

POLICIES OF THE LEXINGTON SKI AND SPORTS CLUB

Listed below are the Policies for the Lexington Ski and Sports Club. These are general policies and although intended to be for all activities for all year, may be amended from time to time for specific events or activities.

ALCOHOLIC BEVERAGES

Alcoholic beverages shall not be purchased or provided by the Club at any activity.

TRIPS AND TRIP LEADERS

1. Leaders for all LSSC trips shall be by appointment of the Executive Board, upon timely submission of a completed trip leader application. Criteria to be considered in selecting qualified trip leaders shall include the following:

- A. Previous service to LSSC on successful trips or events or for service as an officer or leadership position;
- B. Demonstrated interest in and support of LSSC activities;
- C. Participation and consistency of participation in LSSC activities;
- D. Demonstrated ability to organize people and activities on schedule and on budget;
- E. Demonstrated ability to understand and meet contractual requirements, payment schedules, and reporting deadlines;
- F. Demonstrated commitment to market the trip and to prepare appropriate written material at regular intervals for use in the LSSC Newsletter and website throughout the entire course of the event – before, during and after;
- G. Demonstrated commitment to work with the appropriate Board member (Executive or Local Vice President or Activities Director) as well as Treasurer to guarantee proper record-keeping;
- H. Demonstrated commitment to keep all participants properly notified of all trip information; and,
- I. Any other criteria the executive Board find necessary to evaluate the trustworthiness and dependability of the applicant.

2. Two trip leaders (co-trip leaders) may be appointed by the Board and shall be selected based upon the criteria established in Paragraph 1 for the selection of trip leaders in addition to the following:

- A. Group size;
- B. Split travel accommodations on either air or ground transportation;
- C. Complexity of travel schedule that includes options and the potential of the travel group being in different locations.

3. For international trips, the Board shall give consideration to individuals speaking the language of the destination country and to previous international group travel experience.

4. The Board shall avoid awarding trip leadership positions to the same individuals for consecutive years unless to do so would result in an unqualified trip leader.

5. Requests to be a trip leader require a completed trip leader application to be submitted to the appropriate Board member by the published due date.

6. Should a trip leader be unable to fulfill her responsibilities and a co-trip leader had not been appointed, the Board shall solicit from the participants a substitute trip leader and appoint a replacement trip leader from those interested participants who best meet the qualifications of a trip leader.

7. The trip leader must review the list of trip applicants with the Membership Director on an ongoing basis, in order to ensure that participants are members in good standing. Only current members of the Club or another OVSC Club can be participants on a trip. Non-members will be removed from the trip and assessed the cancellation fee.

8. Upon departure, the trip leader must have in possession a copy of the trip application forms and must leave a copy of the form with the Executive or Local Vice-President as appropriate. If one or both of these officers are participants in the trip, then the copy of the form shall be left with the President or another designated Board member.

9. A successful trip is one in which the Board judges that the trip leader met all requirements as set forth in the Bylaws, these policies and any other directives issued by the Board including the following:

- A. The Trip Leader shall properly account for trip monies and trip tickets (meal, airline, lift etc.), and shall timely inform the Executive or Local Vice President of participant numbers and cancellation deadlines.
- B. Payments to the appropriate resorts or travel agencies must be requested in a timely manner so that the Club is not charged a late fee.
- C. A trip leader may not leave the scheduled trip and is responsible to ensure all trip participants are routed to the appropriate destination.
- D. On trips in which air travel is part of the package, the trip leader must fly with the majority of the participants of the trip when the air flight is rescheduled for overbooking or other reason.
- E. A trip leader must be present at all events, which are parts of the trip package.
- F. After the conclusion of the trip, the trip leader must ensure all appropriate refunds are issued to trip participants.

10. Upon presentation to the Board of a trip close-out, the Board shall judge the status of the trip as successful or not successful and cause the minutes of the Board meeting to reflect this status. The Board shall then vote whether to reimburse the trip-leader(s) for all or part of his(their) cost of the trip. In no event shall a trip leader receive more reimbursement than the cost of the trip.

PAYMENT SCHEDULE

1. The Executive and Local Vice Presidents shall establish and shall publish a deposit and payment schedule for all trips.

2. Participants shall pay in accord with or in advance of the published payment schedule.

PAYMENT

1. A deposit and/or payments as scheduled and a completed trip application form must accompany all reservations. If any trip payment is not received by the published deadline, a ten-dollar (\$10.00) fee will be charged. Any late payment more than one week in arrears is grounds for an individual to be removed from a trip. After the scheduled final payment date, any new

sign-up must be accompanied by payment in full and a trip application form. The Board may institute a discount for early sign-ups.

2. All payments shall be made out to the Lexington Ski & Sports Club, Inc. Preferred method of payment is by personal check. Cash is discouraged.

3. All payments shall be delivered to the Trip Leader.

ONLINE SERVICES AND PAYMENTS

1. New Memberships

The Website Administrator and the Treasurer shall work together and coordinate the receipt of payments for dues paid by new members online. Upon receiving dues from a new member the Web Administrator shall notify the Board by posting the information to the Board list serve. Upon notice of a new member by the Board the Membership Director shall contact the new member via email and add the new member to the LSSC general membership list serve. The club shall absorb the transaction cost for a new member signing up online.

2. Trip Payments and Pre-registration

The Website Administrator and the Treasurer shall work together and coordinate the receipt of payments for trip pre-registrations by members and as directed by the Board. Trip pre-registration shall be posted June 1st of each calendar year to the website so that members may pre-register for trips in accordance with the terms and conditions as set forth below:

- A. Trip pre-registration is completely voluntary. A member can always show up at the August membership meeting and sign up for a trip.
- B. Despite pre-registration, a member is still required to complete a trip application and submit it along with the initial trip payment at or before the August membership meeting.
- C. Pre-registration requires an online deposit of \$100 per person per trip. This deposit is refundable if the cancel before the August membership meeting, less a five dollar (\$5) processing fee that the Club incurs for the online transaction. If the member does not cancel before the August membership meeting, any refund of the deposit is subject to the By-Laws and Policies of LSSC.
- D. The \$100 deposit will be credited to the initial trip payment, which is due at or before the August membership meeting.
- E. Pre-registration benefits the Club because the sooner the Board knows how many members want to go on a trip the better chance the Board has of increasing the number of spots available and making any other adjustments to the trip to better serve our members.

- F. Pre-registration initiates priority of the trip-participants, which is used by the trip leader in making room assignments, flight assignments and other trip decisions. Priority is based on the time the registration and payment is received.
- G. Pre-registrations are nontransferable.
- H. Only an individual can pre-register; there is no "group" pre-registration.
- I. When individuals form a group such as roommates, condo-mates, families, couples, etc., the last member of the group to sign up for the trip establishes the priority for the group, unless the entire group signs up for a trip within 30 minutes of one another. In the latter case the group priority is established by the first person of the group to sign up.

3. Online Trip Payments – Periodic Payments

The Website Administrator and the Treasurer shall work together and coordinate the receipt of payments for trip payments by members as directed and approved by the Board. Once the Executive Vice-President establishes the payment plans the Web Administrator may elect to implement the receipt of online payments for each trip. This implementation shall allow for the payment of the entire trip, in full, as well as allowing a member to select separate payment amounts from a pull-down list in accordance with the payment plan established by the Executive Vice-President, Local Vice President or Activities Director.

4. Online Financial Accounts

- A. Only the Website Administrator and the Treasurer shall have online access to the PayPal or Google Checkout account information.
- B. Only the Treasurer may move funds to/from the online accounts via the online interface. In the absence of the Treasurer, and upon approval by the President, the Web Administrator may move funds to/from the online account interface.

5. Uplift Calculation for Online Transactions

- A. It is assumed that one-third of the trip participants will pay online, unless the Board sets another figure based upon historical participation and future projections.
- B. Once the Board has set the base uplift for a given trip, the Board shall then increase the base uplift in order to distribute the transaction costs incurred by the club for those members who pay online.

WAITING LIST

1. Members on the waiting list must make the initial deposit and complete a trip application form.
2. Once notified of a vacancy, a member on the waiting list will have five (5) days to pay the amount currently due on the payment schedule.
3. If no vacancy becomes available, members on the waiting list will have all monies refunded.
4. A member on the waiting list who is notified of a vacancy and declines to participate shall be liable for the cancellation fee, if the spot is not otherwise filled. No such fee will be imposed if the member on the waiting list cancels before receiving notification of a trip opening.

OFFICIAL TRIP CANCELLATIONS

1. The Trip Leader shall immediately notify all participants of an official trip cancellation.
2. Should an official trip cancellation occur, participant refunds may be reduced because of deposits or expenses which are not refunded to the Club.

CANCELLATION BY PARTICIPANTS

1. Members shall be responsible for notifying in writing the Trip Leader if cancellation is necessary. The timeframe for refunds goes into effect only from the date of receipt of the written request for cancellation.
2. A cancellation fee of sixty dollars (\$60.00) for Domestic and International Trips of five (5) days or more and thirty dollars (\$30.00) for Other Trips will be charged for any cancellation regardless of the date canceled.
3. If cancellation is prior to sixty (60) days before the departure date, all deposits and payments, less the cancellation fee, shall be refunded.
4. If a cancellation is less than sixty (60) days prior to departure, the member is liable for the full cost of the trip. If a replacement for the position is available and the member has paid in full all payments to date, the canceling member shall be refunded all prior payments less the cancellation fee. If a replacement for the position is not found, the canceling member may be reimbursed if there are any refundable items (lift tickets, meal tickets) following final accounting and trip closeout.
5. Those participants canceling at any time shall be responsible for any charges that may be incurred due to individual resort, travel agency or airline policies.
6. Refunds due because of cancellations may be returned to members at any time if approved by the Trip Leader and the Treasurer.

NO-SHOWS AND OTHER TRAVEL CHANGES

1. A "no-show is a cancellation by a trip participant without prior notification. No shows will be liable for the full cost of the trip.
2. Participants shall notify the trip leader of an unscheduled departure or other non-package amendment to the travel.

RACING

Members of the racing team must be members in good standing of the Club.

SOCIAL

The price of social event tickets can be increased by approximately fifty percent (50%) if purchased after the last membership meeting prior to the event, if it proposed by the event leader and the Activities Director.

TREASURER

1. Checks or money orders shall be made payable to the Lexington Ski and Sports Club, Inc. and shall be given to the trip leader, who shall forward payments to the Treasurer.
2. Reimbursement will be issued only after the submission of a check request form.
3. In order to receive reimbursement for a Club incurred expense which has been approved by the Board, a member must submit a bill, copy of a check or a receipt for any item over five dollars (\$5.00).

PROPERTY

All Club property is to be inventoried in May by the President-Elect who will ensure the property is reissued to the appropriate member.

MEMBERSHIP

1. A new membership application must be completed and signed annually.
2. Membership dues must be submitted separately from trip monies.
3. Persons not renewing their membership by the October membership meeting will be removed from the Club list serve and will not receive a newsletter or calendar.
4. Each applicant must pay the membership dues, unless dues are waived under the By-Laws or by vote of the Board.
5. Membership dues are \$25 per fiscal year, being August 1 to July 31 of the following year. There are no prorated membership dues.

NEWSLETTER/ADVERTISING

1. Ski-related personal advertising (skis, clothing, condos) submitted by a member is not subject to an advertising fee.
2. Members who wish to receive a newsletter or calendar by U.S. Mail must pay an additional \$25 per fiscal year.

VOTING

If an absentee ballot is to be cast by a member participating in a Club trip then the following shall occur:

- A. The member must request the ballot from the Secretary no less than two weeks prior to the election.
- B. The Secretary will verify the member's participation in the trip with the trip leader and will verify the member's standing with the Membership Director.
- C. The signed ballot must be submitted to the Secretary by the election meeting and the Secretary will submit any and all absentee ballots to the members counting the ballots.

MISCELLANEOUS

Familiarization trips, lift tickets, merchandise, merchandise certificates and services resulting from Club business are the property of the Club and are to be disposed of by the Board unless otherwise stipulated herein or in the Bylaws.

FISCAL IRRESPONSIBILITY

1. Insufficient Funds:

A money order or cashier's check must replace a check returned for insufficient funds within seven (7) days of notification. Otherwise, the member will be cancelled from the trip, charged the cancellation fee and charged for all expenses incurred by the Club plus ten dollars (\$10.00).

2. Stopped Payment:

If a check is returned for stopped payment, a money order or cashier's check must promptly replace payment within seven (7) days of notification. Otherwise the member will be cancelled from the trip and charged the cancellation fee. The member will be liable for all expenses incurred by the Club as a result of a stopped payment plus ten dollars (\$10.00).

3. Refusal to Pay:

Any member refusing to pay a liability shall lose all membership privileges, without refund of dues, and will not be allowed future membership until such time as that liability has been resolved.

4. Appeals:

- A. All appeals of cancellation fees, no show costs, or other incurred liabilities will be reviewed by the Board at its next scheduled Board meeting, but only if the appeal has been received in writing by the President, the appropriate Vice President or the Trip Leader within fifteen (15) days following the incident or conclusion of the trip.
- B. The appeal must contain the following:
 - a. Member's name and address.
 - b. Date of incident or trip, date and amount of all monies paid.
 - c. Reason for appeal and amount requested.
- C. The member should be present at the Board meeting, but attendance is not mandatory. Appeals received after fifteen (15) days may not be considered.

FAMILIARIZATION TRIPS

1. A Familiarization Trip (hereafter “FAM trip”) is offered by a travel agency or a resort to sell a trip to a club.
2. When a FAM trip is offered, the President shall fill trips in this order, unless a resort or travel agency requests a specific position out of this order:
 - A. President
 - B. Executive Vice President or the Local Vice President, depending on whether the FAM trip is to a location under that Vice President’s responsibility.
 - C. By drawing of the remaining Board members able to attend that FAM and who are skiers or riders.
 - D. By drawing of the remaining Board members able to attend that FAM and who are not skiers or riders.
3. An officer who has gone on a FAM trip in the current membership year is not eligible to go on another trip until all others on the above list have been contacted and offered an opportunity to participate.
4. The participant must file a written report concerning the resort or ski area with either the Executive or Local Vice-President, as appropriate.
5. If a resort or travel agency requests a specific position, the Board will approve any deviations from the order of participation.
6. The Board must be informed of any FAM trip as soon as possible.
7. The only persons having authority to negotiate trips on behalf of the Club are the President and the Executive or the Local Vice President, as appropriate.

Amended and Approved 8/5/2008