

# **Bylaws and Operating Code**

**Adopted February 12, 1974**

**Version as of Feb 18, 2005**

## **BYLAWS**

St. Louis Ski Club

(Note: BR=Board Revised, MR=Member Revised and are displayed at the end of modified items, or in the case of entirely modified sections, after the section heading.)

### **ARTICLE I. PURPOSE AND NAME**

#### Section 1. Purpose

Be it hereby enacted that a nonprofit corporation shall exist in the St. Louis Metropolitan Area for the primary purpose of promoting interest and participation in the sport of snow skiing and for the further purpose of promoting increased safety in this sport.

#### Section 2. Name

This Corporation shall be known as the St. Louis Ski Club.

### **ARTICLE II. MEMBERSHIP**

#### Section 1. Classification (MR 4-7-00)

There shall be two classifications of membership: voting and honorary.

## Section 2. Qualifications

Persons having a sincere interest in skiing and being of good character shall be accepted as members in the St. Louis Ski Club. A person must be at least 21 years of age to be eligible for membership; except in the case of a married couple, if either is at least 21 years of age, then the other is eligible for membership.

## Section 3. Application (MR 4-7-00)

An application form for membership must be completed by the interested party and submitted to the Record Center. A check for payment of dues must accompany the application.

## Section 4. Dues (MR 4-7-00)

- A. Members will renew their membership annually with payment of dues on or before April 30. These dues will apply for the ensuing fiscal year, May 1 through April 30. Membership will become delinquent May 15 of said year.
- B. Annual dues will be collected by the Record Center. Dues may be paid by check or money order to the St. Louis Ski Club.

## Section 5. Voting Membership (MR 4-7-00)

- A. A voting member is one in good standing with the St. Louis Ski Club who has a current, paid membership. Said member in good standing may serve on a committee and vote on issues, which come before the general membership.
- B. A voting member with two years consecutive membership and participation on two ski trips is eligible to serve as an officer on the board of directors, a trip captain or chairperson of a committee.
- C. Voting members who have renewed their membership by May 15 shall have priority sign up status on Ski Trips until 9:00 p.m. the day before the annual Sign Up meeting in September. (MR 4-19-02)
- D. A voting member who is entitled to a free membership must also renew their membership by May 15 to ensure priority sign up status. (MR 4-19-02)

## Section 6. Honorary Membership

- A. Honorary membership shall be awarded to persons deemed worthy by a two-thirds vote of the Board of Directors.
- B. An honorary member may not vote, hold office; act as a Committee Chairman or Trip Captain.

## Section 7. Disciplinary Action

Any member may be expelled or suspended from the club by a majority vote of the Board of Directors, after written charges have been presented by a member or members to the Board of Directors. However, such member shall be entitled to review the charges and appear before the Board of Directors prior to their decision and at a time set by the Board of Directors.

## Section 8. Reinstatement of Expelled Members (MR 4-7-00)

To be reinstated as a member in the club, a new application for membership must be

submitted to the Board of Directors for approval. If the Board of Directors elects to accept the application for membership, the applicant shall be reinstated upon payment of the annual dues and a reinstatement fee of \$5.00.

#### Section 9. Restrictions (MR 2-12-88)

- A. The illegal use of controlled substances during club trips or at any other official club function is in violation of club policy and is strictly prohibited. The local authorities may be notified immediately by the Trip Captain or presiding board member if knowledge is obtained that any person is in possession of an illegal substance. (MR 2-5-93)
- B. Solicitation of the general membership at a club function or in the club publications for commercial trips without the consent of the Board of Directors is prohibited.
- C. Use of St. Louis Ski Club name and/or membership roster for any non-club-sponsored purpose, without the direct consent of the Board of Directors is prohibited.

### **ARTICLE III. OFFICERS**

#### Section 1. Definition (MR 4-7-00)

The officers of the St. Louis Ski Club will be President, Vice President, Trip Director, and Communications Director. (MR 4-5-01)

#### Section 2. Elections

- A. Time: Elections of Officers shall be held at the Annual Business Meeting of the club.
- B. Method: Officers of the club shall be elected by a majority vote of those members present who have voting member status and those members not present who have submitted an absentee ballot by mail and which has been received prior to the time of the election. (MR 2-7-92)
- C. Term: Term of office shall be one year and shall commence May 1. In the event of failure or inability of an officer to perform duties incident to the office, the Board of Directors shall have the authority to declare the office vacant and to appoint a successor.
- D. Board Members are expected to attend Board Meetings between the time of election and the assumptions of office. He/she shall review all aspects and duties of position with current officer. (MR 2-5-93)

#### Section 3. Bonding

The Board of Directors shall determine the amount of bond and/or insurance for such personnel as may require bonding of insurance, the premium on such to be paid by the club.

#### Section 4. Signatures (MR 4-7-00)

All checks, orders, leases, contracts, and deeds up to \$4000 will be signed by one of the three eligible officers: President, Vice President, or Trip Director. Checks, orders, leases, contracts, and deeds in excess of \$4,000 will require the signatures of two eligible officers.

#### Section 5. Rights and Duties of Officers (MR 4-7-00)

A. President: The duties of the President are as follows:

- 1) Preside over all meetings of the board of directors and the general membership.
- 2) Appoint a chairman for all committees unless ordered by the board of directors, membership or designation from bylaws.
- 3) Prepare an Annual Report. The Annual Report will include the president's and trip director's reports. The president's report will include financial and membership information.
- 4) Submit a candidate name(s) to the Board of Directors in the event of a vacancy in any elective office.
- 5) Review and update the bylaws and operating codes of the St. Louis Ski Club.
- 6) Renew non-profit status in August with the Secretary of State of Missouri.  
(MR 4-19-02)

B. Vice President: The duties of the Vice President are as follows:

- 1) In absence or at the request of the President, preside at all meetings and perform the duties of the President.
- 2) Supervise the publicity and promotion of the St. Louis Ski Club through printed club material and the news media. This includes but not limited to brochures, posters and other public relations releases.
- 3) Prepare and arrange the general membership schedule and meeting places.

C. Trip Director: The duties of the Trip Director are as follows:

- 1) Preside at all meetings in the absence of the president and vice president.
- 2) Produce the trip schedule, secure trip contracts and execute the scheduled ski trips for the St. Louis Ski Club.
- 3) Create and update the trip grid and payment schedule posted in the Sitzmarker.
- 4) Recruit and supervise the trip captains and assistant trip captains.
- 5) Maintain and update the trip captain manual.
- 6) Submit a monthly Sitzmarker article to update the membership on status of scheduled ski trips.
- 7) Be present at the time and place of departure for all ski trips. An appointed board member will substitute in the absence of the Schedule Trip Director.

D. Communications Director: The duties of the Communications Director are as follows:

- 1) Edit the St. Louis Ski Club newsletter, Sitzmarker.
- 2) Arrange for timely delivery of the Sitzmarker to the membership.
- 3) Monitor the St. Louis Ski Club web site. This includes working with the webmaster to keep the web site current and linked to the internet.

## **ARTICLE IV. BOARD OF DIRECTORS**

### Section 1. Definition

The Board of Directors shall do all things necessary to promote the business purpose of the club and to apply the assets of the club to the advantage of these pursuits in the most efficient manner and to the best interest of the entire membership.

#### Section 2. Meetings

The Board of Directors shall meet monthly, and at other times when called by the President. A majority of voting members of the Board of Directors shall constitute a quorum. The incoming and retiring members of the Board of Directors shall be present at the last Board meeting of the operating year.

#### Section 3. Membership (MR 4-7-00)

The Board of Directors will consist of the officers, immediate past president, and the Record Center.

A. Past President: The duties of the Past President are as follows:

- 1) Serve as a member of the board of directors for a period of one year following the term of president. (MR 4-03)
- 2) Advise current board members on club operations.
- 3) Perform special assignments as directed by the board of directors.
- 4) Provide for an audit of Fiscal year in which Past President served as President. (MR 4-19-02)
- 5) File tax return by September 1 for the Fiscal year in which Past President served as president. (MR 4-19-02)
- 6) Record the minutes from the board of director's meeting. (MR 4-2-04)

B. Record Center

The Record Center Coordinator is a non-voting member of the board of directors. The Record Center Coordinator acts under the immediate direction of the board of directors. The Record Center Coordinator will attend all board meetings and will perform all duties assigned regarding the financial operation, membership records and club operation of the St. Louis Ski Club.

#### Section 4. Privileges (MR 4-7-00)

The board of directors will have full power except as provided by the Operating Code to transact the business for which this club is organized. Only a voting member of the board of directors will hold the power, when present, to vote and introduce motions at meetings of the board of directors.

#### Section 5. Removal of Officer (MR 4-03)

- A. The board of directors may remove an officer of the club according to the following procedures.
- B. Any of the following acts by an officer constitutes grounds for removal:
  - a. Having a conflict of interest in dealing with a tour operator or other outside contractor. Such conflict of interest includes but is not limited to:
    - i. An ownership interest by an officer in a contractor.

- ii. Communication by an officer to a contractor of any information concerning a bid by another contractor.
  - b. Repeated failure to follow the directions of the board in the performance of the officer's duties.
  - c. Gross and repeated obstruction of board meetings in violation of Robert's Rules of Order.
  - d. Making a threat of violence against another member of the club.
- C. The following procedures must be observed in removing an officer:
  - a. Before a motion for removal of an officer may be validly made, the board of directors must appoint a Review Committee consisting of exactly four former board members who are all currently voting members not serving on the current board of directors. At least two members of the Review Committee must be former presidents of the club. The chair of the Review Committee must be a former president.
  - b. The board of directors must present charges against the officer in question to the Review Committee. The Review Committee must review the charges and decide whether sufficient cause exists to proceed further; if the Review Committee decides in the negative, the removal may not go forward.
  - c. The Review Committee must meet with the accusing officers and the accused officer for discussion of the charges. The meeting shall be conducted according to Robert's Rules of Order, with the chair of the Review Committee presiding. At this meeting the accused officer may present witnesses and documentation if desired to defend against the charges. In the case that the accused officer fails or refuses to meet with the Review Committee, the requirement for such a meeting is waived.
  - d. The Review Committee must submit a ruling to the board of directors on whether grounds for removal have been met. Only if the Review Committee rules that grounds for removal have been met may the removal go forward.
  - e. Once the preceding requirements have been met, a removal motion may be put before the board of directors. A simple majority is sufficient to remove the officer.

## **ARTICLE V. CLUB PROPERTY, FINANCE AND DISSOLUTION**

### Section 1. Properties

There shall be procedures required to account for and control the expenditures, receipt and custody of club properties, which shall be:

- a. Moneys: Cash or equivalent.
- b. Fixed Assets: Property or equipment used by the club, which is not for resale, having a useful life of one year or more - i.e., stopwatches, file cabinets, radio equipment.
- c. Inventory: Property purchased by the club and held for resale to members - i.e., parkas, ski bags, club patches.
- d. Expendables: Supplies or materials normally expended at the time of usage - i.e., stamps, stationary, and batteries.

## Section 2. Authorizations for Custody

Club members may be directed to receive and disburse moneys and custody of club property only upon authorization by the Board of Directors.

## Section 3. Records

Any members of the club accepting custody of club property, except expendables, shall maintain records adequate to substantiate the correctness and accuracy of all receipts, disbursements, and balance on hand.

## Section 4. Transfer, Loss, Change in Condition, Acquisition (MR 4-7-00)

- A. Transfer: Except for expendables the transfer of club property between members shall be reported to the record center.
- B. Loss, change in condition: The unaccountable loss or change in condition affecting the worth of club property will be promptly reported to the Record Center. The Record Center will present the matter to the Board of Directors for disposition.
- C. Acquisition: The acquisition of fixed assets will be reported to the record center.

## Section 5. Dissolution

The club shall be disbanded when two-thirds of the voting members at a meeting specifically called to consider dissolution, shall vote to disband. All members shall be given at least ten-day written notice of the proposed dissolution (deposit in U. S. Mail service constitutes delivery of notice). In the event of dissolution, properties of the club shall be donated to the United States Olympic Ski Fund.

# ARTICLE VI. OPERATING CODE

## Section 1. Definition

A code for conducting the operations of the club shall be maintained. This code shall be within the scope permitted by these bylaws.

## Section 2. Enactment or Revision

- A. Operating Code may be enacted or revised by the Board of Directors or by a majority of the voting members present at any regular or special meeting of the club or at the Annual Business Meeting, provided a quorum exists.
- B. The membership shall be given written notice of any Operating Code change.
- C. Changes to the Operating Code, which were enacted by vote of the membership, must be resubmitted to the membership for modification.
- D. All members shall be given at least ten days written notice of any proposed change in the Operating Code requiring membership approval.

# ARTICLE VII. MEETINGS

## Section 1. Regular

The St. Louis Ski Club shall hold regular meetings monthly, from September through May, to transact such business as shall properly come before it, at a time and place determine by the Board of Directors, provided that such place be in the Metropolitan St.

Louis. Prior to such meetings, written notice hereof shall be given to each member at his last known mailing address.

#### Section 2. Annual Business Meeting

The club shall hold an Annual Business Meeting in April. The election of officers shall take place at this meeting. In addition, the Board of Directors shall recommend any needed changes to the Bylaws to the membership. Written notice shall be given to each member ten days prior to scheduled meeting (deposit in U.S. Mail service constitutes delivery of notice). (MR 2-5-97)

#### Section 3. Special

Special meeting may be called at any time by four or more members of the Board of Directors or upon receiving the written request of twenty voting members. Notice shall specify the purpose for the special meeting and must be given in writing to the membership at least ten days prior to such a special meeting (deposit in U.S. Mail service constitutes delivery of notice).

#### Section 4. Quorum

A quorum at any meeting of the club, regular, special, or at the Annual Business Meeting, shall consist of at least twenty percent or fifty individuals, whichever is less, of the voting members either being present or considered present by virtue of having submitted a proxy.

#### Section 5. Proxy

Any voting member shall have the privilege of voting under this article by proxy by submitting his or her signed proxy to the Board of Directors prior to the commencement of the meeting at which the proxy is to be used, said proxy to be in a form so as to indicate clearly the intention of the person voting.

### **ARTICLE VIII. GUESTS**

#### Section 1. Attendance

Persons interested in snow skiing are eligible to attend club meetings.

#### Section 2. Fees

Nonmembers attending any club-sponsored activity or meeting may be charged a guest fee to be determined by the committee governing such activity or meeting. Guest fees may be applied toward membership dues if an application for membership is submitted at the same meeting along with the balance of membership dues.

### **ARTICLE IX. PARLIAMENTARY AUTHORITY**

In absence of any provision to the contrary in these Bylaws regular meetings of the club and all meetings of the Board of Directors and committees shall be governed by the parliamentary rules and usage's contained in the then current edition of Robert's Rules of Order, Revised.

## **ARTICLE X. AMENDMENTS**

### **Section 1. Method**

These Bylaws may be amended by a two-thirds vote of the voting members present at any meeting of the club, provided a quorum is present and the voting members are given at least ten-days written notice of the proposed amendment (deposit in U. S. Mail service constitutes delivery of notice).

### **Section 2. Quorum**

A quorum at any meeting of the club shall consist of at least twenty percent or fifty individuals, whichever is less, of the voting members either being present or considered present by virtue of having submitted a proxy.

### **Section 3. Proxy**

Any voting member shall have the privilege of voting under this article by proxy by submitting his signed proxy to the Board of Directors prior to the commencement of the meeting at which the amendment may be voted upon, said proxy to be in a form so as to clearly indicate the intention of the person voting either for or against the amendment under consideration.

## OPERATING CODE

St. Louis Ski Club  
(As provided for by the February, 1974 Bylaws)

### I. General Provisions

1. Board of Directors' meetings shall be open upon request to any member of the club.
2. A directory of the membership as of November 1 shall be published annually and distributed free to the membership.
3. Dues for the club membership is \$30 (MR 4-7-00)
4. Voting Membership shall be free to members in good standing who have attained the age of seventy years and who have maintained continuous club membership for ten years or more. Members who are entitled to free memberships but who would like to receive all club mailings will be assessed a \$10 postage and printing fee annually. (MR 4-19-02)
5. Club members are expected to be fiscally responsible in their dealings with the Club. Any check returned to the club shall cause membership to be suspended until payment of \$15 fee. (BR 11-20-95)
6. A guest fee of two dollars may be charged to nonmembers at all general meetings (excluding special functions). (BR 7-8-96)
7. Membership cards, trip policies and President's letter shall be sent out as dues are received. (BR 3-01)
8. Sitzmarker single-issue advertising rates are as follows:

Rate Per Issue (BR 6-04)

Full page.....	\$50
Half page.....	\$35
Quarter page.....	\$20
Business card size.....	\$10

Full-page inserts may be accepted for inclusion in the Sitzmarker at a cost of \$100. Advertiser must provide sufficient copies for inclusion in the Sitzmarker at their own expense. The Vice President will advise the advertiser of the proper size and weight of paper for an insert. (BR 10-03)

9. Committees will not be allocated a yearly budget, but must submit expenses to the Board of Directors for approval before payment. (BR 3-01)

10. Notice of any special or Annual Business Meeting shall be by First Class Mail. Classes of all other mailings shall be at the discretion of the Board of Directors.
11. Members delinquent in renewing membership will receive the September Sitzmarker only and no other subsequent newsletters. (BR 3-01)
12. A member in good standing may be nominated for office during any annual election of officers by submitting written notice to the membership at least 10 days prior to the election and a petition signed by ten voting members which includes a statement of consent by the member nominated to the chairman of the meeting. (BR 3-01)
13. The Board of Directors may award club member trip credits not to exceed 150, except as listed in the rest of the Operating Code. (BR 3-01)
14. Voting members of the Board of Directors shall receive trip credits not to exceed 800. (BR 11-01)
15. All Ski Trip Captains shall receive trip credits as follows:
 

Two Ski Day Trip	250	
Three Ski Day Trip	300	
Four Ski Day Trip	350	
Five Ski Day Trip	400	
Six Ski Day Trip	450	(MR 4-5-01)
16. Trip Captains shall pay for their trip in full according to the payment schedule and shall receive authorized trip credits after approval of the trip report. The Board of Directors may withhold a portion of these trip credits for unsatisfactory performance by a Trip Captain. Trip Captains shall abide by Trip Captains Duties and be responsible for all trip related property. Trip Captains shall not have personal gain or financial benefit from a trip. (BR 3-01)
17. Members who run club-sponsored activities below shall receive trip credits as follows: (BR 3-01)
 

Golf Outings	25	(BR 11-23-93)
Las Vegas Night	100	
Local Float Trips	200	(MR 02-07-92)
Summer Tennis League	200	(BR 04-14-97)
Special Summer Trip	100	
Tennis Night	25	
Dog 'N Suds	50	
18. Other non-skiing activities can be rewarded through honorariums. (MR 02-10-89)
19. In the event a trip does not depart or is canceled through no fault of the Trip Captain, the Trip Captain shall receive the following:
 

31-60 days prior to departure - 1/4 of total trip credit.

30 days or less prior to departure - 1/2 of total trip credit. (BR 3-01)

20. All trip credits must be redeemed within three Ski Club fiscal years after date of issue while maintaining continuous club membership or can be transferred to another member in good standing. (BR 3-01)
21. All club mailings including trip instructions shall be clearly identified with the name and address of the club or where possible, bear a facsimile of the club letterhead.
22. Any net worth in excess of \$45, 000 at the end of the fiscal year shall be used in the succeeding year to provide working capital (BR 1-27-92).

## **II. Standing Committees**

Standing Committees of the St. Louis Ski Club are those listed below. Committee responsibilities should include, but not be limited to those listed. Committee membership shall be at the discretion of the appointed committee chairman and the President unless otherwise specified.

Membership Committee (BR 3-01) - The Membership Committee shall:

1. Distribute applications to interested persons.
2. The committee shall arrange for registration of guests at club meetings and collect admission at parties and club functions.
3. Assist Vice President in scheduling and securing a suitable location and program for all regular meetings and activities of the membership.
4. Chairperson of Membership Committee shall be the Vice President.

Finance Committee (BR 3-01) - The Finance Committee shall consist of members of the club who do not have direct control of club moneys during the current fiscal year and shall:

1. Review and certify the annual financial statement to be submitted to the club membership.
2. Guide the club in proper investment of club funds.
3. The Chairman shall report to the President.

Trip Committee (BR 3-01) - The Trip Committee shall:

1. Review past trips and make recommendations for return trips to those areas.
2. Seek out new areas, which may be of interest to the membership.
3. The Chairman of the Trip Committee shall be the Trip Director.

Nominating Committee (BR 3-01) - A Nominating Committee to nominate candidates for SLSC office for the following year may be appointed at the discretion of the Board of Directors.

1. It shall be the duty of the Nominating Committee to prepare and recommend a slate of candidates for club office to the membership. When possible, the slate will consist of two candidates for each office.
2. Written notice of the slate of candidates shall be submitted to the membership at least thirty days prior to the election (deposit in U. S. Mail service constitutes delivery of notice).
3. The Chairperson of the Nominating Committee shall report to the President.

Bylaws Committee (MR 2-5-93) - The Bylaws Committee:

1. The membership should include a past president whenever possible.
2. Be responsible for collecting and reviewing recommendations for amendments to the club Bylaws and Operating code.
3. Submit these recommendations to the Board of Directors.
4. Prepare a ballot of Board approved recommendations for changes to the Bylaws. This ballot will be submitted to the club voting membership 10 days prior to the date of the General Election.
5. Be responsible for maintaining records of topics discussed, research on those topics and recommendations submitted to the Board of Directors.

### **III. Trip Policies (BR 3-01)**

#### **A. Trip Administration:**

1. Board members may not serve as trip captains.
2. The trip captain will arrange for lift tickets at group rates. Ski rental information will be made available to the trip participant.
3. The St. Louis Ski Club will not finance post trip picture parties.
4. The St. Louis Ski Club will not finance any lessons.
5. The St. Louis Ski Club will be responsible for the financial losses of a ski trip due to an insufficient number of trip participants. The Board of directors may cancel a ski trip at its discretion.
6. With written approval of the Trip Director, the Trip Captain may offer a member a portion of the ski trip. The member will pay any fees or penalties charged to the St. Louis Ski Club for these arrangements. "Land Only" packages are only available for the first 30 days following the annual Sign-Up Night to members who live more than 300 miles from the Lambert St. Louis airport. Full payment for the trip must be received prior to the date the club must cancel airfare without incurring any financial penalties. The Trip Director will verify this date. The club is unable to assist the

member in obtaining other travel arrangements in these cases.

7. Trip insurance is the responsibility of the trip participant. The trip director will provide this information upon request.

**B. Membership Requirements:**

1. Membership in the club is required to sign up for all St. Louis Ski Club-sponsored trips.
2. A child less than twenty-one years of age of a member's parent(s) is welcomed on all St. Louis Ski Club trips. In the event a child (children) is a trip participant, an adult SLSC trip participant must accompany and be a designated responsible party for the minor.
3. The St. Louis Ski Club is not responsible for the personal acts of negligence of the individual members. Each (individual) member will bear the full legal and financial responsibility for personal acts or negligence.
4. Smoking is allowed as directed by law and the specific carrier. On all bus trips where permitted by law, the Trip captain shall designate smoking and non-smoking sections of seating. The smoking seats will be in the rear of the vehicle. Members who plan to smoke will be encouraged to sit in the designated smoking seats for the duration of the trip. Members are requested to refrain from the use of cigars and pipes. No smoking will be allowed between 12 midnight and 6:00 a.m.
5. All bus seats are taken on a first come basis. Please respect a seat reserved with personal possessions.

**C. Sign up, Deposit, and Cancellation:**

1. A signed trip application must be completed and submitted by every trip participant on the trip and the wait list. The trip captain will retain all signed trip applications and submit them to the Trip director with the final trip report.
2. A signed trip application with payment from a member in good standing will be processed in the order received until 9:00 p.m. on the day before the September general membership meeting (sign-up night). (except as noted in #3 below)
3. A voting member who has renewed their membership by May 15 shall have Priority Status for trip sign-ups until 9:00 pm the day before the annual sign-up meeting.
4. The wait list begins when trip sign-ups exceed the budgeted number of trip participants.
5. Children of the St. Louis Ski Club members less than twenty-one years of age will have the same sign-up priority as the member parents.

6. Payment options are as follows:

- a) Full payment of the trip price with a signed St. Louis Ski Club trip application. The trip captain will inform the trip participant of any additional costs for the trip, i.e., lift tickets, activities, etc. as arranged.
- b) A deposit as posted in the trip schedule with a signed St. Louis Ski Club trip application. The trip captain will inform the trip participant of any additional costs for the trip, i.e., lift tickets, activities, etc. as arranged.
- c) A one hundred dollar (\$100) deposit with a signed St. Louis Ski Club trip application will secure a position on the wait list. This deposit is fully refundable at any time until the member verbally accepts an open position on the trip.
- d) The trip participant is responsible for meeting all payment deadlines. Failure to do so will result in cancellation from the trip. The Trip Captain will notify the trip participant if final payment has not been received by payment date. The trip participant will have 7 days following the official payment due date to make payment in full. The canceled trip participant will be placed at the end of the wait list if final payment is delinquent. If the trip participant goes on the trip, cancellation fees will be waived.

7. Cancellations:

- a) A no-show at departure time of any St. Louis Ski Club trip is considered a cancellation.
- b) A cancellation request from any St. Louis Ski Club trip must be presented to the trip captain in writing.
- c) The St. Louis Ski Club will assess a \$50 Processing Fee from any confirmed trip participant who cancels from any ski trip for any reason. In addition, all penalties or fees the airline, property or transfer company charges the St. Louis Ski Club due to trip participant cancellation will be paid by the participant. Refunds will be issued only after the Board of Directors has determined the total cost incurred by the club due to the cancellation.

8. Trip participants may not transfer deposits or reservations from one trip to another. A member may transfer a waitlist deposit to a trip with openings. Reservations cannot be transferred from member to member.

9. The St. Louis Ski Club will bear no financial responsibility to trip participants in case of delayed trip departure, return, cancellation or poor conditions. Should one or more of the above listed events occur, the Trip Captain is responsible for making arrangements and/or working with the tour operator to secure alternatives. The Trip Captain will keep the travel group organized and informed.

10. Prices of St. Louis Ski Club trips are subject to change.



- process applications (deposits, send membership cards)
  - roster (updates, directory)
  - label data base
  - renewal letters for non-renewing members
5. Budgets
    - monthly financials
    - ski trip budgets provided to trip captains and regularly updated
    - ski trip audits
    - input to board for yearly operating budget
  6. Miscellaneous
    - banking
    - database maintenance
    - storage of current club records
    - ordering of supplies
    - copies

## **V. Financial Procedures (BR 2-21-02)**

1. The President and Finance Committee shall submit an annual Operating Budget to the Board of Directors by June 15. The annual Operating Budget is subject to approval by the Board of Directors.
2. Contracts/Invoices/Financial Obligations
  - a. Only members of Board of Directors may negotiate contracts for the St. Louis Ski Club.
  - b. Contracts will be negotiated for a term of 365 days or less. Any exemptions must be approved by Board of Directors.
  - c. All Contracts, Invoices, Statements of Activity from Vendors must bear the name of "St. Louis Ski Club" and the current club address.
  - d. All Invoices must be submitted to the Record Center within 15 days of receipt.
  - e. Any expense over \$50 on behalf of the St. Louis Ski Club must be approved by the Board of Directors.
3. Reimbursements for Board of Directors
  - a. Board of Director members shall be fiscally responsible in negotiating contracts and financial obligations on behalf of the St. Louis Ski Club.
  - b. No Board member who has signature authority for checks shall sign their own reimbursement check.
  - c. Any Board member who incurs legitimate expenses on behalf of the St. Louis Ski Club must submit the original receipt with the date, amount of expense and Board of Director's member name to the Record Center with the "Request for Reimbursement" form within 90 days of receipt.