

**KNOXVILLE SKI & OUTING CLUB, INC.**

**BY-LAWS**

*Approved by the KSOC Board of Directors*

May 27, 2010, revised July 2, 2010.

Knoxville Ski & Outing Club, Inc.  
By-laws

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# **KNOXVILLE SKI & OUTING CLUB, INC.**

## **BY-LAWS - *Approved by the KSOC BOD***

May \_\_\_\_\_, 2010

### **SECTION I - ESTABLISHMENT**

- A. NAME:** The name of this organization shall be the **KNOXVILLE SKI & OUTING CLUB, INC.**, and shall be referred to herein as **KSOC**.
- B. PURPOSE:** The primary purpose for which the organization is formed is to promote the fellowship and mutual benefits of those interested in winter sports, outdoor sports, and camaraderie during year-round activities among residents of the Knoxville, Tennessee and surrounding area.

### **SECTION II - MEMBERSHIP**

- A. QUALIFICATION OF MEMBERS:** Persons interested in joining KSOC shall submit a completed membership application and the appropriate dues. The release clause on a new member's application must be signed by the applicant/legal guardian.
- B. PLEDGE:** Members of KSOC pledge themselves to observe and be governed by the Bylaws/procedures of KSOC, the Board of Directors referred to herein as the Board, and to cooperate in the accomplishment of the purpose of this organization.
- C. CLASSES OF MEMBERSHIP:** KSOC shall have several classes of members. The designation of such classes and the qualification and the rights of members of such classes shall be as follows:
  - 1. **Single Membership:** This is membership for one (1) person 18 years of age and over. A Single Member will receive one (1) membership card and shall be entitled to one (1) vote.
  - 2. **Single Parent Membership:** This membership will include one (1) adult family member in the household and any of his/her children who qualify as dependents as prescribed by the Internal Revenue Service (IRS). A Single Parent Membership will receive one (1) membership card, and the adult shall be entitled to one (1) vote.
  - 3. **Family Membership:** This membership will include up to two (2) adult family members in the household and any of their children who qualify as dependents as prescribed by the IRS. A Family Membership will receive one (1) membership card, and the adults will be entitled to one (1) vote each.

4. Associate Membership: This membership is open to all individuals or families living further than 100 miles from the Knoxville city limits. As Associate Membership will receive one (1) membership card. An Associate member is not entitled to vote.
  5. Honorary Memberships: Honorary Memberships may be extended to those persons, not members of KSOC, whom the President deems worthy, for a period of one year. This membership is subject to approval by a two-thirds (2/3) vote of the Board. No annual dues shall be required of honorary members. An Honorary Member will receive one (1) membership card. An Honorary Member is not entitled to vote.
  6. Lifetime Memberships: Lifetime memberships will be given when the President deems some worthy individual, subject to approval by a two-thirds (2/3) vote of the Board. Lifetime members shall not be required to pay annual dues, and they shall receive one (1) membership card indicating lifetime membership (to be replaced upon request of the lifetime member). A Lifetime Member is entitled to one (1) vote.
  7. Student Memberships: This is a membership for full-time students in high school or full-time undergraduate students enrolled in an accredited college or university. For a student under 18 years of age, a rider indicating parental permission and releasing KSOC and its officers and members from liability must be signed and attached to the membership application. A Student Member will receive one (1) membership card. A Student Member is not entitled to vote.
- D. VOTING RIGHTS:** Each member shall be entitled to a vote in the manner stated in Section II (C) on each matter submitted to a vote of the members.
- E. TERMINATION OF MEMBERSHIP:** The Board, by affirmative vote of two-thirds of all members of the Board, may suspend or expel a member for good cause after an appropriate notification and hearing. Any member in default in the payment of dues as prescribed in Section IV (B) of these Bylaws will automatically be terminated.
- F. RESIGNATION:** Any member may resign by filing a written resignation with a member of the KSOC Board, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.
- G. REINSTATEMENT OF TERMINATED MEMBERS:** Upon a written request signed by a former member terminated for good cause by the KSOC Board and filed with the KSOC Board, the Board, by majority vote of all the members of the Board, may reinstate such former member to membership upon such terms as the Board may deem appropriate.

- H. TRANSFER OF MEMBERSHIP:** Membership in this organization is not transferable or re-assignable.

### **SECTION III - MEETING OF MEMBERS**

- A. ANNUAL MEETING:** An annual meeting of the members shall be held at such time in April of each year and at such place, as shall be designated by the Board, for the purpose of electing officers and for the transaction of other business as may properly come before the meeting. If the election of officers shall not be held on the day so designated for the annual meeting, or at any adjournment thereof, the Board shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be.
- B. OTHER MEETINGS:** The Board may arrange and announce at least four (4) general membership meetings per year at least (10) days in advance, beginning in August, with at least one (1) meeting per annual quarter, provided that one of the aforementioned meetings be the annual meeting required by Section III (A). Failure to hold such meetings, other than the annual meeting, shall not create a cause of action against the board or its officers or cause any action of KSOC to be void or voidable.
- C. SPECIAL MEETINGS:** Special meetings of the members may be called by the President, the Board, or not less than one-tenth (1/10) of the members having the voting right. Special meetings called by one-tenth (1/10) of the membership shall comply with the requirements of T.C.A. § 48-57-102.
- D. PLACE OF MEETING:** The Board may designate any place as the place for any meeting called by the Board. If no designation is made, or if a special meeting is otherwise called, the place for the meeting shall be in the Knoxville, Tennessee area.
- E. NOTICE OF MEETINGS:** Notices stating the place, date, and hour of any meeting of members shall be delivered to each member entitled to vote at such meeting, not less than ten (10) nor more than sixty (60) days before the date of such meeting.
- F. QUORUM:** The members constituting ten percent (10%) of the voting membership shall constitute a quorum at any meeting of the members. If a quorum is not present at any meeting of members, a majority of members present may adjourn the meeting to another date to allow for a quorum to be present.
- G. PROXIES:** A member in good standing may give a proxy for his or her vote for the annual meeting or special called meetings of the general membership. No proxies shall be allowed for Board of Director meetings. A proxy must be in writing, dated, signed and specifying person giving the proxy. All proxies must be received by the Secretary only at least five (5)

days,(which shall be the record date) prior to any meeting in order to determine validity. Proxies may be for no greater than sixty (60) days. Attendance at any meeting in which the proxy is proposed to be used invalidates said proxy.

## **SECTION IV – DUES**

- A. ANNUAL DUES:** The amount of the annual dues shall be prescribed by the Board of Directors.
- B. DUES RENEWAL:** Dues are payable on or before the first of August each year. Any member who has not paid his/her dues by August 31 shall be considered a non-renewal. Any member who does not renew may be dropped from the mailing list and the club roster and will be required to pay the dues prescribed to reinstate membership in the club.
- C. NEW MEMBERS:** New members joining, or members renewing, August through March will be charged full annual dues. Members joining April through July will be charged full annual dues and will receive gratis membership privileges for the remainder of that year and will be placed on the roster and on the mailing list, after full annual dues are paid, and be considered paid for through the following year.
- D. ROSTER:** An annual roster will be published to include all paid members as August 31 of each year. The Board may limit the amount of information contained in order to protect the privacy of its members.

## **SECTION V – GOVERNMENT**

- A. GENERAL POWERS:** The government of KSOC shall be vested in the Board as set forth in these Bylaws.
- B. BOARD OF DIRECTORS:** The current elected Officers of KSOC as defined by Section V(E), or appointed officers pursuant to Section V(D)(8), shall constitute the Board with full power to act for KSOC. All current officers shall have one (1) vote each on the Board.
- C. FISCAL YEAR:** The fiscal year of KSOC will begin on May 1 of each year and continue through April 30, of the following year.
- D. DUTIES AND RESPONSIBILITIES OF DIRECTORS:**
  - 1. **KSOC Business:** The Directors shall be responsible for all business of KSOC,

and in addition to the duties assigned by these Bylaws, shall perform those duties required by the statutes of the State of Tennessee and the United States of America.

2. Chairperson: The President shall be Chairperson of the Board and, as such, shall preside at all meetings of the Board.
3. Quorum: A majority of the Board shall constitute a quorum for the transaction of business, and all matters shall be decided by a majority vote of the Directors present except as herein otherwise provided.
4. Directors Meetings: At least one (1) meeting of the Board shall be held approximately each month during the period beginning September 1 of the year through April 30 of the following year, and at least one (1) meeting shall be held bimonthly during the period beginning May 1 of one year through August 31 of the same year. Regular or special meetings may be called by the President or by request in writing by a Board member addressed to the President. A transition meeting of the outgoing and incoming Boards may be held prior to the first Board meeting of the new fiscal year.
5. Directors' Responsibility: The Board shall be responsible for establishing, reviewing, and maintaining KSOC policy, procedures, and practices other than those designated abridge, amended, or arrested by these Bylaws.
6. KSOC Budget: The Board shall review the proposed budget for the fiscal year at the earliest practical meeting. The Board may revise the approved budget from time to time as may be required by the welfare of KSOC, and assess appropriate monies from available funds as necessary for emergency purposes. The Board shall have an objective of a balanced budget each year and shall consider a budget to meet this objective if within 5% of income versus expenses.
7. Directors' Authority:
  - a. The Board shall have the authority to appoint assistant officers to assist the Secretary and the Treasurer and to define the scope of their authority.
  - b. The Board shall have the authority to employ such other aid and assistants as may be required to administer property the affairs of KSOC, including but not limited to attorneys, accountants and other professionals.
8. Office Vacancy: In the event of a vacancy in an Elected Office of KSOC, it shall be filled without undue delay by a majority vote of the remaining members of the Board.

Directors' Meetings: Minutes of the meeting of the Board shall be kept by the Secretary of KSOC in the regular way and shall be read in whole or in part, if requested, at subsequent meetings of the general membership. In the event, the Secretary is unable to attend any meeting the President or presiding officer shall designate a person to act as secretary for the meeting.

9. Complimentary Benefits: KSOC Officers and Board Members shall receive, if he/she chooses, complimentary benefits from KSOC in the fiscal year in which he/she serves as defined below:
  - a. Complimentary membership in KSOC.
  - b. The equivalent of a single day trip. Complimentary travel benefits for Officers and Board Members shall be paid from the General Funds of the KSOC.

**E. ELECTED OFFICERS:**

1. The duties of the elected officers, in addition to the duties assigned in these Bylaws, shall be those ordinarily associated with the particular office.
2. Specifically assigned duties are:
  - a. President: The President shall superintend the business of KSOC, preside at all meetings of the general membership and Board. He/she shall be responsible for maintaining proper parliamentary procedures, including if necessary, the appointment of parliamentarian. He/she shall be the custodian of all deeds or documents of value, medals, trophies, or other property belonging to KSOC, all of which he/she shall transfer to his/her successor in office. The President shall be an ex-officio member of all committees. In addition to the Treasurer, the President is authorized to sign all financial and legal instruments.
  - b. Internal Vice President: The Internal Vice-President (IVP) shall, in the absence of or refusal to act by the President, discharge his/her duties. The Internal Vice President shall oversee the operations of and be an ex-officio member of all committees under his/her jurisdiction [See Section VII(D)(1)]. He/she shall perform such other duties as from time to time be assigned to him/her by the President or Board. The Internal Vice President approves expenditures made by committees under his/her jurisdiction.
  - c. External Vice President: The External Vice President (EVP) shall, in the absence of both the President and the Internal Vice President, discharge the duties of the President. In the absence of the President and both Vice

Presidents, the Directors shall elect a Chairman Pro-tem. The External Vice President shall oversee the operations of and be an ex-officio member of all committees under his/her jurisdiction [See Section VII(D)(2)]. He/she shall perform such other duties as from time to time be assigned to him/her by the President or Board. The External Vice President approves expenditures made by committees under his/her jurisdiction.

- d. Secretary: The Secretary shall keep careful and complete minutes of all meetings of the Board and general membership, and keep such non-financial books as prescribed by law, and attend so such other duties as may be incidental to his/her office. He/she shall have custody to the seal, if any. He/she shall attend to and conduct all necessary correspondence for KSOC which shall be sent in the name of the Board or the President; transmit communications of or by the Board, and affiliated or similar organizations; and discharge such other duties as may be assigned by the President or Board.
- e. Treasurer: The Treasurer shall be responsible for all funds of KSOC. He/she shall responsibly manage and oversee all income due KSOC and shall make expenditures only with budget authorization or as may be specifically authorized by the Board. He/she shall secure and file complete and proper vouchers for all expenditures, and shall keep full and accurate accounts, and shall make reports to the general membership, as necessary, in such form as to show the financial condition of KSOC and the result of it yearly operations. He/she shall make such additional reports of the Board, as it from time to time shall prescribe. The Treasurer shall sign all checks on all accounts at all banks with such other officer or committee chairperson as may be prescribed by the Board. The Treasurer may be bonded as the Board may determine. The Treasurer shall be responsible for keeping such financial books and IRS forms as prescribed by law.

## **SECTION VI – ELECTIONS**

### **A. ELECTION OF OFFICERS**

- 1. The elected officers of KSOC as defined in Section V(E) shall be elected by a majority of the voting membership present at a quorum of the annual meeting.
- 2. A slate consisting of at least one nominee per office shall be presented by the Chairman of the electoral committee. The Board shall select a member as

Chairman. Members of the electoral committee shall be eligible for nomination as officers of KSOC.

3. Further nominations will be accepted from the floor at the general meeting preceding the annual meeting, and at the annual meeting. The complete slate of nominees will then be presented to the voting membership present at the annual meeting. Voting will be by ballot, if necessary.
  4. The Committee Chairperson shall appoint an electoral committee to supervise the counting of the votes and declare the winners. Should there be a tie vote, balloting will continue until the tie(s) is broken.
  5. The newly elected officers will begin their duties at the first Board meeting of the fiscal year.
- B. DELEGATES:** Delegates to any organization of which KSOC is a member shall be elected as necessary by a majority vote of the Board.
- C. TERM OF OFFICE:** The term of office for elected officers shall extend until the first board meeting of the fiscal year. All officers shall be eligible for reelection.

## **SECTION VII – COMMITTEES**

- A. COMMITTEES:** Committees necessary for the operation of the programs and activities of KSOC as established by these Bylaws or as deemed necessary or desirable by the President or Board shall be established by the Board.
- B. APPOINTMENT OF COMMITTEE CHAIRPERSONS:** Standing committee chairpersons shall be recommended by the appropriate Vice President as soon as practical following the election of officers each year with the approval by a majority of the board of directors. Any Committee Chairperson may be dismissed with or without cause upon a majority vote of the Board. Standing Committee Chairpersons shall receive if he/she chooses complimentary membership in KSOC for the fiscal year in which the Chairperson serves.
- C. COMMITTEE MEMBERS:** Members of committees shall be selected from KSOC's membership by the committee chairperson under the guidance of the President and appropriate Vice President.
- D. DUTIES, RESPONSIBILITIES, AND AUTHORITY OF STANDING COMMITTEES:**

1. Standing Committees Under the Jurisdiction of the Internal Vice President:
  - a. **Publicity:** The Publicity Committee shall be responsible for furthering the image of KSOC in such a manner as to enhance its reputation before the public. It shall be responsible for the promotion and furthering of KSOC membership and participation of KSOC functions by appropriate advertisement through media outlets.
  - b. **Membership:** The membership Committee shall be responsible for the processing of each application for membership, and each renewal of membership, by receiving the application forms, renewal forms, and the annual dues, which shall then be communicated and/or forwarded to the Treasurer. The names of all members and the type of membership held shall be entered on the roll maintained by the Membership Committee and the Committee shall issue membership cards as prescribed in Section II ©).
  - c. **Publications:** The Publications Committee shall be responsible for the efficient supervision, management, and direction of KSOC's publication, "The Fall Line", to be published according to the bequest of the Board. In addition the committee shall have access and maintain electronic addresses on all members in order to accomplish email notification of events and notices required by the bylaws. The functioning of its committee may be delegated, subject to the approval of the Board, to professional personnel employed by the Chairperson of the committee.
  - d. **Programs/Special Events:** The Programs Committee shall be responsible for the selection, planning, and promotions of programs/special events that benefit KSOC members, encourage participation of the membership, and promote public awareness of the purpose and functions of KSOC.
  - e. **Social:** The Social Committee shall be responsible for the selection, planning, and promotion of social functions for the benefit of the members of KSOC (at regularly scheduled KSOC meetings and events) which promote the purpose of KSOC.
  - f. **Website:** The Website Committee shall be responsible for the maintenance and updating of the KSOC website. The purpose of the website is to keep members informed of trips, events, and activities and provide promotion of KSOC to the public. Information such as membership forms, KSOC contacts, and articles are also featured on the website.

2. Standing Committees Under the Jurisdiction of the External Vice President:

- a. **Local Trips:** The Local Trip Committee shall be responsible for the development trips to areas within 400 miles of the Knoxville, Tennessee area. The chairperson of this committee will recommend to the External Vice President for approval by the Board, an individual member to be responsible for the supervision, management, and direction of each particular trip. The individual so designated shall be known as the Trip Captain. The committee chairpersons shall be responsible for all matters as defined in the Trip Policy, Section IX(A).
- b. **Distant Trips:** The Distant Trip Committee shall be responsible for the development trips to areas greater than 400 miles of the Knoxville, Tennessee area. The chairperson of this committee will recommend to the External VP for approval by the Board, an individual member to be responsible for the supervision, management, and direction of each particular trip. The individual so designated shall be known as the Trip Captain. The committee chairpersons shall be responsible for all matters as defined in the Trip Policy, Section IX(A).
- c. **Ski School:** The Ski School Committee shall be responsible for establishing and maintaining a program to encourage new skiers and the improvement of members' skiing and snow sports skills.
- d. **Racing:** The Racing Committee shall be responsible for promoting and directing KSOC involvement in racing activities as detailed in the Racing Policy, Section IX(B).
- e. **Youth Activities:** The Youth Activities Committee shall be responsible for coordinating activities and events to promote family participation in KSOC and to encourage youths to participate in snow and outdoor sports.

**E. APPOINTMENT OF OTHER COMMITTEES:** Other special committees may be appointed by the President or the Board when found needed for the good or betterment of KSOC. These committees may be assigned to report to the External VP, Internal VP or President as appropriate. Notwithstanding anything to the contrary, any committee, special committees, chairpersons or members shall serve at the pleasure of the Board of Directors.

## **SECTION VIII – FISCAL POLICIES AND FINANCES**

**A. FISCAL POLICY:** The purposes of the following policies and procedures are to

facilitate the planning and administration of the annual budget, to provide for annual reporting of KSOC operations, and to safeguard the assets of KSOC.

- B. ANNUAL BUDGET:** Each Vice President shall submit a proposed annual budget for their respective committees to the Board. Budget proposals are to be submitted at the time and in a form to be specified by the President in accordance with the Bylaws.
  
- C. CONTRACTS:** The Board may authorize any officer, in addition to the President or other officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of KSOC, up the maximum financial limits of the approved budget line allotted to the position. Any additional expenditure, contracted or otherwise, must be approved by a majority vote of the Board prior to initiating the expenditure. Any additional expenditure initiated without prior approval of the Board will be the sole financial liability of the individual initiating the expenditure, unless ratified by a majority of the Board.
  
- D. EXPENDITURES:**
  - 1. **Requests for Payment:** A Director incurring expense on behalf of KSOC will submit a completed KSOC expense statement (e.g., Check Request) itemizing the amounts expended and listing the individuals/businesses to which payment is to be made. Requests for payments are not to exceed the amount approved in the annual budget. An expenditure proposed to exceed the amount approved in the annual budget requires the approval of the Board prior to such expenditure being made. Invoices or receipts representing the funds expended must be submitted with the Check Request. Check Requests or other evidence of indebtedness issued in the name of KSOC shall be approved by the President, Internal Vice President, or External Vice President, and forwarded to the Treasurer. Payment instruments shall be signed by the Treasurer or President, and payments made as approved. No approving officer may sign on his/her behalf and must seek the endorsement of another approving officer.
  
  - 2. **Advances:** Upon the submission of a KSOC expense statement (e.g., Check Request) requesting an advance for a specific activity, the Treasurer is authorized to advance the requested funds in an amount not to exceed the amount approved for the activity in the annual budget. Requests for an advance in excess of the amount approved in the annual budget require the approval of the Board. A Check Request statement listing actual expenditures and reconciling total expenditures to the amount advanced is required following the completion of the activity. Invoices or receipts representing the funds expended must be submitted with the Check Request.

3. The Board may authorize the issuance of debit cards. Any debit card transaction made should be requested in advance when practical and under any circumstances copies of receipts provided to the Treasurer within seven (7) days of the transaction.

**E. DEPOSITS:**

1. All funds shall be deposited to the credit of KSOC to such checking, savings, or other accounts that the Board may select. Interest accruing from such accounts shall remain the property of KSOC to be used in the KSOC treasury.
2. KSOC activities: Deposit Registers must be transmitted to the Treasurer within one week of bank deposit. Funds received should be deposited in the bank by the appropriate activity chairperson (or designee) within one (1) week of collection and posted by the Treasurer to the chairperson's individual account.
3. Trips: The Trip Chairperson is responsible for funds collected. Deposit Registers must be transmitted to the Treasurer within one week of bank deposit. A final report of deposits and disbursements is required for each trip, as specified in Trips Policy, Section IX(A).
4. The Trip Chairperson will submit to the Treasurer a monthly report of deposits received and disbursements made, which includes the ending balance for each trip. The Distant Trips Chairperson will reconcile the bank statement from the Treasurer to the Chairperson's report.

**F. AUDITS:** The Board or a majority of the membership can request an audit of all finances of KSOC for the previous fiscal year. An estimate of the cost of the audit shall be obtained prior to approval or vote. This audit is to be performed by a committee or a professional chosen by the Board. In the event an audit is requested by a member, or members not constituting a majority of the membership, such member(s) shall pay all costs of the audit.

**G. TRAVEL REIMBURSEMENT:** Persons traveling for the benefit of KSOC to meetings held by outside organizations may be reimbursed. Payment of this reimbursement is contingent on Board approval. No Pre-approval of the Board of KSOC is required for transportation cost reimbursement if the function falls within the budget and/or named expense of a committee of KSOC. However, prior approval of food and lodging reimbursement is required.

**H. ANNUAL REPORTS:** The Treasurer will submit to the Board a final report after the close of the KSOC fiscal year comparing actual deposits and disbursements with budgeted deposits and disbursements.

## **SECTION IX– POLICIES/PROCEDURES**

### **A. TRIPS POLICY:**

1. The External VP may appoint the Trips Chairperson(s) to head the Local and Distant Trips Committees as specified in the By-Laws in Section VI.B. Other members of the Trips Committee(s) shall be appointed at the discretion of the Trips Chairperson and the External Vice President.
2. Trip Captains:
  - a. Trip Captains shall be nominated by the External Vice President with the recommendation of the Trips Chairperson. Trip Captains shall be approved by the Board.
  - b. Trip Captain Selection: The following is the policy for selecting Trip Captains and Assistant Trip Captains:
    - 1) Nominees must be KSOC members in good standing and shall have prior experience in trip leadership.
    - 2) Nominees should have or develop knowledge of the towns, recreational facilities, courtesies, customs, and transportation in and about the destination for which they are being considered.
    - 3) If necessary, an Assistant Trip Captain shall be named by the Trips Chairperson in consultation with the selected Trip Captain. That person shall be recommended to the External VP and then to the Board for final approval.
3. Trip Captain Responsibilities:
  - a. Responsibility: Trip Captains shall properly perform all duties required for the successful operation of the trip. The duties, responsibilities and requirements of the Trip Captain shall be established in advance by the Trips Chairperson and the External Vice President.
  - b. KSOC Policies: The Trip Captain must read, understand, and agree to the KSOC by-laws and policies, as well as all Trip Captain policies and procedures. Trip Captains are responsible for enforcing KSOC by-laws, policies and procedures and for representing KSOC on their trip.
  - c. Payment: As a Trip Captain, he/she must pay one-half of the trip cost as set by the Trips Committee and approved by the Board. He/she must acknowledge that the reimbursement of the one-half payment will be made after their trip is evaluated as successful and receives final approval from the Board.
  - d. Reservations: Trip Captains shall receive no reservation forms or deposit checks prior to the specified date as published by KSOC. A person is considered “on the trip,” or its waiting list, when the initial payment and a

- completed reservation form are received. All checks will be deposited into the KSOC bank account as soon as possible, except the check for an individual on the wait list on a sold-out trip may be held by the Trip Captain until that person “clears” (becomes a trip participant). Children under 18 years of age must be accompanied by an adult.
- e. Documentation: Trip Captains must ensure that all appropriate documentation has been received from each participant and has been filled out correctly prior to the trip departure date. This documentation may consist of but is not limited to a KSOC Membership Application, Distant Trip Reservation Form, Single Event Reservation Form, birth certificate and valid passport. Documentation for minor children not accompanied by a parent or guardian must be obtained prior to departure date. This documentation may consist of, but is not limited to the child’s birth certificate and a notarized statement from the parent giving permission for medical treatment during the trip.
  - f. Promotion: Trip Captains will have primary responsibility for recruiting participants for their respective trips.
  - g. Payment Schedule: The Trip Captain will establish the payment schedule to ensure all participants are paid in full thirty days prior to departure, or according to the trip contract payment requirements to ensure KSOC is not in a deficit for that trip. Trip participants must be contacted if payment has not been received within one week of the scheduled payment due date. Under no circumstances will checks received from trip participants be held from deposit.
  - h. Membership: Trip Captains will ensure all persons participating in official KSOC trips be members in good standing for the duration of the trip.
  - i. Communication: The Trip Captain will ensure communications are maintained with the travel vendor, the Trips Chairperson, and trip participants. Each participant should receive a confirmation of the reservation within fifteen days of receipt of their deposit check and reservation form. To ensure all communications take place in an effective and timely fashion, Trip Captains must have access to an internet email account. Email shall be the primary means of communicating with all parties involved.
  - j. Finances: Trip Captains will be responsible for the timely collection of all trip funds, including initial deposits and payments. Checks will be deposited in the KSOC bank account by the Trip Captains as directed by the Treasurer. Trip Captains will maintain and keep current cash flow ledgers and payment logs.
  - k. Budget: The Trips Chairperson will establish a budget based on the trip up-charge and the number of participants on the trip. This budget is the sum total available for Trip Captains to spend on their trip for pre-approved activities for trip participants. Trip Captains must have the Trips Chairperson’s approval for budgeted expenditures prior to departure of the trip.

- l. Financial Report: A KSOC Trip Transaction Detail Report will be prepared by the Treasurer monthly and presented to the Trip Captains and the Trips Chairperson for review. A copy will be presented to the Board along with the monthly financial report during each Board Meeting.
  - m. Delinquency: Persons with reservations who fail to meet the payment schedule will be removed from the trip after notification by the Trip Captain, but not without prior discussion with the Trips Chairperson of the circumstances. Such removal will be treated as a cancellation.
  - n. Cancellations: A cancellation fee as specified by the Trip Captain will be charged for canceling a reservation within the specified time prior to departure. A person canceling a reservation is also liable for: (1) fees or penalties charged by the resort and/or transporter(s) as a result of the cancellation and, (2) any increase in cost to trip participants resulting from the cancellation. Collected cancellation fees not paid to the resort and/or transporter(s) will be used to defray the costs of the same trip. Any deviation will be the decision of the Trips Chairperson and External Vice President.
  - o. Refunds: The Trip Captain will calculate the amount of refund due to a cancellation and submit a Cancellation form with a Check Request to the External Vice President and the Trips Chairperson.
  - p. Check Requests: The Trip Captain will prepare a Check Request form and submit it to the External Vice President and Trips Chairperson with sufficient lead time to allow for the timely payment of budgeted trip obligations. All Check Requests must be supported with adequate cash receipts, invoices, statements, or contracts in order to effect payment.
  - q. Final Trip Report: After the trip, a written Final Trip Report must be prepared by the Trip Captain and presented within 30 days for reconciliation to the Trips Chairperson and the Treasurer and then for approval by the Trips Committee.
4. Determination of a “Successful Trip”: The Trips Chairperson and the External VP shall determine the “success” or “failure” of a trip, as well as the performance of trip leadership.
- a. Trip Captains must show leadership in all facets of the trip, actively sell their trips, demonstrate fiscal responsibility, and ensure reports are accurate and submitted on time. Trip Captains and Assistants must plan their trips to maximize the money available to spend on participants to the benefit of all. Spending plans must be adhered to, and each trip must show a net positive balance after all trip expenses (excluding Trip/Assistant Trip Captain compensations) are paid.
  - b. Compensations: To qualify for any compensation, the Trip Captain and Assistant must comply with the duties and requirements listed herein and their trip must be determined a “success”. All compensation amounts must be

submitted in detail with specific descriptions that relate to the total trip cost breakdown. For official KSOC trips, the Trip Captain may receive up to a compensation equivalent to the Trip Captain's total trip cost (½ of the published trip cost), and applied equally to North American or international trips. For the completion of a successful and a well-executed trip, the Trips Chairperson and External VP can recommend to the Board that compensation be granted to the Assistant Trip Captain. Assistants will pay the full trip cost under the same schedule of payments given regular trip participants.

5. Board Approval of Distant Trip Reports and Compensations
  - a. The External Vice President will forward the Final Trip Report, as approved by the Trips Committee, along with any recommendations for Trip/Assistant Trip Captain compensations, to the Board for final consideration and approval. These decisions for reimbursements should be concluded within 30 days.
  - b. Compensations for Trip and Assistant Trip Captains shall be reimbursed from the KSOC bank account. Gratis transportation, lift tickets, lodging, etc., from resorts and/or carriers for a trip may be used to reduce the operating cost of the particular trip. Surplus funds from the overall trips program shall be allotted by the Board on annual basis.
  
6. Cancellation of Entire Trips
  - a. The decisions to cancel a trip in its entirety shall be made by the External Vice President in consultation with the KSOC President, Trips Chairperson and the Trip Captain. Participants shall be notified in a timely manner, and their reimbursements should be processed as soon as possible.
  - b. Any fees or penalties that result from a canceled trip shall be the responsibility of KSOC.

## **B. RACING POLICY**

1. The KSOC racing program endorses use by reference to the Crescent Ski Council (CSC) rules for racing, current revision. If there is conflict between the CSC rules and this KSOC policy statement, then CSC rules shall govern.
2. Any KSOC member in good standing is eligible to participate in CSS and KSOC sponsored races.
3. Each member participating in the CSC racing series may be required to pay an entrance fee for the current racing season. This registration fee will be sent to CSC as required by its rules to cover the CSC costs incurred to administer the CSC racing program.

4. KSOC members must register for a CSC race no later than 8:00 p.m. on the Monday preceding the weekend of the race. Members must call the Racing Director or Assistant to register.
5. Failure to show for a CSC race after registration will result in a \$20 fine unless 48 hours notice is given to the Racing Director or Assistant. Exceptions will be made for extreme weather conditions and emergencies. A racer who is fined may not compete in a CSC race until the fine is paid. Fines collected will go to the KSOC general fund to be available to the racing program for use as needed.
6. Registration for a KSOC sponsored race will be held up to the day of the race.
7. It will be the responsibility of the Racing Director or Assistant to inform racers of any changes in the race schedule or location.
8. Purchasing lift tickets is the responsibility of the individual members.

**C. FAMILIARIZATION (FAM) TRIP POLICY**

1. Fam Trips are trips to areas or specific destinations, which are provided to KSOC for the purpose of familiarizing KSOC with the particular area or destination and soliciting KSOC's future business. They are typically offered to KSOC, in whole or in part, by a sponsor, such as the particular area or destination, a travel agency or airline, or an organization such as the CSC. This policy recognizes Fam trips are most closely related to the external functions of KSOC, specifically those committees having jurisdiction over local and distant trips. It also recognizes that due to the often significant monetary value associated with Fam trips, the full leadership of KSOC should be involved to the extent practical in Fam trip administration.
2. All information or inquiries regarding Fam trips received by KSOC will be forwarded immediately to the President.
3. Upon receipt of Fam trip proposals, the President will immediately contact the Internal Vice President and External Vice President for further handling.
4. Proposal Acceptance/Rejection.
  - a. Due to the nature of Fam trips, there is often very little time allowed between receipt of a proposal from a sponsor(s) and the response deadline. If sufficient time is available, Fam trip proposals will be presented to the KSOC Board at the next monthly meeting for acceptance or rejection.
  - b. If the sponsor(s) response deadline does not allow consideration by the full Board, the decision to accept or reject a proposal shall rest with the President

and Vice Presidents, and a complete report will be given to the full Board at the next monthly meeting.

- c. The decision to accept or reject a proposal will be based on whether there is bona fide justification for KSOC to consider the area or destination for a future KSOC sponsored trip; i.e., what is the possibility KSOC will desire and be able to promote and operate a successful trip to the area or destination in the future?
- d. Acceptance of a proposal provides no obligation, either expressed or implied on the part of KSOC to sponsor a future trip to the Fam area or destination, or to contract with any specific travel agency or airline for trip arrangements.
- e. The President will be responsible for notifying the sponsor(s) of KSOC's acceptance or rejection of the proposal, unless said proposal has an acceptance deadline.

5. Fam Trip Participation

- a. Qualifications: Upon KSOC acceptance of a Fam trip proposal, the President and Vice Presidents will meet to consider individuals for participation. To be considered for participation an individual must meet the following qualifications:
  - 1. Be a member, in good standing, of KSOC;
  - 2. Be recommended by the President or Internal or External Vice President;
  - 3. Be willing to commit to the Fam trip schedule as proposed;
  - 4. Be willing to pay whatever expenses are not provided for by the sponsor(s) including optional expenses incurred by the participant - no KSOC funds will be expended;
  - 5. Participation on a Fam trip does not guarantee trip captain selection.
- b. Responsibilities: In addition to meeting the qualifications for participation, an individual must be willing and able to accept all responsibilities associated with a Fam trip including the following:
  - 1. Individuals participating in Fam trips are, for the duration of the trip, representatives of KSOC and/or CSC. Their conduct must be professional at all times.
  - 2. Individuals accepted to take the Fam trip pays an addition deposit equal to 50% of the cost of the Fam trip to KSOC prior to leaving on the trip.
  - 3. A Fam trip is a working trip. A comprehensive written report on each trip will be prepared, reviewed by the appropriate Local or Distant Trip committee chairperson, and filed with the Board within fourteen (14) days following completion of the trip. Upon acceptance of the written report by the External VP and approval of the Board, KSOC reimburses the deposit to the individual.

- c. Recommendation: Upon full consideration of the qualifications of each individual, the President and Vice Presidents will reach agreement on a recommended participant. If agreement cannot be reached, their decision will be made by majority vote.
- d. Approval: If sufficient time is available prior to sponsor(s) notification, the recommendation of the President and Vice Presidents will be presented to the Board at the next monthly meeting for formal approval. If sufficient time is not available for formal approval of the recommendation by the Board, the President's and Vice Presidents' recommendation will stand approved, and a complete report will be given to the Board at the next monthly meeting. The appropriate Local or Distant Trip committee chairperson will be responsible for notifying the selected participant and the sponsor(s) of KSOC's selection, and for providing subsequent coordination among the sponsor(s), the participant, and the KSOC Board.

## SECTION X – DEFINITIONS AND ACRONYMS

- A. **Ex-officio:** by virtue of an office or position. For purposes of these By-Laws, an individual stated as being an ex-officio member of a committee is an automatic member of that committee. That individual is treated as a normal member of the committee and does not direct the activities of that committee. Decisions are made by committee vote and are not to be overridden by an ex-officio member.
- B. **Compensation:** Usually associated with Trip Captains/Assistant Trip Captains in the performance of conducting Distant Trips. Compensations are based on Trip vendor allowances and, as such, are primarily paid for by the vendors. With a set number of paid participants, the trip vendor provides an allowance of one free trip to KSOC.

## SECTION XI – BYLAWS

- A. **INTERPRETATION:** Interpretation of these Bylaws shall rest with the Board.
- B. **AMENDMENTS:** These Bylaws may be amended/revised at any regularly scheduled meeting of the Board by (1) written notice of the proposed amendment to all Board members of at least five (5) days prior to the meeting at which the proposed amendment is to be voted, and (2) a two-thirds (2/3) vote of all the members of the Board. Nothing shall prevent the Board from making additions or deletions to the proposed amendment so long as said addition or deletion is within the subject matter of the proposed amendment.