

Bylaws and Operating Code

Adopted February 12, 1974

Revised as of April 23, 2015

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 will 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 will be known as the St. Louis Ski Club.

ARTICLE II. MEMBERSHIP

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

The four classifications of membership are: individual, married couple, senior and honorary.

Section 2. Qualifications

Persons having a sincere interest in skiing, snowboarding, or other winter sports, and being of good character will 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. Payment of dues must accompany the application and may be cash, check, PayPal, or money order..

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. Members who have renewed their membership by May 15, will have priority sign-up status on ski trips until 9:00 p.m. the day before the Annual Sign-up Meeting.
- B. Annual dues will be collected by the Record Center. Dues may be paid by cash, check, PayPal, or money order payable to the St. Louis Ski Club.

Section 5. Honorary Membership

- A. Honorary membership may 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 will 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 will 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 4-24-14)

Section 2. Elections

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

Section 3. Bonding

The Board of Directors will 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 4-12-12)

All checks, orders, leases, contracts, and deeds up to \$20,000 will be signed by the Record Center Coordinator or one of the three eligible officers: President, Vice President, or Trip Director. Checks, orders, leases, contracts, and deeds in excess of \$20,000 require two signatures of two eligible signers on the account.

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. This report is published in the October edition of the Sitzmarker.
 - 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) Provide for an audit of the past fiscal year. (MR 4-24-14)
- 7) Annually review all memberships in affiliated organizations and subscriptions, and supervise their timely renewal. (MR 4-23-15)

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.
- 4) Coordinate all non-ski trip related activities throughout the year, and communicate these activities through monthly e-mail notices and social media sites. (MR 4-23-15)

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's manual.
- 6) Submit Sitzmarker articles to update the membership on the status of scheduled ski trips. (MR 4-23-15)

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 website. This includes working with the webmaster to keep the website current and linked to the internet.
- 4) Record the minutes of the Board of Director's meeting. (MR 4-24-14)
- 5) Assist the Vice President in communicating and promoting club activities. (MR 4-23-15)

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Definition

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

Section 3. Membership (MR 4-24-14)

The Board of Directors will consist of the officers and the Record Center Coordinator.

A. 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 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 current 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 will 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 will be procedures required to account for and control the expenditures, receipt and custody of club properties, which will be:

- a. Moneys: Cash or equivalent.
- b. Non-disposable 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, will 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 will 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 be reported to the Record Center.

Section 5. Dissolution

The club will be disbanded when two-thirds of the voting members at a meeting specifically called to consider dissolution, will vote to disband. All members will be given at least a 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 will 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 will be maintained. This code will 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 will 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 will 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 (MR 4-23-15)

The St. Louis Ski Club will hold regular meetings as deemed necessary by the Board of Directors to transact such business as will properly come before it, at a time and place determined by the Board of Directors, provided that such place be in the Metropolitan St. Louis area. Prior to such meetings, notice hereof will be given to each member at his or her e-mail address or last known mailing address.

Section 2. Annual Business Meeting

The club will hold an Annual Business Meeting in April. The election of officers will take place at this meeting. In addition, the Board of Directors will recommend any needed changes to the Bylaws to the membership. Notice will be given to each member at least ten days prior to scheduled meeting (non-return of e-mail notification or deposit in U.S. Mail service constitutes delivery of notice). (MR 4-23-15)

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 will specify the purpose for the special meeting and must be given to the membership at least ten days prior to such a special meeting (non-return of e-mail or deposit in U.S. Mail service constitutes delivery of notice). (MR 4-23-15)

Section 4. Quorum

A quorum at any meeting of the club, regular, special, or at the Annual Business Meeting, will consist of at least twenty percent or fifty individuals, whichever is less, of the members either being present or considered present by virtue of having submitted a proxy. Members submitting a signed ballot for the election of officers and/or a signed ballot voting on bylaw changes either electronically or via U.S. Mail within the specified time required will be considered to be present by virtue of proxy. (MR 4-23-15)

Section 5. Proxy

Any member will 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 or other winter sports or activities 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 will be governed by the parliamentary rules and usages 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 notice of the proposed amendment (non-return of e-mail notification or deposit in U. S. Mail service constitutes delivery of notice).

Section 2. Quorum

A quorum at any meeting of the club will 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. Members submitting a signed ballot voting on bylaw changes either electronically or via U.S. Mail within the specified time

required will be consider to be present by virtue of proxy. (MR 4-23-15)

Section 3. Proxy

Any voting member will 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)
Membership Revisions as of April 23, 2015
Board of Directors Revisions as of April 8, 2015

I. General Provisions

1. Board of Directors' meetings will be open upon request to any member of the club.
2. A directory of the membership as of November 1, will be published annually and distributed free to the membership.
3. Renewal dues for individual club membership is \$30 if paid by May 15, and is \$35 after that date; \$55 for a married couple if paid by May 15, and \$65 after that date. Members who have renewed their membership by May 15, have priority sign-up status on ski trips until 9:00 p.m. the day before the annual sign-up meeting. Senior membership is free to members who have attained the age of seventy years and who have ten years continuous membership. 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 4-7-00)
4. Senior Membership will 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. (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 will cause membership to be suspended until payment of \$15 fee plus any bank assessments. (BR 11-20-95)
6. A guest fee of \$5.00 (five dollars) may be charged to nonmembers at all general meetings (excluding special functions). (BR 7-8-96)
7. Committees will not be allocated a yearly budget, but must submit anticipated expenses to the Board of Directors for approval before incurring expense. (BR 3-01)
8. Notice of any special or Annual Business Meeting will be by e-mail or First Class Mail. Classes of all other mailings will be at the discretion of the Board of Directors. (BR 4-8-15)
9. Members delinquent in renewing membership will receive the late summer trip Sitzmarker only and no other subsequent newsletters. (BR 4-8-15)
10. 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)

11. 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)

12. Voting members of the Board of Directors will receive trip credits not to exceed 800. (BR 11-01)

15. All Ski Trip Captains will receive trip credits based on the following formula:
Number of Ski Days x 60 + Number of Skiers x 5 = Trip Credits (MR 4-23-15)

16. Trip Captains will pay for their trip in full according to the payment schedule and will 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 will abide by Trip Captains Duties and be responsible for all trip-related property. Trip Captains will not have personal gain or financial benefit from a trip. (BR 3-01)

17. Members who run club-sponsored activities below will receive trip credits as follows:
(BR 3-01)

Golf Outings	25	(BR 11-23-93)
Local Float Trips	200	(MR 02-07-92)
Dog n' Suds	50	

18. Other non-skiing activities may be rewarded through honoraria. (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 will 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) for a transfer fee of 25 trip credits.

21. All club mailings or electronic communications, including trip instructions, will be clearly identified with the name and address of the club or where possible, bear a facsimile of the club letterhead. (BR 4-8-15)

22. Any net worth in excess of \$45, 000 at the end of the fiscal year will 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 will be at the discretion of the appointed committee chairman and the President unless otherwise specified.

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

1. Distribute applications to interested persons .
2. The committee will 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 will be the Vice President.

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

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 will report to the President.

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

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 will 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 will 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 should consist of two candidates for each office.
2. Written notice of the slate of candidates will be submitted to the membership at least ten days prior to the election (deposit in U. S. Mail service constitutes delivery of notice).
3. The Chairperson of the Nominating Committee will 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 ten 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 generally will not be asked to serve as Trip Captains.
2. The St. Louis Ski Club will arrange for lift tickets at group rates. Ski rental information will be provided by the Trip Captain.
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. Land Only packages are 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. The member will pay any fees or penalties charged to the St. Louis Ski Club for these arrangements. 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. Trip insurance information will be provided in the Balance-Due Letter.

B. Membership Requirements:

1. Membership in the club is required to sign up for all trips sponsored by the St. Louis Ski Club.
2. A member's child who is less than twenty-one years of age is welcome on all St. Louis Ski Club trips. In the event a minor is a trip participant, an adult St. Louis Ski Club 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. 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 Record Center Coordinator will retain all signed trip applications, provide copies to the Trip Captain, and retain them until the final trip audit is complete.

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 member who has renewed their membership by May 15 will 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, or when space is available only for a specific gender.
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.
 - b) A deposit as posted in the trip schedule with a signed St. Louis Ski Club trip application.
 - c) A one hundred dollar (\$100) deposit with a signed St. Louis Ski Club trip application will secure a position for a member to be placed on the wait list **if the trip is full**. 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 participant will have seven (7) days following the official payment due date to make payment in full. The Record Center Coordinator will notify the trip participant if the payment has not been received by the due date. 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 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 and the Record Center 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, the 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 unless the initial trip is cancelled by the Board of Directors. 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.
11. If a ski trip is canceled due to poor snow conditions, the maximum refund will be returned based upon actual cost to the St. Louis Ski Club.
12. The Board of Directors will determine a final payment date for each individual trip. The Trip director will publish this in the Sitzmarker and/or distribute the information via e-mail or other social media sites. The Board of Directors may change the final payment date at its discretion.
13. Members who cancel off a trip are not guaranteed a refund of lift tickets or trip deposits. The St. Louis Ski Club will work with the member and/or the tour operator to obtain airline or lift ticket refunds under special circumstances. The club will make reasonable attempts to fill any trip openings that occur more than 30 days before the departure date. See Section A, #7 and Section C, #7B.

D. Rooming Arrangements:

1. The trip captains are prohibited from assigning a single man and a single woman to share the same room; however, a mutual request by participants to share a room will be honored.
2. Rooming assignments will be based on order of sign-up, and mutual requests for roommates will be honored if at all possible. The trip captain will inform the trip participants of the final rooming arrangements.
3. Trip participants are subject to the lodging arrangements made by the St. Louis Ski Club. No special accommodations and arrangements will be made unless provided for in the initial trip information.

IV. Record Center (BR 3-01)

Record Center Coordinator

Experience: Accounting, database, and computer related programs, preferred.

Major categories of responsibility:

1. Mail
 - regularly pick up club mail from a designated post office box
 - distribute mail
 - process mail for Record Center
2. Deposits
 - ski trips
 - membership
 - miscellaneous
3. Checks
 - issue checks
 - invoices
 - trip cancellation refunds
 - overpayments
4. Membership
 - maintain membership database
 - review forms
 - process applications
 - roster (updates, directory)
 - label data base
5. Budgets
 - monthly financials
 - ski trip budgets provided to trip captains and regularly updated
 - ski trip audits
 - activity audits
 - input to board for yearly operating budget
6. Renew bi-annual filing for non-profit status with the Secretary of State.
7. Submit financial records to accountant to prepare tax return. Follow up to be certain that tax return is signed and mailed before due date, September 15.
8. Close books for the fiscal year and prepare annual financial statements.
9. Ski Trips
 - receive trip applications, enter in database and make deposits
 - maintain trip participant database
 - keep trip captains apprised of trip sign-ups
 - maintain records of payment schedules to trip vendors
 - make payments to vendors according to schedule
 - prepare and send rough draft of balance-due letters to trip captains
 - mail balance-due letters to all trip participants
 - collect balances and make deposits
 - maintain copies of all trip applications and returned balance due letters until all trips have been completed for the season
 - send airline name list to trip vendor
 - order lift tickets
 - maintain current trip accounting logs from vendors

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

1. The President and Finance Committee will 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 will 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 will sign their own reimbursement check.
 - c. Any Board member or their designee 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.