee consisting of no less than three Executive Board members and three members at large.
4. The Investigative Committee will then investigate all charges and report their findings, in writing, to the Executive Board within 30 days.
5. Upon review of the Investigative Committee report, should a simple majority of the Executive Board find cause for continued action, a Removal Hearing shall be scheduled within 15 days.
6. The Removal Hearing shall include:
a. A reading of the original statement of cause.
b. Any oral statements from the originator of the statement and/or supporting members.
c. A reading of the Investigative Committee Report.
d. Any oral statements from the committee members.
e. A reading of any written rebuttal from the officer named for removal.
f. Any oral statements from the named officer and/or supporting members.
g. A binding roll-call vote of the Executive Board.
7. Removal from office does not include expulsion from membership, which, when warranted, shall be in accordance with Article III, Section 3, of the Constitution.
8. Administrative responsibility under this article shall be with the President, except in cases calling for the removal of the President, in which case the Executive Vice-President shall serve as the administrative officer.
9. Appointed committee chairpersons serve at the discretion of the President and are not subject to this process.

ARTICLE VII Committees

Section 1 Executive Board

1. Administrative functions of the club shall be conducted by the Executive Board.
2. The Executive Board shall consist of the Elected Officers, the Immediate Past President and the Chairperson of each Standing Committee, as listed in Article VII, Section 2, of the Constitution.
3. Each Executive Board member shall have one vote, without proxy, except for the Immediate Past President, who shall be a non-voting member.
4. A quorum for the Executive Board shall be a three-fifths majority of its voting members.

Section 2 Standing Committees

1. Standing Committees shall be formed and chaired by their respective Vice-Presidents for Day Trips, Tour Trips, Membership and Activities.
2. The President shall appoint chairpersons to Standing Committees for Newsletter, Ski Kouncil of Illinois (S.K.I.), Sports Programs, Happy Hours, Dining Out, Webmaster and Community Services.
3. One additional Standing Committee may be formed through Bylaws.
4. Duties of all Standing Committee Chairpersons shall be as set forth in the Bylaws.

5. The term for Standing Committee members shall be for the Membership Year, or until successors are appointed.
6. Committee members shall be appointed by their chairperson with the names reported to the Executive Board.
7. The President shall be an ex-officio member of all committees.

Section 3 Other Committees

1. The Nominating committee shall be formed and guided according to Article V of the Constitution.
2. Other ad hoc committees may be formed as the need arises.
3. The President shall be an ex-officio member of all committees.

ARTICLE VIII Rules and Amendments

1. This Constitution and Bylaws, primary authority of the club, may be amended by 2/3 of those present and voting at any general meeting. Members shall be given at least fourteen days' written or e-mailed notice of the meeting designated for such action.
2. Where not in conflict with the Constitution or Bylaws, rules shall be according to the latest edition of Robert's Rules of Order, herein named Parliamentary Authority.
3. Where not in conflict with the preceding authorities, Standing Rules shall govern.
a. Standing Rules may be adopted, or amended, by majority vote at any general meeting.
b. Standing Rules may also be adopted, or amended, by 2/3 vote of the Executive Board, provided that fourteen days written or e-mailed notice is given to the membership before implementation.

ARTICLE IX Consolidation, Merger or Dissolution

1. Any proposal for consolidation or merger shall be affected according to the Parliamentary Authority adopted by the club.
2. Any proposal for dissolution of the club shall require a 2/3 vote at a general meeting. Members shall be given at least fourteen days' written notice of the meeting designated for such action. Such proposal shall provide for disbursal of the club's net assets to organizations that are in harmony with the club's Objectives.

SPRINGFIELD SKI & TRAVEL CLUB BYLAWS
Adopted May 1, 1977
Amended November 7, 1995
Amended September 16, 2000
Amended September 11, 2004
Amended April 9, 2005
Amended July 18, 2008
Amended January 8, 2015
Amended September 17, 2017
Amended May 1, 2019
Amended April 12, 2022
Amended April 5, 2025
Amended September 19, 2026

ARTICLE 1 Duties of Officers

Section 1 - The President shall:
1. Become thoroughly familiar with the Club's Constitution, Bylaws, Parliamentary Authority and Standing Rules.
2. Preside at meetings of the membership and meetings of the Executive Board.
3. Appoint the chairperson of each committee, as needed and where required by the Constitution or Bylaws.
4. Schedule and publish locations for Executive Board meetings for the year as soon as available. Publish locations and dates for the April and September general meetings as soon as available.
5. Sign checks in the absence of the Treasurer.
6. Act immediately to fill a vacant office, according to Article V of the Constitution.
7. Act as official representative of the Club.
8. Sign written contracts on behalf of the Club.

Section 2 - The Executive Vice-President shall:
1. Chair the Nominating Committee per Article V of the Constitution.
2. Provide advice and guidance for club committees.
3. Chair Executive Board Meetings in the absence of the President.
4. Sign checks in the absence of the President and/or Treasurer.
5. Accept such duties and powers as may be delegated by the President.
6. Maintain a list of members' volunteer hours to be used in determining early sign-up privileges as defined in Standing Rule #10.
7. Function as Sergeant of Arms for the General Meeting/Sign Up Party. Organize and administer the procedures for the General Meeting/Sign Up Party.

Section 3 - The Vice-President for Day Trips shall:
1. Appoint Day Trip committee members, as needed, and report those members to the Executive Board.
2. Throughout the year, facilitate meetings of the Day Trip committee, as needed.
3. Develop and present a calendar of Day trips for approval by the Executive Board.
4. Coordinate the appointment and training of Day trip leaders.
5. Plan, promote and direct all Day trips with guidance from the Day Trip committee and assistance of Day trip leaders.
6. Develop and submit SSTC newsletter and website articles and all documents about Day Trips in a timely manner.
7. With assistance from Day Trip committee and trip leaders, coordinate the promotion and signup of Day trips at SSTC Happy Hour and signup events.
8. Ensure that the finances of each Day trip are handled according to Article VI of the Bylaws.
9. Maintain a Day trip correspondence file.

Section 4 - The Vice-President for Tour Trips shall:
1. Appoint Tour Trip committee members, as needed, and report those members to the Executive Board.
2. Develop and present a calendar of multi-day tour trips for approval by the Executive Board.
3. Plan, promote and direct all Tour trips.
4. Ensure that the finances of each Tour trip are handled according to Article VI of the Bylaws.
5. Coordinate appointment and training of Tour trip leaders.
6. Maintain Tour trip correspondence file.

Section 5 - The Vice-President for Activities shall:
1. Appoint Activities committee members, as needed, and report those members to the Executive Board
2. Develop a calendar of social events for approval by the Executive Board.
3. Plan, promote and direct club social events.
4. Ensure that the finances of each event are handled according to Article VI of the Bylaws.
5. Be responsible for the Club storage unit and its contents. Maintain a list of those with a key for access to the unit.

Section 6 - The Vice-President for Membership shall:
1. Appoint Membership committee members, as needed, and report those members to the Executive Board
2. Receive and process new and renewal applications for membership.
3. Collect dues and issue membership identification cards.
4. Maintain and report regularly the latest membership roll.
5. Maintain a current membership database.
6. Maintain an electronic directory of members.
7. Verify that all trip participants are members of the Club.
8. Pick up mail at the Club mailbox and distribute to appropriate board members.

Section 7 - The Treasurer shall:
1. Be responsible for the verification of all receipts and deposits of the Club. Such deposits will be made in a bank account approved by the Executive Board.
2. Disburse funds as directed by the Executive Board and Article V of the Bylaws.
3. Secure such insurance coverage as may be directed by the Executive Board.
4. Cause the financial status to be reported at each Executive Board meeting according to Article VI of the Bylaws. Copies shall be provided for all Executive Board members.
5. Make financial records available for member examination at meetings and at other times upon reasonable request.
6. Make such additional reports as the Executive Board may direct.

Section 8 - The Secretary shall:
1. Record and read the minutes of general meetings.
2. Record the minutes of Executive Board meetings and send a copy to each Executive Board member, along with notice of the next meeting.
3. Maintain an official copy of the Constitution, Bylaws and Standing Rules.

Section 9 – The Immediate Past President shall:
1. Provide advice and guidance to the Executive Board.

ARTICLE II – Duties of the Executive Board

Section 1 - The Executive Board shall:
1. Approve, disapprove, amend or remit for further study, the proposed plans of each Standing Committee.
2. Regularly review the financial status of the Club and plan for a fiscally sound future.
3. Receive no salary for service, as a body or individually, except by majority vote at a general meeting.
4. Be reimbursed for expenses (i.e., travel costs, supplies, postage) incurred in performance of Club duties.

5. Each Executive Board member will receive a $75.00 trip credit for use during their term of office. This credit is non-transferable, can only be applied to trips offered during their term of office, may be used for more than one trip as long as the total credit used does not exceed $75.00, and expires at the end of the membership year if unused. Each board member, upon completion of a term in office, will be credited ten service hours per term year serviced, beginning May 1, 2022.
6. Establish and, as necessary, amend Standing Rules, as defined in Article VIII of the Constitution, and operational practices required for the successful and orderly operation of the Club.

ARTICLE III – Duties of the Standing Committee Chairpersons
Section 1 - The Newsletter Chairperson shall:
1. Appoint Newsletter committee members, as needed, and report those members to the Executive Board
2. Issue at least ten newsletters per year. Newsletters may include: Executive Board member contact information, an Official Calendar, Reports from the Executive Board, Upcoming and Current Events and Activities, Trip Application with Applicable Standing Rules, Membership Application, Appropriate Election Information and Official Club Notifications.
Section 2 - The Happy Hour Chairperson shall:
1. Appoint committee members, as needed to assist with Happy Hour events.
2. Schedule locations of the monthly Happy Hours.
3.Provide space at Happy Hour locations for membership and advertising of club activities.
Section 3 - Ski Kouncil of Illinois (S.K.I.)
Chairperson shall:
1. Appoint S.K.I. committee members, as needed, and report those members to the Executive Board.
2. S.K.I. Representative will be in communication with S.K.I. Kouncil (Bloomington, Champaign and Peoria ski clubs) at least monthly.
3. S.K.I. Representative will monitor the Chicago Metropolitan Ski Club (CMSC) website for updates and offerings at least quarterly.
4. S.K.I. Representative will keep membership and Executive Board informed of S.K.I. Kouncil and/or CSMS trip offerings.
5. S.K.I. Representative will ensure annual dues to S.K.I. Kouncil and CMSC are remitted timely via RFP to Treasurer.
Section 4 - The Sports Programs Chairperson shall:
1. Appoint Sports Programs committee members, as needed, and report those members to the Executive Board.
2. Develop, promote and direct indoor and outdoor sporting events that are approved by the Executive Board.
3. Ensure that the finances of each event and league are handled according to Article VI of the Bylaws.
Section 5 - The Community Services Chairperson shall:
1. Appoint Community Service committee members, as needed, and report those members to the Executive Board.
2. Plan, promote and organize Club participation in charitable activities.
Section 6 – The Dining Out Chairperson shall:
1.Appoint Dining Out committee members, as needed.
2. Plan, promote and schedule monthly dining out experiences with local restaurants.

Section 7 – The Webmaster Chairperson shall:

1.Assure that the website is up to date.

2.Assure that any payment for the website is made in a timely manner.

ARTICLE IV - Membership

Section 1 - General

1. Application shall be made on forms provided by the club.
2. An application may be referred by the Vice-President of Membership to the Executive Board for approval.
3. Dues shall accompany an application for membership. (If membership is denied, dues will be returned.)

Section 2 – Classes of Membership

1. Individual Membership
    a. Each member shall be at least 21 years of age.
    b. Each member may cast one vote.
    c. Conversion to a family membership may be affected by paying the difference in dues.
2. Family Membership
    a. Family membership is defined as one or two adults in a household plus any children up to the age of 21.
    b. Each adult member may cast one vote, limit of two votes per family.
    c. Names of all applicants of the family shall be listed on the application form.
    d. The ages of any applicants under 21 years of age shall also be listed.
    e. Persons under the age of 21 must be accompanied by a consenting adult to participate in Club trips.
    f. Grandparents may add a grandchild to an existing membership for an additional cost of $10.00 per membership year. All other relatives (nieces, nephews, etc.) must be covered in their own family membership.
3. Lifetime Membership
    a. Will be granted to any individual who has been a **continuous** member in good standing for 25 years.
    b. Lifetime members will be exempt from annual dues, but they must submit an annual membership application at renewal.
    c. Lifetime membership will be on an individual basis only. The other family member will pay full individual membership annual dues.
    d. Lifetime members retain all rights, including voting and holding office.
4. Reciprocal Membership

a. Members in good standing, who wish to participate in a Ski Kouncil of Illinois (SKI) Club ski event pay a reciprocal membership fee to the host club.
b. Reciprocal membership will be the same as what is held with SSTC, Individual, or Family.
c. There is no reciprocal membership fee required if the ski event is a SKI sponsored event.

Section 3 – Dues and Fees

1. Individual membership dues shall be $40.00 per membership year.
2. Family membership dues shall be $50.00 per membership year.
3. Lifetime membership requires no dues.
4. Reciprocal membership dues are $10.00 (Individual) or $15.00 (Family) and payable directly to the host SKI club when signing up for a ski event.

5. A membership not renewed within 90 days after the start of a new membership year will be treated as a new membership.
6. The Club Officers, Standing Committee chairpersons and any other person composing the Executive Board, as established by Article VII of the Constitution, and their immediate families, shall be exempt from the membership dues of the club during their term(s) of office.
7. Persons attending day trips will be charged a fee of 3%. Persons attending tour trips will be charged a fee of 1.5%. These fees will be included in the advertised price of the trip.

ARTICLE V Meetings
Section 1 - General Membership
1. At least two general meetings shall be held during each membership year.
2. Meetings may be called by the President or any three Executive Board members. The membership shall be given prior notice thereof.
Section 2 - Executive Board
1. During each membership year there shall be at least ten Executive Board meetings, held not more than 60 days apart.
2. There shall be a joint meeting of the immediate past Executive Board and the new Executive Board at the May Executive Board Meeting.
3. Executive Board meetings shall be open to all Club members who may speak but may not vote.
4. Meetings may be called by the President, or any three Executive Board members.
5. In the situation where a motion and vote is required in between meetings of the Executive Board, at the President's discretion and with the notification of the full Executive Board and the approval of a quorum of the Executive Board members, e-mail notice of the motion being made and receipt of votes from a majority of the Executive Board members is necessary to pass any interim motions. The e-mailed motion, e-mail discussion and subsequent votes shall be maintained with the minutes and considered a Special Meeting of the Executive Board.

ARTICLE VI Finances
Section 1 - Contracting Power
1. Contracting power shall be limited to Executive Board, trip leaders and activity chairpersons. These individuals may not exercise contract power for the club for an amount greater than $150, unless specific, prior approval is obtained from the Executive Board.
2. Written contracts may only be signed by the President. Before being signed by the President, the appropriate VP and the Treasurer must review the contract and indicate their agreement by initialing the contract.
Section 2 - Treasurer’s Report
Treasurer’s Reports shall consist of at least the following reports:
1. Revenue, Expenses and Changes in Net Assets shown fiscal year to date,
2. Balance Sheet, profits and losses, and general ledger.
3. Detailed listing of all transactions from the previous month.
Section 3 - Reports of Trip Leaders, Committees and Activities Chairpersons
1. Finances shall be reported promptly and completely.
2. Receipts must be obtained for all expenditures in excess of $15.

ARTICLE VII Standing Rules

1. Standing Rules shall be numbered consecutively and dated as adopted or as amended.
2. Rules that are rescinded shall be noted, dated as such, and retained in the official record by the Secretary.
3. Standing Rules may be quoted individually but may not be paraphrased.

STANDING RULES

STANDING RULE #1
TRIP LEADER REIMBURSEMENT (11/14/96)
(Amended 8/9/01, 7/15/04, 4/9/05, 1/8/15, 5/1/2019, 9/30/2022 and 9/19/2026)
Trip leaders shall pay the full cost of the trip. A trip leader will be entitled to a trip leader reimbursement after the Trip Close-out Financial Report has been completed and approved by the appropriate Vice-President of Day or Tour trip. The report will then be forwarded to the Club treasurer, who will reimburse expenses as appropriate, including the trip leader per diem.
For day trips and multi-day trips, the trip leader will be reimbursed for appropriate expenses and a per diem based on the following formula. The per diem will have a base of $50 plus $1 for each person on the trip. As an example, for a trip with 35 participants the per diem would be a $50 base plus $35 for the 35 participants for a reimbursement of $85 per day. The per diem rate cannot exceed the General Services Administration (GSA) published rate for the destination of the trip. The total trip length, including travel days, will be used to determine the total per diem. The total per diem reimbursed to the trip leader cannot exceed the cost of the trip, i.e., the cost paid by the participants.
The sum determined for the trip leader reimbursement may be decreased or increased, upon the approval of the Club Executive Board, for the following causes:
1. Change of responsibility due to the unusual nature of the trip or amount of the trip leader supervision of trip activities or trip participants.
2. Trip leader reimbursement received from a source other than the Club.
3. Trip cancellation.

STANDING RULE #2
CANCELLATION & REFUND POLICY (11/14/96)
(Amended 5/13/99, 4/9/05, 1/8/15 and 9/19/2026)
All tour trip travelers are strongly encouraged to purchase travel trip insurance covering accidents, sickness, or death of a participant or covered family member. Travelers are encouraged to purchase “cancel for any reason” insurance.
Cutoff dates for trips and activities will be established for each trip or activity by the Executive Board and published in the monthly newsletter. All cancellations must be made to the Trip Leader. Refunds will be made as follows:
1. For cancellations before the published cutoff date, a full refund of all monies paid will be issued in a timely manner, less any Executive Board approved cancellation processing fee established and published in conjunction with the trip or activity advertisement in the monthly newsletter.
2. For cancellations after the cutoff date
    a. and where a replacement traveler is found, a refund will be paid, minus any non-refundable expenses paid by the club and a cancellation processing fee. The

replacement traveler must pay the full amount due to the club. The club will issue a refund to the original traveler.

b. If no replacement traveler is found, no refund will be issued.

c. Refunds for day trips are processed after the trip is completed.

3. In the event that a roommate cancels a trip without a replacement and the person still traveling has to pay more money for a single supplement room:

a. Funds retained by the Club and not refunded to the person cancelling from the trip shall be used to cover the cost of the single supplement cost for the person still traveling; and

b. The amount of the payment or reimbursement to the traveler shall not exceed the amount still available to be utilized.

c. The above information shall be contingent upon vendor contract language.

STANDING RULE #3
MEMBER TAKING A GUEST ON A DESIGNATED TRIP (11/14/96)
(Amended 9/16/99, 4/9/05, 8/16/11 and 1/8/15)
Rescinded 9/19/2026

STANDING RULE #4
HANDLING OF CLUB PROPERTY (11/14/96)
(Amended 4/9/05)
(Rescinded 9/19/26) Content incorporated into VP of Activities responsibilities. Bylaws, article 1, section 5, #7.

STANDING RULE #5
TRIP MANAGEMENT AND CONDUCT (11/14/96)
(Amended 4/9/05 and 1/8/15)
1. All Trip Leaders shall be at least 21 years of age.
2. Trips shall be run as advertised, unless weather conditions, safety or well-being of trip participants dictate otherwise, in which case, the decision for an alternate plan rests with the Vice President of Day Trips. or Tour Trips (as appropriate) or the President prior to departure. After departure, this authority rests with the trip leader.
3. Conduct by any individual which is offensive or hazardous to others or that does not project a good image of the Club could result in expulsion from the trip at the nearest place of public lodging or transportation by the authority of the trip leader. The trip leader will provide a review of the circumstances at the next Executive Board meeting with a board decision to maintain or cancel the individual's Club membership.
4. Individuals will be held responsible for any damage to personal or real property of others.
5. Club arranged accommodations cannot be shared with non-trip participants.

STANDING RULE #6
BOUNCED CHECK POLICY (11/14/96)
(Amended 4/9/05, 1/8/15 and 9/19/2026)
1. Any person who writes a check to the Club for any purpose, which bounces, will be on a "cash basis" with the Club for a period of 12 months, unless the check is covered within two weeks from the date the Treasurer contacts the appropriate Vice President and/or Trip/Activity leader, notifying them that the check was not covered. A service charge of $35.00 will be assessed, in addition to bank charges, to cover the costs incurred for handling the bounced

check. The Trip/Activity Leader will be responsible for ensuring that the service charge is assessed and collected.
2. “Cash Basis” means that only cash, money orders or certified checks will be accepted.
3. At each Executive Board meeting the Treasurer will provide a list to the Vice President of Day Trips, Vice President of Tour Trips, Vice President of Membership, and the Secretary, of those persons who bounced checks. The Vice President of Day Trips, or Tour Trips (as appropriate) will be responsible for notifying trip leaders of those persons on the list.

STANDING RULE #7
GROUND TRANSPORTATION SMOKING POLICY (11/14/96, amended 9/19/2016)
1. Smoking will only be allowed during scheduled stops.
2. NO smoking inside the travel vehicle is allowed.

STANDING RULE #8
PARTIAL SKI TRIP PACKAGES (11/14/96)
(Amended 4/9/05)
Rescinded 9/19/26
STANDING RULE #9
SKI AREA FAMILIARIZATION TRIPS (FAMS) (11/14/96)
(Amended 4/9/05 and 1/8/15)
Rescinded 9/19/26

STANDING RULE #10
TRIP AND ACTIVITY SIGN-UP PRACTICES (11/14/96)
(Amended 5/13/99, 4/9/05, 1/8/15, 2/11/16, 5-1-2019 and 9-19-2026)
Standing Rule 10 complete Rewrite 10-26-2018
Members must make the required down payment for each seat reserved on the trip at the time of sign-up. Individual checks payable to the Springfield Ski & Travel Club are required for each trip/activity.
1. Board members have first priority sign up privileges, whether or not they are at the sign-up party. Executive Board members will receive unlimited sign-up for trips/events offered during their term of office, but they may only sign themselves up in advance. Signed application and check must be hand delivered to the trip Leader before the sign-up party.
2. Trip Leaders have second priority signup privileges whether or not they are at the sign-up party. Trip Leaders and Activity/Event leaders will receive unlimited sign-up for domestic Day trips/events offered at an organized sign-up event. Trip Leaders and Activity/Event Leaders will receive one (1) sign-up for any Multi day domestic or international trips offered at an organized sign-up event. Signed application and check must be hand delivered to the trip Leader before the signup party.
3A. 10-hour Certificate Holders have third priority signup privileges. They do not need to be present at the signup party, but their application and check must be hand delivered to the Trip Leader prior to the signup party. Each ten-hour certificate entitles the member to one (1) trip signup. A copy of the ten-hour certificate needs to be provided with the trip application.
3B. Members who volunteer their time to support Club activities may earn early sign-up privileges. Those members who accumulate a minimum of 10 volunteer hours will receive early sign-up privileges for one (1) trip for themselves only.
Volunteer activities that count toward this total include:

- actively participating on a Club committee

- working at a Club party/event
- helping on roadside clean up days and other activities deemed appropriate by the Executive Board.

The appropriate Executive Board or event leader will keep track of the hours each volunteer serves for each activity. These hours will be reported to the Executive Vice President, at least 14 days prior the sign-up event, who maintains the official list of volunteer hours. When a member uses their volunteer hours for an early sign-up, the Executive Vice President will remove 10 hours from their total of volunteer hours. Volunteer hours are not vested and will be forfeited if an individual's club membership expires. Volunteer hours do not expire, and they are not transferable.

3C. The Executive Vice President will send out a communication three weeks prior to an organized sign-up event asking members if they require a ten (10) hour certificate. The cut off for the posting of Volunteer hours by the Executive Vice President will be fourteen (14) days prior to an organized sign-up event. The members must communicate with The Executive Vice President to request a 10-hour certificate a minimum of 14 days prior to the sign-up event. The Executive Vice President will e-mail certificates to those requesting a certificate.

4. A member in good standing may sign up herself/himself and a maximum of one other member for any activity, day trip or overnight trip. Members may come early and wait in a single file line on the sign-up date. These members are on a first come first serve basis. Before sign-up opens, numbers will be given for those that wait in the line. They are given a number in the same order as they arrive. The numbers will determine the standing place in line at the sign-up table. This does not guarantee you a spot on the trip.

STANDING RULE #11
BIG BROTHER/BIG SISTER (11/10/98)
Rescinded 9/19/26

STANDING RULE #12
MEMBERSHIP (9/10/98)
(Rescinded 4/9/05)
[Standing Rule #12 has been incorporated into the Bylaws, Article IV, Section 2.]

STANDING RULE #13:
TRIP AND ACTIVITY CLOSE-OUT FINANCIAL REPORTS (7/15/04)
(Amended 4/9/05 1/8/15 and 9/19/2026)
After the completion of a trip, the trip leader will complete a Trip Close-out Financial Report and submit it to the appropriate Vice-President of Day Trips and Tour Trips. The report will identify all expenses and income from the activity and include all necessary receipts. Upon approval by the appropriate Vice-President of Day Trips or Tour Trips, the report will be forwarded to the Club Treasurer who will reimburse expenses as appropriate. Approval of the Trip Close-out Financial Report will also entitle the trip leader to a trip leader reimbursement as described in Standing Rule #1.

After each activity, the chair for that activity will complete a Close-out Financial Report and submit to the Vice-President of Activities. The report will identify all expenses and income from the activity and include all necessary receipts. Upon approval of the Close-out Financial Report by the Vice-President of Activities, the report will be forwarded to the Club Treasurer who will reimburse expenses as appropriate.

STANDING RULE #14:
SPORT ACTIVITIES PARTICIPATION
(Nov. 12, 2015, amended 9/19/2026)
1. A member may sign up to be a participant of a sports activity.
2. In the event that a sports activity/team member cannot participate in an event, he/she should contact the event coordinator.

STANDING RULE #15:
TOUR TRIP PARTICIPATION POLICIES
(August 8, 2019)
1. For trips involving a deviation including requests to delete air, only the actual cost of the group air ticket will be deducted from the trip price. The participant's portion of the club's overhead cost, including ground transportation to the airport or rail station used for the trip, as well as any other included trip costs will be included in the partial trip price.
2. A deviation occurs when a traveler makes any changes from the published trip itinerary including but not limited to: change to departure and/or return date, departing or returning to a different airport, adding a stopover in another location, requesting a land only package.
3. All requests for partial trip packages will only be honored to the point where the Club may drop reserved seats and rooms without penalty from the tour operator and/ or the carrier.
4. If a request for a partial trip participation is made and honored, the adjustment will be made on the last payment. A "partial" trip payment is not refundable unless the trip is canceled. The club will not refund or attempt to "resell" partial trip packages should the participant drop from the trip any time after signup.
5. Any traveler wanting to deviate from the published trip is responsible for making their own arrangements for the deviation. If the deviation follows the same routing, it may be possible for the trip vendor to assist with air or lodging. Ex. go early &/or stay longer at the beginning stop or end stop of the published trip. The trip leader is not responsible for making these arrangements.
6. A deviation means that the traveler will be responsible for getting to the meeting place of the group on their own and on a deviation on the return the traveler needs to make their own arrangements to get to the airport & back to Springfield.
7. Requests for trip deviations must be made no later than 2 weeks after signup.