

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 25, 2020

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 this 1st of May, 2019, 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 promote participation in skiing.
2. To instruct in principles, courtesies and safety in skiing.
3. To provide a variety of ski trips which include friendly ski competition.
4. To sponsor social activities, sports and other trips of interest to the membership.
5. To affiliate with other organizations in promoting sports and activities compatible to the club.
6. To arrange economical trips for skiing and related activities.

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, mailings 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 VicePresident, VicePresident for Ski Trips, VicePresident for Day Trips, Vice-President for Tour Trips, VicePresident for Activities, VicePresident for Membership, Treasurer and Secretary.
2. All officers shall be members of the club.
3. Term 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 VicePresident 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 VicePresident for inclusion on the ballot as a candidate for one of the elected positions.
4. All nominees shall be allotted equal access to the club newsletter and equal meeting time for electioneering.

Section 2 Ballots

A list of all candidates shall be mailed 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 twothirds 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 threefourths 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 role-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 VicePresident 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 threefifths majority of its voting members.

Section 2 Standing Committees

1. Standing Committees shall be formed and chaired by their respective VicePresidents for Ski Trips, Day Trips, Tour Trips, Membership and Activities.
2. The President shall appoint chairpersons to Standing Committees for Newsletter, Finance, Publicity, Skier Development & Ski Kouncil of Illinois (S.K.I.), Sports Programs, Happy Hours, 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 exofficio 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 vote 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, rule 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

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. Cause a schedule of Executive Board and general meetings to be sent to the members within 90 days after start of the membership year.
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 VicePresident 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 administrate the procedures for the General Meeting/Sign Up Party.

Section 3 - The VicePresident for Ski Trips Shall:

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

Section 4 - The VicePresident for Day Trips shall:

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

Section 5 - The VicePresident 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 non-skiing touring 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 6 - The VicePresident for Activities shall:

1. Appoint Activities committee members, as needed, and report those members to the Executive Board
2. Develop and present a 12 month 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. Maintain a voluntary group e-mail list for the purpose of notifying members of Club events and activities.
6. Be responsible for the Club storage unit and its content. Maintain a list of those with a key for access to the unit.

Section 7 - The VicePresident 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. Issue a directory of members of record within 180 days after the start of the membership year.
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 8 - 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 9 - 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.
4. Maintain custody of all club records not assigned to another office, including newsletters and membership directories.
5. Maintain a continuous inventory of club property.
6. Maintain a file of club correspondence for the election year.
7. Maintain a current list of Executive Board members' names, addresses, home and business phones, and e-mail addresses for distribution to the Executive Board.

Section 10 – 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, telephone, 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.
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, Annual Financial Report, Appropriate Election Information and Official Club Notifications.

Section 2 - The Publicity Chairperson shall:

1. Appoint Publicity committee members, as needed, and report those members to the Executive Board
2. Plan and direct the dissemination of club information to appropriate bodies outside the club.
3. Seek participation and support from local businesses through newsletter advertising, contributions to activities and trips and assistance with community service.
4. Schedule locations of the monthly Happy Hours and Executive Board meetings.

Section 3 - The Skier Development & Ski Council of Illinois (S.K.I.) Chairperson shall:

1. Appoint Skier Development & S.K.I. committee members, as needed, and report those members to the Executive Board
2. Promote safety through instructions of new skiers in advance of club trips.
3. Promote growth of members' skills through intraclub and interclub ski competition.
4. Conduct classes on safety, competition, or the like, as appropriate.
5. Coordinate NASTAR activities for the Club.
6. Attend meetings of the S.K.I. and provide a summary of those meetings as the Club Executive Board Meetings.
7. Serve on the Ski Trip Committee.

Section 4 - The Finance Chairperson shall:

1. Appoint Finance committee members, as needed, and report those members to the Executive Board.
2. Develop, track and provide budgets for trips, activities and funded projects. Provide budget-to-actual reports at the monthly Executive Board meeting.
3. Assist the Treasurer in the closeout of financial reports for trips and activities.
4. Assist in investing and tracking Club funds.
5. Assist in balancing statements and compiling Club financial reports and tax records.

Section 5 - The Sports Programs Chairperson shall:

1. Appoint Sports Programs committee members, as needed, and report those members to the Executive Board.
2. Develop and present a 12 month calendar of non-skiing sporting events that may include; golf trip(s), golf outing(s), pool league, tennis league and any other sporting events and leagues approved by the Executive Board.
3. Plan, promote and direct all club nonskiing sporting events and leagues.
4. Ensure that the finances of each event and league are handled according to Article VI of the Bylaws.

Section 6 - 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 which match the goals and objectives of the Club and provide benefit to the geographic area served by the Club.

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 VicePresident 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 effected by paying the difference in dues.
 - d. Each member shall be mailed or e-mailed one copy of each Club newsletter.
2. Family Membership
 - a. Family membership is defined as one or two adults in a household plus any children of those adults or children for whom they are the designated legal guardians.
 - b. A child is under the age of 21 years of age, unless the person is a full-time college student, in which case eligibility shall continue until their 24th birthday.
 - c. Each adult member may cast one vote, limit of two votes per family.
 - d. Each family shall be mailed one copy of each newsletter.
 - e. Names of all applicants of the family shall be listed on the application form.
 - f. The ages of any applicants under 21 years of age shall also be listed.
 - g. Persons under the age of 21 must be accompanied by a consenting adult to participate in Club trips.
 - h. 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. Honorary Membership
 - a. May be granted, on a yearly basis, by 2/3 vote of the Executive Board.
 - b. Honorary members have all rights except those of voting and holding office.
4. Lifetime Membership
 - a. Will be granted, upon request, to any individual who has been a continuous member in good standing for 25 years.
 - b. Lifetime members will be exempt from initiation fees and annual dues.
 - c. Lifetime membership will be on an individual basis only. If the member is part of a family membership, the difference in dues between the individual and family memberships shall be due each year to cover the remainder of the family member(s).
 - d. Lifetime members retain all rights, including voting and holding office.
 - e. Eligibility for lifetime membership shall be reviewed upon application from the member by the membership committee. Any disputes concerning eligibility will be

- reviewed and decided by the Executive Board.
5. Reciprocal Membership
 - a. The applicant shall show evidence of current membership in a Ski Kouncil of Illinois (S.K.I.) Club.
 - b. The membership issued will be either individual or family, whichever is closest to that held in the applicant's home club.

Section 3 - Dues

1. Individual membership dues shall be \$40.00 per membership year, beginning with the 2015-2016 membership year. Individual membership dues shall remain at \$35.00 for the 2014-2015 membership year.
2. Family membership dues shall be \$50.00 per membership year beginning with the 2015-2016 membership year. Family membership dues shall remain at \$45.00 for the 2014-2015 membership year.
3. Honorary membership and Lifetime membership require no dues.
4. Reciprocal membership dues shall be \$10.00 per membership year.
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.

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 written or e-mailed 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, and
3. Detail 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)

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, Tour or Ski Trips. 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, the trip leader will be reimbursed for appropriate expenses and receive a per diem of \$50 per trip. The total per diem reimbursed to the trip leader cannot exceed the cost of the trip, i.e. the cost paid by the participants.

For 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 \$40 plus \$1 for each person on the trip. As an example; for a trip with 35 participants the per diem would be a \$40 base plus \$35 for the 35 participants for a reimbursement of \$75 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 due to lack of snow or other reasons.

STANDING RULE #2

CANCELLATION & REFUND POLICY (11/14/96) (Amended 5/13/99, 4/9/05 and 1/8/15)

“Cutoff” dates and nonrefundable deposits for trips and activities may vary according to transportation, lodging or other associated deposits. 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 in writing or via e-mail. 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, refunds will be as follows:
 - a. For any trip or activity where the allotted number of spaces are completely reserved

- and a replacement can be found, a cancellation may be made and a full refund issued, less any processing fees, as described in paragraph 1, above, anytime prior to the departure of the trip or the start of the activity, provided the replacement person pays the full amount due, in accordance with the payment schedule for the trip or activity.
- b. If a replacement cannot be found, the member canceling the trip or activity may submit, in person, in writing, or via email, a request for a refund. This request must be sent to either the trip leader, the appropriate VP or directly to the Executive Board. The request must be submitted within 15 days after the scheduled start date of the trip or activity and shall state the reason for the cancellation and the amount of refund requested. Requests will only be considered by the Executive Board, and refunds will only be made, once the trip or activity is completed and the full financial statement has been submitted for review and approval, as described in Standing Rule #13. Any refund approved by the Executive Board will come from recoverable expenditures derived from the specific trip or activity and not from the Club's general fund.
 - c. Refunds will be distributed no later than 180 days after the first scheduled day of the trip or activity.

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)

Only members in good standing may participate in Club activities or trips, except designated Trip(s), as selected the Board. Guests may participate in the selected trip(s) without being a club member. Guests will pay a non-refundable fee of \$20.00 per person for a temporary membership that will be in effect for the designated trip. If a person participating in a trip as a guest applies for membership within 30 days after the date of the trip, the temporary membership fee will be applied to the annual membership dues for the appropriate class of membership. Each non-member must complete a temporary membership form and sign the liability release. If the non-member is under the age of 21, they must have their form and liability statement signed by a parent or guardian. An adult member of the Club, parent or legal guardian must accompany participants under the age of 21. Any non-member participant under the age of 18 must also provide medical treatment release forms, insurance information and emergency phone numbers. The Board may designate a trip as a guest eligible trip prior to sign-up and advertise it as such. The Board may also open up a trip to guests after the general sign-up night if members have received an opportunity to sign up and more participants are needed for the trip to proceed.

STANDING RULE #4
HANDLING OF CLUB PROPERTY (11/14/96)
(Amended 4/9/05)

1. Club property shall be loaned only to Club members and for a specific period of time, upon prior approval of two Executive Board members.
2. Individuals assigned Club property will be responsible for replacement of damaged or lost

property. The cost will be borne by the person borrowing the equipment. Compensation for the loss will be determined by the Executive Board.

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 ski 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 Ski Trips, 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 and 1/8/15)

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 \$10.00 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 Ski Trips, 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 Ski Trips, 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)

1. Smoking will only be allowed during scheduled stops approximately every two hours of travel, if requested. NO smoking inside the travel vehicle is allowed.
2. Trips under two hours in duration will be classified as "nonsmoking trips."

STANDING RULE #8
PARTIAL SKI TRIP PACKAGES (11/14/96)
(Amended 4/9/05)

1. For trips involving a request to delete air (or other packaged form of transportation) service, only the actual cost of the 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, will be included in the partial trip price.
2. All requests for partial trip packages will only be honored to the point where the Club may drop reserved seats without penalty from the tour operator and/or the carrier.
3. If a request for a partial trip participation is made and honored, the participant must make payment in the full amount within 5 days of the approval notification. A "partial" trip payment is not refundable unless the trip is canceled. **CANCELLATION CUTOFF DATES DO NOT APPLY.** The club will not refund or attempt to "resell" partial trip packages should the participant drop from the trip anytime after payment is made.
4. Requests to exclude lift tickets from a trip package must be made at the time of sign up. Requests for partial trip packages, including lift tickets, will only be honored to the point where the Club may drop such tickets, or other items, without penalty or loss of income (including any comp). Unless otherwise approved by the Vice President of Ski Trips, the member requesting "no lifts" will pay the full trip price. After the trip is completed, the unused lift ticket will be returned by the Club to the tour operator or the ski area for possible refund. Any refund will then be made to the member by Club check. Refunds may not be possible if purchase and use of a lift ticket by all trip participants is required for the Club to receive a discounted "group rate."

STANDING RULE #9
SKI AREA FAMILIARIZATION TRIPS (FAMS) (11/14/96)
(Amended 4/9/05 and 1/8/15)

The purpose of this rule is to set forth the policy of the Club as it relates to the use of FAMS by the Club.

It is common for ski tour operators, airlines and ski areas to individually or jointly offer reduced price ski trips to ski clubs. The trips are offered for the purpose of promoting a given ski area and are subsidized by the vendors offering the trip. In offering the reduced price trip to a ski club, the vendor expects the club to send a person on the trip who meets the following criteria:

1. The participant can ski well enough to experience the mountain.
2. The participant is in a position to influence the Club to offer a trip to the area the following year.
3. The participant is a viable candidate to lead a trip to the area, including having good organizational skills. The purpose of this policy is to ensure that FAM trips are utilized to the maximum benefit of the Club and to ensure that they are allocated in a fair and consistent manner to Club members. FAMS may also be offered for non-skiing tour trips. These FAMS will also be allocated following the procedures explained below.

The Springfield Ski & Travel Club will encourage vendors to offer FAMS to the Club. The Club

will inform vendors, as appropriate. All inquiries relating to FAMs will be addressed to the Club President or, in the President's absence, the President's designee. No other Club member is authorized to accept FAMs on behalf of the Club. When a FAM is offered, the President will see that the following things are accomplished and/or adhered to:

1. The President will utilize the following criteria to select a Club member who volunteers time for the good of the Club.
 - a. The participant must be an active Club member who volunteers time for the good of the Club.
 - b. Preference will be given to current Executive Board members if they can ski the area where the FAM is to be held, would make a good trip leader and would be willing to lead a trip to the area.
 - c. Nonboard members, officers and committee chair can be selected after first applying the criteria in "b" above. In this event, those selected should be actively involved in club activities and have recently held a position of responsibility with the Club.
 - d. The President will endeavor to offer only one FAM per ski season per person unless a FAM will be lost due to this provision.
2. All FAM participants are expected to pay their own cost of the FAM.
3. It is understood that the President may need to ask several members in order to find someone who is willing to participate. When a member declines a FAM, they may be offered a subsequent FAM at the President's election.
4. A record of all FAMs taken and who participated will be kept by the Secretary, based on a report by each participant. The President will invite each FAM participant to report to the Board upon returning from the trip. An article will be prepared by the participant to be submitted for publication in the newsletter.

STANDING RULE #10
TRIP AND ACTIVITY SIGNUP PRACTICES (11/14/96)
(Amended 5/13/99, 4/9/05, 1/8/15, 2/11/16 and 5-1-2019)
Standing Rule 10 complete Rewrite 10-26-2018

Standing Rule #10
Trip and Activity Sign Up Practices

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 the April or September sign-up. Trip Leaders and

Activity/Event Leaders will receive one (1) sign-up for any Multi day domestic or International trips offered at the April or September sign-up Events. 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. The hard copy of the certificate must be presented to the trip leader at signup.

3B. Members who volunteer their time to support Club activities may earn early sign-up privileges. Beginning October 1, 2014, 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 road side 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 7 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 (3) weeks prior to the April or September sign-up Events 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 the April or September sign-up Event. The Members must communicate with The Executive Vice President to request a 10 hour certificate a minimum of two (2) weeks prior to the Sign-Up Event. Executive Vice President will e-mail certificates to those requesting a certificate.

4. All other members have fourth priority signup privileges. A member in good standing may signup herself/himself and a **maximum of one other** for any activity, Day trip or Overnight trips.

Members may come early and wait in a single file line on the sign up date. These members are on a first come first service 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)

1. Members participating in Big Brother/Big Sister may bring the child to Springfield Ski & Travel Club activities or trips without paying membership dues for the child.
2. For any trip or overnight activity, the Big Brother/Big Sister must work closely with the administration of Big Brother/Big Sister to assure completion of all parental permission forms and compliance with all Big Brother/Big Sister guidelines.
3. The Springfield Ski & Travel Club member is responsible for informing the trip leader of arrangements and providing copies of all paperwork to the trip leader.
4. Any fees for the trip participation or activity by the child are at the same rate as those for Springfield Ski & Travel Club members.

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 and 1/8/15)

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, Tour Trips or Ski 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 either Day Trips, Tour Trips or Ski 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)

1. Any member in good standing may sign up to be a regular member of a sports league/team.
2. A substitute list of members in good standing will be maintained and made available to members of the league/team.

3. In the event that a sports league/team member cannot participate in an event, he/she must contact substitute members from the list to see if they can attend.
4. In the event that a sports league/team member is not able to procure a substitute from the list, he/she may ask a non member to substitute.
5. A non member may substitute for a league/team no more than two times during a season. If they would like to continue to substitute, he/she must pay membership dues and become a member of the SSC.

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.