

AUSTIN SKIERS, INC.
STANDING RULES

I. Dues

- A. Dues for the season shall be \$35.00 for individual members and \$45.00 per family. At the discretion of the Executive Committee, lifetime membership may be extended to past presidents of the Club.
- B. Calculation for membership numbers shall be: Single membership counts as one (1) member and Family membership counts as two (2) members.

II. Executive Committee

- A. Officers and Directors meet at the call of the President as the Executive Committee. Specific Duties and responsibilities are outlined in the By-Laws.
- B. Club Members wishing to place an item on the Executive Committee agenda must formally notify the Club President at least three (3) business days prior to the next scheduled Executive Committee meeting.

III. Trips

- A. Austin Skiers' trip prices include air and ground transportation, lodging, and applicable taxes, except as noted on individual trips. Club-sponsored trips are usually budgeted to cover transportation, transfers, lodging, overhead expenses, and some group social activities. Because of the wide range of personal preferences, lift tickets are usually not included. The acceptance of partial trip packages (transportation only, lodging only, children's tickets, etc.) will be at the discretion of the appropriate Trip Chair(s), with approval of the Trip Vice President.
- B. The Trips Vice President will submit nominations for Trip Chairs and Assistant Trip Chairs to the Executive Committee for approval.
- C. The Trip Chair reimbursement will be set by the Executive Committee and cannot exceed the cost of the trip plus the cost of the lift chair expense plus any other trip special activity expense.

IV. Trip Payment and Cancellation Policy

A. Trip Payment

- 1. A \$200.00 deposit per person is required to hold each reservation for a Club trip.
- 2. The Executive Committee or Trips Vice President may determine that interim payments are required for certain trips, particularly those with a sell price above \$1000. If such interim deposits are required, the Trips Vice President shall develop a schedule of interim payments based on the deposit schedule and cancellation policy of each such trip.
- 3. The balance of the payment(s) shall be due on the Final Due Date established by the Trip Committee. If complete payment is not received prior to the Final Due Date, the participant is subject to cancellation from the trip and assessment of a cancellation fee.

B. Cancellation Policy

With cancellation at any time, the Club will retain a cancellation fee of \$50 plus any unrecoverable expenses. Refunds, if applicable, might not be returned until the Final Trip Closeout.

V. Trip Registration

- A. Trip signup procedures will be established by the Executive Committee and published in the Club newsletter prior to the start date for trip signups.
- B. A member with an outstanding financial obligation from a previous fiscal year will be placed on probation and will be excluded from any AS trip. At the time the balance is paid in full, the EC will review probationary status.
- C. A Trip chair who has failed to properly close his/her trip from a previous fiscal year, will be placed on probation and will be excluded from participating from any AS trip. At the time the trip in question is properly closed, the EC will review probationary status.

VI. Travel Agent or Tour Operator Involvement

A travel agent or tour operator may be used as an agent of the Club in the execution of contracts with airlines, bus lines, lodges and lift ticket operators. Competitive bids will be accepted for consideration from any interested party.

VII. Financial Guidelines

A set of financial guidelines will be established and maintained by the Executive Committee. Any changes will require Executive Committee approval. The President will disperse the Financial Guidelines to the Executive Committee at the Budget meeting. The Trip Vice President will hand out and explain the Financial Guidelines to the Trip Chairs.

VIII. Outside Review of Financial Records

The Executive Committee shall designate a fully-qualified CPA or bookkeeper to examine the books, records, and financial statements annually in the month of May or at any other time it is deemed advisable. The CPA or bookkeeper may make recommendations as to improvements in the accounting system and financial guidelines but is not required to issue a report of the financial statements. The CPA or bookkeeper may wish to write a management letter and/or assist the Treasurer in making corrections to the financial statements. The CPA or bookkeeper shall not be a member of the Financial Review Committee or a member of the newly elected Executive Committee.

IX. Internal Financial Review Procedures

A. Annual Budget

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

B. Activity Discounts

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

C. Financial Review

The Financial Review Committee shall review the Treasurer's books quarterly. This review shall be performed after receipt of the monthly bank statement in August, November, February, and April. The Treasurer's monthly report to the Executive Committee shall reflect this review.

X. Checks

A. Dual Signatures

Dual signatures of approved officers are required on disbursement checks over the amount of \$5,000.00.

B. Returned Check Fee

The Club will assess a \$25 return check fee on all non-sufficient-fund checks. Member will not be allowed to participate on the trip or activity until the fee and returned check are paid in full.

C. Presentment for Payment

All club checks must be presented for payment within nine (9) months of the date of issue. Checks presented after that time will be considered void and will not be paid.

XI. Member Discipline

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

XII. Advertising

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

XIII. Standing Rules

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