

## CLEAR LAKE AREA SKI CLUB STANDING CLUB RULES

### I. GENERAL

- A. OBJECT.** The Clear Lake Area Ski Club (CLASC), Incorporated, Standing Club Rules are important operational policies and procedures not covered under the CLASC By-Laws. This document shall be exacted and enforced by the Board of Directors.
- B. PARLIAMENTARY PROCEDURE.** In the absence of one of the regular parliamentarians, another officer may be designated as acting parliamentarian at a Board of Directors meeting to ensure compliance with the By-Laws, Standing Club Rules and Robert's Rules of Order.
- C. AMENDMENTS.** These Standing Club Rules may be amended or waived by a simple majority vote of the full Board of Directors, as defined in the CLASC By-Laws. The entire contents of the Standing Club Rules shall be made available at all General Membership Meetings. Any amendments to the Standing Club Rules, as voted on by the Board of Directors, shall be made available (e.g. published in the newsletter, copies provided at General Membership Meetings) to the membership. In case of conflict with the By-Laws, the By-Laws shall take precedence.
- D. MEMBERSHIP DUES.** Effective May 1, 2009, the annual dues shall be \$30.00 for a Single Membership and \$50.00 for a Family/Group Membership. Members joining after January 1 who do not participate on a ski trip as a CLASC member in the current membership year shall upon request be issued a coupon entitling them to a \$5.00 reduction toward a Single Membership or a \$10.00 reduction toward a Family/Group Membership for the next membership year.
- E. GUEST FEES.** There shall be a \$2.00 admission charge to the General Membership Meetings for non-members. The admission charge shall be waived for persons who join the club before entering the meeting or shall be applied to membership for guests joining during that meeting. The admission charge shall be waived for invited guests at the discretion of the President. The admission charge shall be entirely waived for the first scheduled General Membership Meeting.
- F. PAYMENT MEDIUM.** All funds received in the name of CLASC shall be in the form of an accountable medium such as check, money order, or cashier's check payable directly to the club or shall be cash in lieu of check.
- G. LEGAL REQUIREMENTS.** All leadership and participants are required to comply with any and all locally prevailing laws as well as CLASC By-Laws and CLASC Standing Club Rules during any CLASC related function.
- H. DISCIPLINARY ACTION.** As specified in the By-Laws, the Board of Directors may deny membership, trip participation rights or seek disciplinary action for any person who has demonstrated that they are unwilling to abide by the club rules, policies, or objectives while participating in a club function.
- I. APPEALS.** All CLASC members have the right of grievance appeal to the Board of Directors for any action on the part of an elected or appointed CLASC representative. The written appeal shall be presented to the CLASC President within thirty (30) days of the incident. Hearing of unresolved issues and rebuttal shall be scheduled for the next Board of Directors Meeting.
- K. VOLUNTEER OF THE YEAR.** Selection of the CLASC Volunteer of the Year must be made by a vote of the entire Board of Directors. Should any Board member not be present at the selection meeting, either the President or other designated officer shall poll that member for their vote within one (1) week of the selection meeting. If any Board member to be polled can not be contacted through reasonable effort due to travel or other reason, then the requirement to poll that member shall be waived.

### II. TRIP PARTICIPATION

- A. PARTICIPATION ELIGIBILITY.** Reservations for trip participation shall be accepted only from CLASC members in good standing and those who qualify under the Texas Ski Council (TSC) reciprocity clause. A completed membership form containing a summary of the CLASC deposit and reservation general policy plus a liability waiver shall be on file with the Vice President-Administration & Membership to complete any trip participation reservation. No minor may participate on a CLASC trip unless accompanied by his/her parent or legal guardian. A completed minor's Travel Permit and Guardian Form must be presented to the Trip Leader prior to departure.
- B. RESERVATION DEPOSIT.** A deposit of \$50.00 per trip per person, following the publication of the current year's trip schedule, shall ensure a participation reservation on a particular open trip until the first scheduled General Membership Meeting. This deposit can be applied to the initial scheduled trip payment normally due at the first General Membership Meeting. If a full initial trip payment is not received on or before the date scheduled, and the Trip Leader has exercised diligence to collect the amount due, the reservation shall be considered void and the \$50.00 deposit refunded without penalty.
- C. PAYMENT SCHEDULE.** Each trip participant shall be provided a schedule of payment due dates. Failure to meet the minimum payment standard shall jeopardize the participation reservation. It is the CLASC policy to refund all unused moneys to the trip participants unless that refund is less than \$25.00 per person.
- D. CLASC PARTICIPATION FEE—** Trip participants will pay a \$15.00 CLASC Participation Fee for each trip in which they participate, that will be included in the cost of the trip. For purposes of this clause, the definition of "trip" given by the By-Laws will apply. The refundability of this fee will be governed by Rule II.G.
- E. RESTRICTIONS.** The size and duration of the trips shall be established and controlled by the Board of Directors. Lodging contracted by CLASC for any trip shall be occupied only by full participants of the trip. Exceptions must be approved by the Trip Leader and other unit occupants prior to departure. Costs/savings shall be allocated to the participants in the unit as deemed fair and equitable by the Trip Leader, and the individual(s) shall be required to pay normal trip fees that shall make them an official member of the trip.
- F. PARTICIPATION CANCELLATION.** The Trip Leader and trip participant shall be required to make all reasonable efforts to find a replacement or cancel reservations in the event a trip participant requests a refund. All substitutions to the trip roster shall be approved by the Trip Leader and shall come first from the waiting list of CLASC members. Changes made by an

individual without the express approval of the Trip Leader shall subject the participant to penalty should expenses (e.g. forfeiture of comps) due to the change occur.

**G. CANCELLATION REFUND.** If an eligible replacement who has met the required trip payments is found, the canceling participant shall be refunded all payments minus (a) any charges incurred for changing participants and (b) the penalty established by the cancellation policy established for that trip or a \$25.00 cancellation penalty, whichever is greater. If an eligible replacement is not found, any savings realized by the cancellation minus the penalty established by the cancellation policy established for that trip or a \$25.00 cancellation penalty, whichever is greater, shall be refunded to the canceling participant. CLASC shall not suffer any loss of moneys incurred by a participant cancellation. Refunds for cancellations on non-ski trips or activities shall be governed by the cancellation policy established for that trip or activity. If a cancellation policy was not established for a non-ski trip or activity, refunds shall be approved by the Board of Directors on a case-by-case basis.

#### **H. OUT OF TOWN AND SHADOW TRIP PARTICIPANTS.**

1. Definitions:

- Out of Town trip participant - a CLASC member living outside of the greater Houston area who does not normally use a Houston airport as his/her travel departure point. Out of Town trip participants typically cannot travel with a CLASC group and cannot reasonably be expected to attend club pre- and post-trip parties.
- Shadow trip participant - a CLASC member not staying in the lodging contracted by CLASC for the group.

2. Trip Packages:

- Both start as a standard ground package.
- Both do not include any transportation costs (including air travel and ground transfers), tips, and any refreshments between a destination airport and a resort.
- Out of Town trip participant package also will not include costs for club pre- and post-trip parties.
- Shadow trip participant package also will not include lodging or portage costs.
- Otherwise, both of these trip packages will consist of all other costs and fees incorporated in a normal ground only package, including the amount which contributes to the reimbursement of the trip leaders and any Texas Ski Council fees, if applicable. Standard CLASC policy is that members participating in a TSC trip should pay all of the TSC fees.
- Special Note: the Texas Ski Council Activity Fee may be higher for Shadow Trip Participants in accordance with the particular trip contract or TSC bid.

### **III. TRIP RECIPROCIITY**

**A. RULE.** The Texas Ski Council standing rule concerning trip reciprocity among member clubs states: "The Texas Ski Council member clubs are required to provide a means through which members of the Texas Ski Council will honor memberships between clubs. This would allow other Council club members to participate in other Council club trips, at the discretion and control of the club running the trip. Deposits, payment schedules and cancellation charges shall be set by the club sponsoring the trip. Communications on space available on these trips is encouraged."

**B. GUIDELINES.** Accordingly, members of ski clubs belonging to the Texas Ski Council may participate on CLASC ski trips within the following:

The applicant is a member in good standing of a member club of the Texas Ski Council.

First priority shall be given to CLASC members. The applicant may be placed on the trip only after final payment date, if a vacancy exists and payment is made in full.

The applicant shall sign a CLASC membership liability waiver form.

All reciprocity participants shall pay CLASC fees including, but not limited to, Trip Leader and Assistant Trip Leader reimbursements.

### **IV. TRIP LEADERSHIP**

**A. SELECTION.** Trip Leaders (TL) and Assistant Trip Leaders (ATL) shall be approved by the Board of Directors to work under the direct supervision of the Vice President of Trips according to the guidelines suggested in the Trip Leader Manual. Selection guidelines (prioritized) shall include:

Trip Leader

Previous record as a Trip Leader and/or Assistant Trip Leader.

Character and personality commensurate with the position.

Demonstrated support for the club.

Availability to travel with the participants.

Having previously visited the ski area to which the trip will be led.

Having been or currently serving as an officer of CLASC.

Assistant Trip Leader

The position of Assistant Trip Leader is a learning position and selection will be considered primarily on that basis.

Character and personality commensurate with the position.

Demonstrated support for the club.

Availability to travel with the participants.

**B. REIMBURSEMENT CALCULATIONS.** Trip Leaders (TL) and Assistant Trip Leaders (ATL) shall receive the following reimbursements as a percent of the advertised full package trip price (or of a VP-Trip approved estimated equivalent if the trip offers only ground packages) and prorated by the number of participants (P) not to exceed the actual trip payments tendered

by the TL or ATL and in accordance with rule IV-C. For the purpose of this calculation, the number of participants will be either the greater of the actual number of participants who went on the trip or the number of participants who were signed-up for the trip 2 weeks prior to the trip departure date.

|                     |          | P     | Reimbursement |
|---------------------|----------|-------|---------------|
| <b>1 TL/1 ATL</b>   | TL       | 0-28  | 100% x (P/28) |
|                     |          | 29 +  | 100%          |
|                     | ATL      | 0-20  | zero          |
|                     |          | 21-42 | 50% x (P/42)  |
| <b>1 TL/2 ATLs</b>  | TL       | 0-28  | 100% x (P/28) |
|                     |          | 29 +  | 100%          |
|                     | Each ATL | 0-20  | zero          |
|                     |          | 21-56 | 50% x (P/56)  |
|                     |          | 56+   | 50%           |
| <b>2 TLs/2 ATLs</b> | Each TL  | 0-56  | 100% x (P/56) |
|                     |          | 57 +  | 100%          |
|                     | Each ATL | 0-20  | zero          |
|                     |          | 21-84 | 50% x (P/84)  |
|                     |          | 84+   | 50%           |

### C. REIMBURSEMENT RESTRICTIONS.

Air, bus, room or pillow comps granted by contract and based on participation shall be applied to the overall trip budget and not transferred directly to any individual. All other comps (e.g., lift tickets, equipment rentals) may be utilized at the discretion of the Trip Leader.

Trip Leaders and Assistant Trip Leaders are to make deposits on the same payment schedule and policy as the trip participants monitored by the Vice-President Trips and Treasurer.

All trip records, including but not limited to the following, shall be submitted to the Audit Committee no later than the scheduled audit: financial records (i.e. transmittals, receipts, original budget, individual payment records, expense versus income) and contractual documents.

The following materials shall be submitted to the Vice President-Trips no later than the scheduled audit date: Trip Leader Manuals, trip reports, questionnaires, CLASC trip surveys, participant list, and race results.

Trip Leaders and Assistant Trip Leaders shall be reimbursed according to participation level only after the completion of the trip audit by the Trip Audit Committee, authorization by the Vice President-Trips, and approval by the Board of Directors according to the By-Laws.

If a TL/ATL has been granted prior Board approval to use transportation other than that specified in their trip package, they may submit mileage expenses based on current IRS guidelines up to, but not exceeding the trip transportation portion of the package according to participation level.

### V. FAMILIARIZATION (FAM) TRIPS AND SITE INSPECTIONS.

**A. ELIGIBILITY.** Since the purpose of FAM trips is to further the business of the TSC acting on behalf of the member clubs, designated representatives should be familiar with the operation and purpose of the Council. The representative should be an officer or decision maker in the Clear Lake Area Ski Club, experienced in evaluating the capability of a resort to host both a club and a TSC trip. The representative should ski at a sufficient level to adequately evaluate the majority of the skiing of the host resort, i.e. strong intermediate. The representative should be agreeable to having his/her name placed as a future Texas Ski Council officer or Committee Chairman.

**B. SELECTION.** The FAM trip participants shall be selected at a Board of Directors Meeting no later than the June Board of Directors meeting and before the designated TSC Quarterly Meeting. All Board of Directors shall be notified by the VP-Trips at least seven (7) days prior to the selection meeting. Qualified officers interested in participating in a TSC FAM trip shall submit their names to the VP-Trips no later than the designated Board of Director's Meeting. If the President and VP-Trips submit their names, they shall be placed first and second on the FAM Trip list respectively. The remaining names shall be selected randomly by the VP-Trips and the Board of Directors shall discuss and vote on the selection(s) according to the TSC guidelines. All qualified FAM trip participants shall then be placed on the FAM trip list in the order that their names were approved.

**C. ADMINISTRATION.** A list of CLASC FAM trip participants shall be provided to the Texas Ski Council at their quarterly meeting by the CLASC TSC Delegate. The club President shall be the primary club contact and the CLASC TSC Delegate the secondary contact with the TSC VP-Marketing. When notified by the VP-Marketing, these administrators shall be responsible for contacting participants in the order they were originally selected. Once a participant has attended a FAM trip, their name shall be placed at the bottom of the FAM trip list.

**D. SITE INSPECTIONS.** When a resort offers a site inspection to the Trip Leader for that resort, the Trip Leader shall so notify the VP-Trips and obtain the consent of the Board of Directors prior to accepting the trip. Trips to visit another resort are considered FAM trips and should be administered as such whenever possible.

**E. Expenses.** Any expenses for a FAM or Site Inspection trip shall normally be borne by the participant of the trip. The BOD may approve reimbursement of some expenses in special circumstances.

**VI. TRAVEL EXPENSE REIMBURSEMENT**

- A. MEETING TRAVEL.** Any officer or person approved by the Board of Directors to attend a designated meeting requiring out-of-town travel shall be reimbursed for reasonable travel expenses in the following manner: the lesser of round trip airfare or mileage expenses based on current IRS guidelines; and lodging expenses.
- B. APPROVAL.** These expenses shall be approved by the Board of Directors as part of the budgeting process, or presented to the Board of Directors for approval on a special case basis.

**VII. NEWSLETTER**

- A. MEMBER ADVERTISEMENT.** The newsletter shall publish at no charge a business card size classified ad on a per issue renewal basis for any CLASC member.
- B. ADVERTISEMENT RATES.** The Lifeline Editor shall sell advertisement space on a per issue basis to any retail or wholesale organization. Advertisements for ski trips which are not TSC and/or CLASC sponsored are prohibited. All advertising is at the discretion of the Board of Directors. Should an advertiser buy space for three (3) or more consecutive months, a 10% discount shall be applied. Regular advertisement rates shall be:

|                             | <b>Copy-ready</b> | <b>Not copy-ready</b> |
|-----------------------------|-------------------|-----------------------|
| <b>Full page</b>            | \$100.00          | \$125.00              |
| <b>Half page (inside)</b>   | \$ 55.00          | \$ 75.00              |
| <b>Half page (backside)</b> | \$ 75.00          | \$ 95.00              |
| <b>Quarter page</b>         | \$ 30.00          | \$ 45.00              |
| <b>Business card</b>        | \$ 15.00          | \$ 20.00              |

- C. EDITORIALS.** Any letter received by the Lifeline Editor shall be published in the newsletter, if the author requests, after receipt and review by the Board of Directors. No letter shall be published without the author's name and all letters requesting publication shall be presented to the Board of Directors to allow the Board time to review and resolve any issues and to reply to the letter in the same newsletter issue.

**VIII. COMMITTEES****A. STANDING**

- 1. RULES.** The Parliamentarians (i.e. the two Members at Large and the TSC Representative) shall constitute the Rules Committee. The committee shall be responsible for an annual review of the By-Laws and Standing Club Rules.
- 2. AUDIT.** The Audit Committee shall be responsible for auditing the financial records of the previous year's officers and the financial records of the trips for the current fiscal year. The committee shall remain in place until all the trip audits for the current fiscal year have been completed. The committee shall report on the accuracy of the financial status of the club to the Board of Directors no later than the September Board of Directors meeting.
- 3. ELECTRONIC INFORMATION.** This committee shall be appointed by the President at the beginning of each fiscal year, and shall consist of not less than two (2) persons. Responsibilities shall be to review, develop, and maintain CLASC's electronic data and systems needs.
- 4. NOMINATING.** The Nominating Committee shall be appointed by the President and shall consist of not less than two and no more than four (4) persons. The Nominating Committee shall present one nominee for each office at the Board of Directors Meeting in a timely manner to allow publication of the slate as defined in the By-Laws. Consent to serve shall be secured from all nominees.

**B. AD HOC**

- 1. SILENT AUCTION.** This committee should be appointed at least three (3) months prior to the Auction to allow time for preparation for this function in support of the club's designated charity.
- 2. STATIONERY.** This committee may be appointed to prepare and distribute letterhead, envelopes and business cards under the direction of the Secretary.
- 3. SPECIAL OCCASION.** These committees should be appointed following the election based on the President-Elect's recommendation to organize special or seasonal club functions.
- 4. OTHER.** As deemed necessary by the Board of Directors.

**IX. ARCHIVAL PLAN**

| <b>ITEM</b>                           | <b>RETENTION PERIOD</b> | <b>RESPONSIBLE OFFICE</b> |
|---------------------------------------|-------------------------|---------------------------|
| Articles of Incorporation             | indefinite              | President                 |
| Asset Inventory                       | indefinite              | VP A & M                  |
| Asset Receipts                        | seven (7) years         | Treasurer                 |
| Correspondence                        | three (3) years         | VP A & M                  |
| Data File Archive                     | according to data type  | President                 |
| Electronic Databases & Templates      | latest version          | President                 |
| End-of-year Membership Lists          | indefinite              | VP A & M                  |
| End-of-year Officer Reports           | seven (7) years         | VP A & M                  |
| FAM/site Inspection Reports           | three (3) years         | VP Trips                  |
| Federal Reports                       | seven (7) years         | Treasurer                 |
| Financial Reports                     | seven (7) years         | Treasurer                 |
| Historically Significant Information  | indefinite              | VP A & M                  |
| Membership/Waiver Forms               | seven (7) years         | VP A & M                  |
| Membership Meeting Guest Waivers      | three (3) years         | VP A & M                  |
| Minutes, Agendas & Attachments        | indefinite              | VP A & M                  |
| Monthly Bank Reconciliations          | seven (7) years         | Treasurer                 |
| Newsletters                           | indefinite              | Lifeline Editor           |
| Officers' Manual                      | original & data file    | President                 |
| Race Director's Manuals               | original & data file    | VP Trips                  |
| Reports & Budgets of Activities       | three (3) years         | VP A & P                  |
| Ski Trip Information                  | three (3) years         | VP Trips                  |
| Standing Club Rules/By-Laws           | current revision        | President                 |
| Standing Club Rules/By-Laws Revisions | indefinite              | VP A & M                  |
| Summer Trip & Special Events          | three (3) years         | VP A & P                  |
| Trip Leader Manual                    | current copy            | VP Trips                  |
| Trip Leader Reports & Budgets         | three (3) years         | VP Trips                  |
| Trip Leader's Manual                  | original & data file    | VP Trips                  |
| Trip Minor Waiver Forms               | three (3) years         | VP Trips                  |
| Trophies                              | indefinite              | President                 |
| TSC By-Laws                           | current revision        | TSC Delegate              |
| TSC Newsletter                        | current year            | TSC Delegate              |
| TSC Race Rules                        | recent revisions        | TSC Delegate              |
| TSC Standing Rules                    | current revisions       | TSC Delegate              |