

TEXAS SKI COUNCIL STANDING RULES

As Amended December 6, 2008

I.

DUES

- A. Dues for a bona fide member club shall be One Hundred and No/100 (\$100.00) Dollars per club, plus Fifty Cents (\$.50) per individual member or One Dollar (\$1.00) per family membership.
- B. Membership for the purpose of calculating dues shall be construed to be the maximum club membership during the prior Texas Ski Council fiscal year.
- C. A member club's dues must be paid in full at the next meeting of Delegates following ninety (90) days after the start of the fiscal year.
- D. Each member club shall provide a roster of the previous year's membership to the Treasurer upon payment for membership verification.
- E. Dues for an Associate Member club shall be Fifty and No/100 (\$50.00) Dollars per club, plus Fifty Cents (\$.50) per individual member or One Dollar (\$1.00) per family membership.

II.

REIMBURSEMENT

- A. The Officers of the Corporation shall be allowed an annual expense reimbursement not to exceed Four Hundred and No/100 (\$400.00) Dollars for travel to Texas Ski Council trips. The Vice President for Texas Ski Week, Fall Roundup; Vice President for Texas Ski Week, Traditional; Vice President for Texas Ski Week, Winter Shootout; Vice President for Texas Ski Week, Final Showdown (hereinafter referred to as "Vice Presidents for Texas Ski Weeks") shall be allowed a greater amount if necessitated to reimburse the lowest cost available for round trip airfare to his/her particular ski week.
- B. The Officers of the Corporation shall be allowed a reimbursement for reasonable expenses for lodging and travel between their home city and the site of the Texas Ski Council Delegates meetings and/or Board of Directors meetings. All Texas Ski Council Officers will be exempt from registration fees for the Bid Meeting. Other reimbursement for expenses may be allowed if approved by the Texas Ski Council Delegates.
- C. The National Representative shall be allowed a reimbursement for annual expenses as approved by the Board of Directors.
- D. Requests for reimbursement of expenses shall be accompanied by the appropriate documentation. The President and Treasurer shall approve by email, fax or signatory on a check, reimbursement for expenses greater than \$500.
- E. No Officer or Director shall receive any further reimbursement other than those outlined in these Standing Rules.
- F. No Officer or Director shall accept a gratuity in excess of Twenty-five and No/100 (\$25) Dollars from a vendor without notice to the Board of Directors.

III.

TROPHIES

Texas Ski Cups: The Texas Ski Cups shall remain permanent property of the Texas Ski Council but shall be held by the winners until the Bid Meeting. A member club that wins the Texas Ski Cup for three (3) consecutive years shall receive recognition of this achievement in the form of a separate award. The Texas Ski Cups shall be seasonal trophies awarded to the club in each Division that accumulates the greatest number of club race points during the Texas Ski Council trips. The Texas Ski Cups will be awarded at the Bid Meeting. The season point totals shall be certified by the Board of Directors prior to this meeting.

IV.

TRIP RECIPROCITY

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

V.

ADMINISTRATIVE FEE POLICY

An administrative fee per trip, per participant, as determined by a simple majority vote at any meeting of the Delegates, is due and payable to the Corporation Treasurer on or before forty-five (45) days prior to the Texas Ski Council official trip start date as stated in the Texas Ski Council published Calendar with the exception of a Summer Expedition trip. The administrative fee for a Summer Expedition Trip is due by April 1st of the fiscal year prior to the trip departure. A refund of the administrative fee because of club trip participant cancellations can be requested by written notice received by the Corporation Treasurer and the respective Texas Ski Council trip Vice President up to and including the Texas Ski Council official trip start date. Administrative fees will not be refunded under the no snow policy. No refunds will be considered after the trip start date unless waived by the Board of Directors. All Texas Ski Council Officers will be exempt from this fee.

VI.

ACTIVITY FEE POLICY

An activity fee per trip, per participant, as specified in any Texas Ski Council negotiated package during an official Texas Ski Council trip time period, is due and payable to the Corporation Treasurer on or before forty-five (45) days prior to the Texas Ski Council official trip start date as stated in the Texas Ski Council published Calendar, as evidenced by a legibly dated postmark or other appropriate documentation. A refund of the activity fee because of a club trip participant cancellation can be requested by written notice received by the Corporation Treasurer and the respective Texas Ski Council trip Vice President up to and including the Texas Ski Council official trip start date will result in total refund of activity fees not paid to the area for cancelled participants. No refunds will be considered after the trip start date unless waived by the Board of Directors. All Texas Ski Council Officers will be exempt from this fee.

Participants not staying in the lodging as provided in the bid may have to pay a different amount for the activity fee.

VII.
DUTIES OF OFFICERS

In addition to those specified in Article 5 of the Bylaws, each officer shall have the following duties:

A. President:

1. Determine the order of business at meetings of the Delegates and Board of Directors;
2. Perform public relations duties of the Corporation;
3. Initiate and coordinate all sponsorship bids;
4. Shall appoint the Board of Directors for the Texas Ski Council Youth Foundation (except for the current Texas Ski Council Past President and the designated Texas Ski Council Vice President) with approval of the Texas Ski Council delegates;
5. Perform all other duties as may be assigned by the Board of Directors or Delegates.

B. Past President:

1. In the event of the President's inability or refusal to act, shall perform the duties of the President;
2. Coordinate the appointment of a Nominating Committee in accordance with Bylaw 6.01;
3. Shall serve as liaison between the Nominating Committee and the Board of Directors and Delegates;
4. Shall supervise and preside over the election of officers at the Election Meeting;
5. Be a member of the Board of Directors for the Texas Ski Council Youth Foundation;
6. Perform all other duties as may be assigned by the Board of Directors or Delegates.

C. Vice President for Marketing:

1. Initiate and coordinate all ski area bids for Corporation sponsored trips in preparation for Delegate review;
2. Disseminate pertinent ski area bid information to clubs for review at the Council meetings of Delegates called to deal with bid assessment;
3. Supervise the activities of the Bid Selection Committee and preside at the Bid Pre-Selection meeting;
4. Organize and coordinate all Fam trips in accordance with the Fam Trip Policy approved by the Board of Directors;
5. Initiate and coordinate all publicity and public relations efforts on behalf of the Council trips as directed by the President;
6. Transmit the selected bid packages to the respective Vice Presidents for Texas Ski Week;
7. Perform all other duties as may be assigned by the Board of Directors or Delegates.

D. Secretary:

1. Order and maintain a supply of stationery, envelopes, and officers' badges;
2. See to the arrangement of Board of Directors' and Delegates' meetings and distribution of notification (i.e. information letter, agenda, map(s), etc.) in accordance with Article 3 of the Bylaws;
3. Record and promptly distribute Minutes of the Board of Directors meetings to the Board of Directors and Minutes of the meetings of Delegates to the Board of Directors and member clubs;
4. Produce and distribute three newsletters annually;
5. Keep a register of the post office address of each club which shall be furnished to the Secretary by each club and distribute same to member clubs;
6. Be custodian of the permanent corporate records including the Standing Rules and Bylaws;
7. Perform all other duties as may be assigned by the Board of Directors or Delegates.

E. Treasurer:

1. Collect all monies due;
2. Pay all approved bills;
3. Keep complete financial reports;
4. Prepare budgets;
5. Invest monies;
6. File necessary tax reports;
7. Handle Texas Ski Council insurance requirements;
8. Be custodian of the permanent financial records for the current and prior five years;
9. Be custodian of various Texas Ski Council assets such as computer, badges and medals;
10. Perform all other duties as may be assigned by the Board of Directors or Delegates.

F. Vice Presidents for Texas Ski Weeks:

1. Disseminate to and collect from clubs all information pertinent and reasonably required with regard to the conducting of events at the appropriate Texas Ski Week;
2. Coordinate all aspects of their respective trips with the ski area and be the Texas Ski Council's Representative for that trip;
3. The Vice President of a Texas Ski Council sponsored trip on which a Texas Ski Council Youth Foundation program is held shall be a member of the Board of Directors for the Texas Ski Council Youth Foundation;
4. Perform all other duties as may be assigned by the Board of Directors or Delegates.

VIII.

COMMITTEES

- A. **BID PROPOSAL PRE-SELECTION COMMITTEE.** A Bid Proposal Pre-Selection Committee shall be established by the Board of Directors annually and shall be composed of seven (7) positions to include the following: the current Vice President for Marketing, two (2) individuals appointed by the Board of Directors, and four (4) club appointees approved by the Board of Directors whose club will be selected by sequential order from the geographic areas described in the Pre-Selection Committee Guidelines and Procedures.
- B. **BID MEETING COMMITTEE.** A Bid Meeting Committee shall be appointed annually by the Board of Directors and shall adhere to the guidelines established by the Board of Directors.
- C. **AUDIT COMMITTEE.** An Audit Committee shall be appointed by the Board of Directors during each fiscal year.
- D. **NOMINATING COMMITTEE.** The appointment of a Nominating Committee shall be coordinated annually by the Past President and Board and then approved by the Delegates in accordance with Bylaw 6.01.
- E. **RACE COMMITTEE.** A Race Committee may be established annually by the Board of Directors as deemed necessary.
- F. **ADDITIONAL COMMITTEES.** Additional committees may be established annually by the Board of Directors or President as deemed necessary.

IX.

FAM TRIP POLICY

A separate policy detailing procedures regarding Familiarization and/or site inspection trips will be established by a simple majority vote at any meeting of Delegates on recommendation from the Board of Directors.

X.

EXPULSION

A probationary period of one year will be established for first year clubs and existing clubs that fail to meet Texas Ski Council procedures. This will exclude them from voting, Fam trips, committee service, or such other actions, short of loss of membership, which the Board of Directors and/or the Delegates may impose.

If a club fails to meet Texas Ski Council procedures while on probation, the Delegates will determine whether to extend the probationary period for another year, or expel the club. Expelled clubs may apply for membership after one year per paragraph 2.01 of the Texas Ski Council Bylaws.

Texas Ski Council procedures include, but are not limited to, the following:

- A. Meeting the Texas Ski Council trip participation requirement as set out in the Bylaws;
- B. Maintaining a membership base as established in Bylaw 2.01.2;
- C. Providing at least two (2) club newsletters to the Board of Directors during the Corporation's fiscal year as verified by the Secretary;
- D. Submitting the annual marketing data to the Vice President for Marketing;
- E. Timely payment of required Council fees with all required documentation as evidenced by a legibly dated postmark or other appropriate documentation;
- F. Submitting, in a timely fashion, data to the Trip Vice Presidents as evidenced by a legibly dated postmark or other appropriate documentation;
- G. Adherence to Race Rules, Fam Trip Policies, Bid Specifications, and all other Rules, Policies and Procedures adopted by the Texas Ski Council Board of Directors and/or Delegates;

XI.

TRIP PARTICIPATION CREDENTIAL

- A. A unique trip participation credential will be issued to all Texas Ski Council event participants.
- B. Admission to all Texas Ski Council sponsored events will require display of this trip participation credential. No exceptions will be allowed.
- C. The host area may use this trip participation credential to identify Texas Ski Council event participants at any time or place.

XII.

GOVERNING

The governing of these Standing Rules will be determined by a legibly dated postmark or other appropriate documentation.

XIII.

FISCAL CONTROLS

- A. Two Texas Ski Council Officer signatures are required on checks over \$1,000.00.
- B. No Texas Ski Council Officer may be the single signatory on a check made payable to himself/herself.
- C. No amount will be paid or reimbursement made without proper receipts. Reimbursement for cash expenditures without receipts shall be verified by two or more persons.
- D. Financial records shall be maintained in an orderly manner. Records shall be available for audit upon request within one week.
- E. The Audit Committee will give a report to the Board of Directors no later than ninety (90) days after the end of the fiscal year. The report will be presented to the Delegates at the next meeting of Delegates thereafter.