

STANDING RULES

(As Amended 12-10-2007)

These are the Standing Rules of the Space City Ski Club, Incorporated, a non-profit organization.

1.0 DUES. (Amended 8-28-05)

- A. Members may pay dues in 1-year, 3-year or 5-year increments. Dues shall be as follows: (Amended)
- | | | |
|--------|--------------|------------|
| 1-year | \$40 single | \$60 Dual |
| 3-year | \$99 single | \$153 Dual |
| 5-year | \$148 single | \$234 Dual |
- Two individuals applying for a dual membership must use the same mailing address and will receive one (1) monthly copy of the Sitzmarke, when published.
- B. Members who renew their current membership within the first month of the membership renewal year will receive a \$5 discount per membership. Dues with this discount included shall be as follows:
- | | | |
|--------|--------------|------------|
| 1-year | \$35 single | \$55 Dual |
| 3-year | \$95 single | \$149 Dual |
| 5-year | \$145 single | \$231 Dual |
- C. Dues are nonrefundable may not be pro-rated and may not be converted to dual membership during the first membership year. In subsequent years for the 3 and 5-year memberships, conversion from single to dual memberships and visa versa will be allowed. If such a request is made, the Executive Committee shall determine on a case-by case basis any additional dues money required (or refunded) as well as any remaining time on a revised single or dual membership.
- D. For purposes of this section, a 3-year membership is the time left in the current club year at the time the member pays his/her dues plus two additional full years and a 5-year membership is considered the time left in the current club year at the time the member pays his/her dues plus four additional full years

2.0 REGULAR MEMBERSHIP MEETING.

2.1 GUESTS.

Non members of the Club may attend the monthly membership meetings subject to the following rules:

- A. A \$3.00 guest fee per person, per meeting may be charged at the discretion of the Board of Directors. If the guest fee is in effect, it will be stated in the meeting notice published in the Sitzmarke. (Amended 10-3-2001)
- B. Official Guests invited to attend meetings will not be required to pay the guest fee. Each Official Guest must be invited by the President or another Officer with the approval of the President.
- C. The Vice President-Membership will have the authority to waive the guest fee in regard to persons whose applications for membership have been received but not yet presented to the Executive Committee as required by Section 2.3 of the By-Laws.

3.0 TRIP AND ACTIVITY EXPENSE REIMBURSEMENT.

3.1 PURPOSE.

In order to properly supervise and control Club trips and activities, elected and appointed official are encouraged to participate in as many trips and activities as possible. Trip and activity coordinators are required to participate in their trip or activity. Club officials will be reimbursed for their expenses incurred as specified in Sections 3.2 through 3.4. The business purpose of their attendance of trips and activities includes:

- A. General supervision of trip and activity coordinators in carrying out their delegated responsibilities.
- B. Assurance that Club policies and procedures are being followed.
- C. Safeguarding of Club assets.
- D. Identification and recruiting of potential volunteers for future trips and activity coordinators and Club management.
- E. In the case of trip and activity coordinators, specific management of all facets of that trip or activity.

3.2 OFFICERS, DIRECTOR(S) OF TRIPS, DIRECTOR OF ACTIVITIES, DIRECTOR OF PUBLIC RELATIONS, DIRECTOR OF COMMUNICATIONS, AND AUDITOR. (Amended 12-10-2007)

- A. The Club Officers shall be reimbursed for actual trip or activity expenses an amount to be determined by the Executive Committee and approved by the Board of Directors, in compliance with Federal Tax law and for personal automobile mileage traveling to Club or Texas Ski Council meetings. The total reimbursement shall not exceed the average of the preceding three years' final trip participant net cost of seven-night Club ski trips to any state within the continental United States. The Director(s) of Trips, the Director of Activities, the Director of Public Relations, the Director of Communications, and the Auditor each shall be reimbursed actual trip, activity, and personal automobile mileage expenses not to exceed 3/4 that of the elected officers, with trip and activity expenses limited to an amount to be determined by the Executive Committee and approved by the Board of Directors. Reimbursable trip or activity expenses are the stated final price of any Club arranged trips or activities during term of office. Mileage will be reimbursed at the current IRS rate. (Amended 12-10-2007)
- B. No Club Officer, Director(s) of Trips, Director of Activities, Director of Public Relations, Director of Communications, or Auditor shall receive further trip or activity expense reimbursement than that outlined in Section 3.2(A) of these Standing Rules. (Amended 12-10-2007)
- C. The expense reimbursement is valid only on trips and activities sold during the appointed position's term in office; no unused part of it can be carried over to a subsequent year. (Amended 12-12-2001)
- D. If an Officer, Director(s) of Trips, Director of Activities, Director of Public Relations, Director of Communications, or Auditor cannot complete his or her term of office, only expenses, up to the limit of Article 3.2A, incurred on trips or activities while in their position will be reimbursed. If reimbursement of a deposit(s) has been made for trips or activities occurring after the person resigns or is removed from their position, the reimbursement must be returned to the Club. (Amended 12-10-2007)

3.3 TRIP/ACTIVITY COORDINATORS AND ASSISTANT TRIP/ACTIVITY COORDINATORS.

- A. The Trip Coordinator and/or Activity Coordinator shall be reimbursed trip or activity expenses equal to the cost of that trip or activity on which he or she is coordinator, unless otherwise altered by the Board of Directors. (Amended 12-12-2001; effective 05-01-2002)
- B. The Assistant Trip Coordinator and/or the Assistant Activity Coordinator shall be reimbursed trip/activity expense equal to one-half (1/2) the cost of that event on which he or she is the Assistant Trip Coordinator or Assistant Activity Coordinator unless otherwise altered by the Board of Directors.
- C. Trip Coordinators, Assistant Trip Coordinators, Activity Coordinators, and Assistant Activity Coordinators may receive reduced reimbursement for unusual circumstances or expenses, if approved by the Executive Committee during submission of the trip/activity budget. Reimbursement will be handled as in Section 3.3A and B, except the total amount shall be that indicated on the approved budget. (Amended 12-12-2001)

- D. Receiving complimentary goods or services with a value of \$25 or more as the result of a group booking must be reported to the Vice President-Trips within 14 days. These will first be offered to the Trip Coordinator and secondly to the Assistant Trip Coordinator_ for their sole use on that trip.

3.4 TEXAS SKI COUNCIL DELEGATE AND ALTERNATE.

The Texas Ski Council Delegate and Alternate shall be allowed reimbursement for travel expenses for up to three out-of-town Texas Ski Council meetings and for meal expenses at the meeting held annually in Houston.

- A. The travel expense reimbursement for the Delegate shall be for reasonable out-of-pocket expense which includes air travel or mileage at the current rate allowed by the Internal Revenue Service, and a maximum of \$25.00 per day for meals. Lodging expense not to exceed the specified TSC rate shall also be reimbursed for attendance at the Annual Bid Meeting, which is held out-of-town.
- B. The travel expense reimbursement for the Alternate Delegate shall not exceed one-half of the reasonable out-of-pocket expenses as specified in 3.4.A. If the Delegate cannot attend, the Alternate shall receive full travel reimbursement as specified in 3.4.A.

4.0 DEFINITIONS.

4.1 TRIP.

An SCSC pre-planned function that includes at least one night's lodging and normally transportation. As such, a trip is subject to the restrictions and penalties specified in Sections 5.0, 7.0 and 8.0 of the Standing Rules. This definition includes both ski trips and non-ski trips and applies wherever the word "trip" is used in these Standing Rules, EXCEPT where specifically denoted as ski trip or non-ski trip. (Amended 10-3-2001)

4.2 ACTIVITY.

An SCSC pre-planned function that does not involve lodging arrangements. As such, an activity is subject to the restrictions and penalties specified in Sections 6.0, 7.0 and 8.0 of the Standing Rules.

5.0 TRIP PENALTIES.

5.1 FINAL PAYMENT DATE

- A. If a trip participant withdraws from a trip after the published final payment date, the trip participant will lose the entire payment upon withdrawal. If the participant can be replaced from the waiting list, the participant will be refunded the entire payment less any costs incurred by the Club in addition to cancellation fees as specified in 5.2. If the trip participant cannot be replaced from the waiting list, the participant will be refunded the amount which the Trip Coordinator is able to recover by cancellation of lodging, transportation, and/or other commitments less any costs incurred by the Club and cancellation fees as specified in 5.2.
- B. If a trip participant fails to make final payment by the published final payment date the Trip Coordinator may replace the participant after making a diligent effort to contact the participant, who will be subject to cancellation fees as specified in 5.2.

5.2 CANCELLATION FEES.

A participant may forfeit his full deposit if he fails to notify the Club in writing of his intent to withdraw on or before the published final payment dates. A minimum charge of \$30.00 or 20% of the published trip cost, whichever is less, said amount not to be less than \$10.00 will be assessed for each trip cancellation.

- 5.3 Deposit and cancellation charges for non-domestic trips shall be determined by the Executive Committee and included in the trip release form as well as in all trip publicity; in no case shall these requirements be less than those provided in Sections 5.2 and 5.3 of these Standing Rules. (Amended to remove transfer 9-9-2003, Effective 5-1-2004)

5.4 NO SNOW.

If the Club encounters a cancellation situation prior to the departure of a trip, the trip participant is entitled to recover the entire cost of the trip less charges incurred by the Club as a penalty for cancellation of lodging, transportation, operating expenses and/or other commitments made on behalf of a trip participant. Refunds to any trip will be made upon receipt by the Club of the total refund due the Club by the resort, airline and/or other entity or as approved by the Executive Committee.

6.0 ACTIVITY PENALTIES/CHARGES.

- 6.1 Price of each activity shall be approved by the Executive Committee.

- 6.2 Those activities allowing "payment at the door" shall charge price plus 40 percent at the door, up to a maximum of \$10 over the price of the activity.

6.3 CANCELLATION FEES.

- A. Activities priced at \$10 or less - no refund.
- B. Activities priced at more than \$10:
 - 1. Refund shall be price less \$10.
 - 2. To receive refund, activity coordinator must receive written notification prior to final payment date or seven days before said activity, whichever is earlier.
- C. Refer to 4.0 and 5.2 for overnight activities.

7.0 RESTRICTIONS.

- 7.1 Allowing non-trip participants to occupy any room as a non-registered guest is strictly prohibited, and in violation of Club policy.
- 7.2 The illegal use of controlled substances and/or alcohol during Club trips, or any other official Club function, is in violation of Club policy, and is strictly prohibited.
- 7.3 No substitutions of trip participants shall be allowed without the knowledge and approval of the Trip Coordinator, and new additions to the trip shall come from that trip's Waiting List. The Trip Coordinator shall make all substitutions.
- 7.4 It is the policy of the Club not to allow the active solicitation of the general membership at a Club function or in the Club publication for any other than Club sponsored trips or activities without the consent of the Executive Committee.
- 7.5 No person may participate in a Club sponsored trip, or participant paid activity, without first completing a written and signed Release of Liability for that trip or activity, on a form approved by the Board of Directors.
- 7.6 No person may sign up on a wait list for a Club sponsored ski trip without being a member in good standing. A trip must be full before a wait list can be started. A deposit is required in order to sign up on a trip wait list.
- 7.7 A Club Officer, Director, Director(s) of Trips, Director of Activities, Director of Public Relations, Director of Communications, or Auditor shall not accept a gratuity in excess of \$25 from a vendor without notice to the Executive Committee. (amended 12-10-2007)

8.0 MISCELLANEOUS.

8.1 SKI TRIP SIGN UP.

- A. Members shall be allowed to sign up for club ski trips each year by 1) following the directions for Mail-in Sign-up, as published in the August issue of the Sitzmarke newsletter, or 2) beginning with the opening of the September General Meeting, by contacting the Trip Coordinator and paying the appropriate deposit or amount due for the trip. No other methods of sign up will be accepted, except as authorized by the Executive Committee and published in advance in the Sitzmarke. (Amended 10-3-2001)
- B. Each member may sign up for him/herself and one other member on any ski trip or ski trip waiting list.

8.2 WEATHER.

If a trip should be "weathered-in," the additional lodging expense will be left up to the individual, although the Trip Coordinator will assist in making accommodation arrangements and collection for same shall be left up to the lodge.

- 8.3 NON-SKI TRIPS/ACTIVITIES.
Reservations for participation in such activities may require full payment, instead of a deposit fee.
- 8.4 DIRECTORY. (Amended 8-1-2004)
A membership directory will be made available on the club web site that is accessible to club members only. The directory will not be available to any entities outside of the club membership. The Director of Communications shall prepare a written policy statement of how access to this directory shall work and what security measures will be utilized to insure privacy of its members. This written policy statement shall be approved by the Board of Directors and will be available for review by any club member.
- 8.5 A member who does not follow/adhere to accepted business practices in financial dealings by, for, or with the Club is in violation of Club policy, is subject to disciplinary action, and may be held financially responsible for any resulting liability incurred by the Club. (Amended 3-19-2002)
- 8.6 A member who fails to abide by the laws of the state in which an activity or trip is being held and/or fails to meet policies and rules of our contractual vendors (airlines, bus lines, lodging and/or properties, etc.) while participating in a Club activity or trip, which results in placing himself, another member, or the Club into a position of liability, is in violation of Club policy and is subject to disciplinary action as stated in the SCSC By-Laws Article 2.4.
- 8.7 TRIP PACKAGES. (Amended 10-3-2001)
A. It is the policy of the Club to sell complete trip packages (air, lodging, and ground transportation) at the full budgeted price unless otherwise authorized by the Executive Committee.
B. "Shadow participants" shall be defined as members making their own travel and lodging arrangements, but wishing to participate in Club or Texas Ski Council activities on a trip. This type of participation will be allowed on each ski trip as authorized by the Executive Committee. Shadow participants shall pay the appropriate fee for the trip's activities plus a \$10.00 shadow participant fee, the sum of which shall be set forth on the approved trip budget. (Amended 3-19-2002)
- 8.8 The SCSC representative of a Fam Trip shall prepare a written report of the trip. This report shall be forwarded to the President and presented to the Executive Committee. An article shall be submitted to the Sitzmarke within thirty (30) days of return from the trip. (Amended 4-3-2000)
- 8.9 Up-dating Membership Records – Members may update their own information on the web site as their membership information changes or may submit a written request to the VP-Membership to update their information. (Amended 8-1-2004)

9.0 RECORDS.

- 9.1 All corporate documents and any papers having historical value shall be kept permanently.
- 9.2 Only the final membership computer list for each fiscal year should be kept for the past 3 years. Summary reports of monthly statistics should be kept indefinitely.
- 9.3 Reports should be kept for the past 5 years, again keeping summaries and statistical portions indefinitely.
- 9.4 Financial records should be kept for the past 5 years, again keeping summaries and statistical portions indefinitely.
- 9.5 Trip records should be kept for the past 3 years or as so decided by the current Board.
- 9.6 Other records should be kept for the past 3 years or as so decided by the current Board.

10.0 EXECUTIVE COMMITTEE DUTIES.

10.1 PRESIDENT.

This officer shall perform the following duties: (Amended 12-10-2007)

- A. Presides at all meetings of the general membership and Executive Committee.
- B. Maintain cognizance of and supervise all aspects of Club operation.
- C. Appoint special committees and receive their reports.
- D. Sign any instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee to some other officer or agent of the Club.
- E. Maintain the Articles of Incorporation of the Club.
- F. Serves as the official spokesperson of the Club.
- G. Recommend to the Executive Committee, for approval, a candidate for position of Director of Communications.
- H. Responsible for the program content and agenda for the monthly meeting of the general membership.
- I. Outgoing and incoming Presidents are responsible for contracting General Meeting location for the next fiscal year.
- J. Acts as support person to the Executive Committee towards the accomplishment of their respective responsibilities.
- K. Write a monthly article for publication in the Club newsletter.
- L. Update and maintain the training manual for this office and for the Director reporting to this position.
- M. Perform all other duties as may be prescribed by the Executive Committee.

10.2 VICE PRESIDENT - ACTIVITIES.

This officer shall perform the following duties: (Amended 12-10-2007)

- A. Recommend to the Executive Committee, for approval, candidates for positions of Director of Activities, upon budget justification, Activity Coordinators, and Assistant Activity Coordinators.
- B. Arrange and propose non-ski activities and trips for the approval of the Executive Committee.
- C. Plan and arrange for monthly Happy Hours.
- D. Responsible for the training and supervision of Activity Coordinators including activity budget preparation and presentation to the Executive Committee for approval.
- E. Perform the necessary advance planning for any of the non-ski activities that will occur prior to the September General Membership meeting to facilitate the transition of the incoming Vice President - Activities.
- F. Write a monthly article for publication in the Club newsletter.
- G. Update and maintain the training manual for this office and for the Director reporting to this position.
- H. Perform other duties assigned by the Executive Committee.

10.3 VICE PRESIDENT - TRIPS.

This officer shall perform the following duties: (Amended 12-10-2007)

- A. Recommend to the Executive Committee, for approval, candidates for positions of Director(s) of Trips, Trip Coordinators and Assistant Trip Coordinators. In the selection of Trip Coordinators and Assistant Trip Coordinators, priority is to be given to individuals who have not served as Trip Coordinators and/or Officers. Trip Coordinators and Assistant Trip Coordinators must have been on a Club ski trip. Current Officers and Director(s) of Trips are ineligible as Trip Coordinators and/or Assistant Trip Coordinators.
- B. Negotiate contractual arrangements and propose a ski trip schedule for the approval of the Executive Committee.
- C. Responsible for researching new ski areas and necessary advance planning for future ski trips to facilitate the transition of the incoming Vice President - Trips..
- D. Responsible for the training and supervision of the Director(s) of Trips, Trip Coordinators, and Assistant Trip Coordinators, including trip budget preparation presentation to the Executive Committee for approval, and maintaining trip training manuals

- E. Responsible for selection of and coordination with Club Race Director.
 - F. The current and incoming Vice President -Trips will serve as delegates to the TSC Bid Fest.
 - G. Write a monthly article for publication in the Club newsletter.
 - H. Update and maintain the training manual for this office and for the Director reporting to this position.
 - I. Perform other duties assigned by the Executive Committee.
- 10.4 VICE PRESIDENT - MEMBERSHIP.
- This officer shall perform the following duties: (Amended 12-10-2007)
- A. Update and produce the approved Club membership application form(s).
 - B. Process membership applications on-line and submit these applications to the Executive Committee for acceptance.
 - C. Maintain membership records on-line.
 - D. Provide membership application form to the Vice President – Publications and Director of Communications for general distribution.
 - E. Responsible for admissions and membership functions at all meetings of the general membership, including recruiting volunteers for the membership admissions tables.
 - F. Produce and submit to the Executive Committee by August 1 and again as requested, a complete listing of all members who expressed an interest for various Club activities as indicated on their membership application form.
 - G. Responsible for the Ambassador Program
 - H. Recommend to the Executive Committee, for approval, candidates for position of Director of Public Relations.
 - I. Create and propose a plan for membership retention and attracting new members.
 - J. Review and act on all voice mail messages on Information line and approve its billing.
 - K. Responsible for pickup of SCSC U.S. Mail on a regular basis.
 - L. Update and maintain the training manual for this office and for the Director reporting to this position.
 - M. Perform other duties as assigned by the Executive Committee.
- 10.5 VICE PRESIDENT - PUBLICATIONS.
- This officer shall perform the following duties: (Amended 12-10-2007)
- A. Produce, publish and distribute the monthly newsletter of the Club to the general membership.
 - B. Obtain advertising for the Club newsletter, website, and execute the advertising contracts.
 - C. Distribute membership application forms by inclusion in the newsletter.
 - D. Maintain the Club Sitzmarke library in printed or digital form.
 - E. Furnish digital copies of newsletter to the Director of Communications for website posting.
 - F. Provide list of mailing labels if requested by an officer.
 - G. Update and maintain the training manual for this office.
 - H. Perform other duties assigned by the Executive Committee.
- 10.6 SECRETARY.
- This officer shall perform the following duties: (Amended 12-10-2007)
- A. Keep the minutes of general membership, Executive Committee, Board of Directors, Budget, and any special meetings called by the President or other Officer or Board Member. Minutes shall be provided with the notification of the next meeting.
 - B. Provide notices of meetings in accordance with the By-Laws.
 - C. Make all necessary arrangements for Executive Committee and Board of Directors' meetings.
 - D. Coordinate all arrangements necessary for the monthly meetings of the general membership
 - E. Update and maintain ongoing volunteer list for the current year.
 - F. Maintain the club's physical inventory..
 - G. Be custodian and maintain updates of the official records of the Club i.e. By-Laws, Standing Rules, Minutes, and Officers Manuals.
 - H. Update and maintain the training manual for this office.
 - I. Perform other duties assigned by the Executive Committee or Chairman of the Board.
- 10.7 TREASURER.
- This officer shall perform the following duties: (Amended 12-10-2007)
- A. Receive and disburse all Club funds.
 - B. Maintain accurate and complete financial records.
 - C. Prepare financial statements at least monthly for review by the Board of Directors and/or the Executive Committee and prepare an annual financial report at the end of the fiscal year. Such report shall be completed and presented for approval by the Board of Directors at the second quarter's board meeting and be published no later than the November issue of the Club newsletter.
 - D. Two signatures are required for all checks \$10,000 or greater, when an auditor is monitoring the Treasurer. If there is no approved auditor in office, two signatures are required for all checks \$2,500 or greater. An expense transmittal approved by an officer or director is required for all checks. If an officer is receiving a check, the officer should not be one of the signatures.
 - E. Require and review reports from other members having custody of Club monies and property, and submit such reports and records to the Auditor in a timely manner.
 - F. Maintain proper fidelity bond for the Club.
 - G. Obtain or maintain officer and director liability coverage.
 - H. File all necessary reports with the Internal Revenue Service and any other governmental agencies prior to all filing deadlines.
 - I. Resolution of accounting and reporting of all trips, activities, and other financial transactions that occurred during the fiscal year.
 - J. Update and maintain the training manual for this office.
 - K. Perform other duties assigned by the Executive Committee.
- 10.8 DIRECTOR(S) OF TRIPS.
- These appointees will be nominated by the Vice President - Trips and approved by the Executive Committee. These appointees shall perform the following duties under the direction of the Vice President - Trips: (Amended 12-10-2007)
- A. Manage a portion of the ski trip schedule.
 - B. Participate in selection of Trip Coordinators and Assistant Trip Coordinators.
 - C. Collect and edit Club newsletter articles regarding ski trips.
 - D. Assist Treasurer in verification of transmittals and coding accounting programming sheets.
 - E. Assist Vice President - Membership in verifying eligibility of trip participants.
 - F. Will vote for the Vice President - Trips in their absence at meetings, as designated by the Vice President – Trips.
 - G. Perform other duties as assigned by the Executive Committee.
- 10.9 DIRECTOR OF COMMUNICATIONS.
- This appointee will be nominated by the President and approved by the Executive Committee. This appointee shall have the following duties under the direction of the President: (Amended 12-10-2007)
- A. Maintain and make periodic upgrades to the web site and insure that all information available on the web site is current.
 - B. Maintain database of e-mails and be responsible for issuing e-mails to full membership, per guidelines developed and approved by the Board of Directors

- C. Develop ways to spread Space City Ski Club's name throughout the Internet, per guidelines developed and approved by the Board of Directors.
- D. Perform other duties assigned by President or the Executive Committee.

10.10 DIRECTOR OF ACTIVITIES.

This appointee will be nominated by the Vice President - Activities and approved by the Executive Committee. The appointee shall perform the following duties under the direction of the Vice President - Activities: (Amended 12-10-2007)

- A. Assist with the planning and supervision of non-ski activities, trips, and Happy Hours.
- B. Will vote for the Vice President - Activities in their absence at meetings.
- C. Perform other duties assigned by the Executive Committee.

10.11 DIRECTOR OF PUBLIC RELATIONS.

This appointee will be nominated by the Vice President - Membership and approved by the Executive Committee. The appointee shall perform the following duties under the direction of the Vice President - Membership: (Amended 12-10-2007)

- A. Assist with the Ambassador Program at the monthly membership meetings and monthly Happy Hours.
- B. Plan promotional events to be held during the fiscal year, with assistance and approvals from the Vice President - Membership and the President.
- C. Organize and plan advertising and publicity of Space City Ski Club with the Houston Community, i.e. advertising in the media, e-mail blasts to organizations' leaders to redistribute to their organization, review advertising and publicity ideas with other organizations / businesses.
- D. Liaison between Space City Ski Club and ski / sports supply stores.
- E. Recommend to the Director of Communications reciprocal website links between Space City Ski Club and other organizations / businesses.
- F. Provide ideas to the Director of Communications to promote Space City Ski Club on the club's website.
- G. Assist with the membership duties.
- H. Will vote for the Vice President - Membership in their absence at meetings
- I. Perform other duties assigned by the Executive Committee.

10.12 OFFICERS - ELECT

During the period immediately following the election and prior to officially taking office, each officer-elect should attend all meetings and seminars and assist his or her current officer counterpart in the performance of required duties.

11.0 AUDITOR. (Amended 12-10-2007)

11.1 Auditor will be responsible for the performance of the following duties for the term of October 1 through September 30.

- A. Review the financial transactions and the recording thereof.
- B. Review the procedures implemented for control and processing of financial transactions.
- C. Provide a written report of the above reviews at the quarterly Board meetings.
- D. Provide a written review of the annual financial report and associated tax return.
- E. Assist in the transition from the old to the new Treasurer.
- F. Perform special studies and other duties as assigned by the Board.

12.0 TEXAS SKI COUNCIL DELEGATE AND ALTERNATE. (Amended 12-10-2007)

12.1 These positions will be filled by current or past members of the Board of Directors. The Delegate shall perform the following duties:

- A. Attend all Texas Ski Council Quarterly Delegate meetings and represent the Club in all matters brought before the TSC Delegates.
- B. Advise Club officers of Texas Ski Council requirements for reports, club dues and pertinent data, and ensure that specified due dates are met.
- C. Provide a written report at the next regularly scheduled Club Executive Committee Meeting following each Texas Ski Council Delegate Meeting.
- D. Provide a written report suitable for publishing in the Club newsletter to the Vice President - Publications prior to their next established deadline.
- E. Perform other duties assigned by the Executive Committee.

13.0 POLICIES (Added 12-10-2007)

13.1 Policies will be approved by the Board of Directors. The approved policies will be included in Section 13.0 of the Standing Rules and amended as needed. Policies will be documented by title in the Standing Rules and available in entirety on the Club website.

13.2 Club-wide E-Mail Policy (approved 03-30-2003)

13.3 On-Line Voting Policy (approved 10-01-2007)

14.0 AMENDMENTS. (Amended 12-10-2007)

These Standing Rules may be amended by one of the following procedures:

14.1 Amendment by the Board of Directors: Standing Rules may be amended by the Board of Directors at any regular or special meeting of the Board, under the following conditions:

- A. Adoption of new standing rules may be done by majority vote.
- B. If advance notice of intent to amend existing rules is given at the previous meeting or in the written notice of the present meeting, said notice stating the complete substance of the proposed change, amendment will require a majority vote by the Board.
- C. If no notice is given of intent to amend, per 13.1.B, amendment of the rules will require a two-thirds vote by the Board.

14.2 Amendment by Membership: Standing rules may be amended by the membership, following the procedures in Article 9.0 of the Bylaws.