

2005 3M Club Ski Club Rules of Operation

Approved by the 3M Club Board of Directors on 8/10/2005

Approved by the 3M Club Ski Club Members on 9/16/2005

Note: These Rules of Operation were revised in March-August of 2005 to reflect particular requirements enforced by the parent 3M Club Activity Rules of Operation (dated 2005)

1. IDENTIFICATION AND PURPOSE

- 1.1. The name of the club shall be the 3M Club Ski Club.
- 1.2. The 3M Club of St. Paul, Inc. sponsors recreational activity and hobby clubs to promote and develop interactions among 3M Company employees, retired employees and their families.

An activity or hobby club shall have as its purpose the pursuit of a pastime that is for amusement, sport or other form of recreation. All activity and hobby clubs sponsored by 3M Club must be open to all 3M Club members, and clubs may not base their activities, distinguish, or differentiate based on race, color, creed, religion, national origin, sex, disability, age, marital status, or sexual orientation of individuals.

3M Club members desiring to form a 3M Club recreational activity or hobby club that does not meet these criteria will not be sponsored by or in any manner affiliated with the 3M Club of St. Paul.

- 1.3. The purpose of this club is:
 - 1.3.1. To provide a regular meeting time and place for members interested in downhill skiing, cross country skiing and snowboarding.
 - 1.3.2. To provide an opportunity for members to get together on a regular basis to exchange ideas and share their interests, knowledge and experience in downhill skiing, cross country skiing and snowboarding.
 - 1.3.3. To promote the sport of skiing and snowboarding itself, to increase the convenience and reduce the expense of skiing and snowboarding to its members, and to increase the proficiency in, and safety of, the art of skiing and snowboarding for its' members.
 - 1.3.4. To promote sociability and good fellowship among its members.
- 1.4. The 3M Club Ski Club is an associated club of the 3M Club of Saint Paul, Inc. (3M Club), and a non-profit corporation of the State of Minnesota. As such, the 3M Club Ski Club must be approved by the Board of Directors of the 3M Club and must abide by the Articles of Incorporation and By-laws of the same, and abide by the directives of the Board of Directors of the 3M Club.
- 1.5. It shall be provided that the 3M Club Ski Club may affiliate with any organizations whose aims are consistent with the purpose as set forth in 1.2 and subject to the approval of the membership of the 3M Club Ski Club.

2. MEMBERSHIP AND PRIVILEGES

- 2.1. General membership eligibility is defined in the 3M Club Membership Directive.

- 2.2. All 3M Club members and their guests must abide by the 3M corporate Code of Conduct while involved with any 3M Club activity. Members may be held responsible for their guest's behavior.
- 2.3. Guests (hereinafter referred to as Hootliners) are non-3Mers, and by definition do not have a 3M Employee number and by stipulation of the 3M Corporation, may not obtain benefits from the Corporation. (3M Club Membership is considered a benefit from the Corporation).
 - 2.3.1. Hootliners may attend club functions/meetings provided that there are no more than one (1) Hootliner per 3M Employee Member (as defined in the 3M Club Membership Directive).
 - 2.3.2. Hootliners are not entitled to vote for election of officers and amendments to the by-laws.
- 2.4. Employee Members and Associate Members are entitled to have voting privileges in the 3M Club Ski Club.
- 2.5. A minimum of ten (10) 3M Employee Members or Associate Members are required for the club to remain operative.
- 2.6. The minimum age for all participants in the 3M Club Ski Club is 21.

3. ELECTION OF OFFICERS

- 3.1. The elected officers of the 3M Club Ski Club shall be the President, Vice President of Membership, Vice President of Trips, Treasurer, Secretary, Publicity Chair, Programs Chair, Representative at Large, and MSC Representative.
 - 3.1.1. The appointed positions of the 3M Club Ski Club shall be the Auditor, Historian, Webmaster, and other position(s) like Trip Leaders, as determined by the Executive Committee and appointed by the President.
- 3.2. The term of the office shall be for one year. Officers who handle any monies must be 3M Club of St. Paul members.
- 3.3. Officers shall be nominated in Feb/Mar, elected in Mar/Apr and shall take office in May.
- 3.4. Nominations for elective office shall be made with the consent of the nominee, to members of the Executive Committee. Candidates must meet all requirements of the 3M Club Membership Directive for each position as defined. The nominations shall be communicated to the membership.
- 3.5. Nominations will be placed on a ballot and mailed to members only if more than one person is running for a position. Provisions shall be made on the ballot for write-in candidates. Ballots shall be returned to the President or other officer(s) delegated by the President and counted. Eligible nominees for each position are as defined in Section 4.
- 3.6. A simple majority of those ballots returned shall be considered sufficient to elect a nominee.
- 3.7. Appointed positions shall be filled by the Executive Committee.

4. OFFICER'S DUTIES AND REQUIREMENTS

- 4.1. President (elected) Position required by 3M Club.
 - 4.1.1. The President shall preside at all club meetings and Executive Committee meetings. The President shall issue notices for all Executive Committee meetings.
 - 4.1.2. The President shall make appointments to fill vacancies in elective offices, subject to approval of the Executive Committee.
 - 4.1.3. The President shall appoint chairpersons of various committees as needed for the purpose of carrying out the activity club's functions and activities.
 - 4.1.4. All expenditures over \$50.00 require approval of the President and Treasurer.
 - 4.1.5. The President may not sign checks without the approval of the Treasurer.
 - 4.1.6. The President shall have responsibility for planning, organizing, or delegating the responsibilities of: the Membership Drive (usually held the first Thursday in October), the Year-End Banquet, the Election of the new Executive Board, and the transition to the new Board by April 30.
 - 4.1.7. The President shall provide a list of newly elected positions to the 3M Club immediately following election.
 - 4.1.8. The President is a member of the Executive Committee with voting privileges.
 - 4.1.9. The office of President must be held by a 3M Employee Member or Associate Member, as defined in 2.1.

- 4.2. Vice President of Membership (elected) Position required by 3M Club
 - 4.2.1. In the absence of the President, or if the President is unable to fulfill the duties of the office or complete the term of office, the Vice President of Membership shall assume duties of the President.
 - 4.2.2. The Vice President of Membership shall compile and maintain the current membership roster, publish the annual membership directory, and distribute it to all members with an extra copy to the Historian. The membership directory shall contain a list of the current officers, the trips for the season, and membership information (names, addresses, phone, email) if permission to publish was granted by the member on a case-by-case basis.
 - 4.2.3. The Vice President of Membership shall provide the current membership roster to the Publicity Chair and to the MSC for the mailing of the newsletters.
 - 4.2.4. The Vice President of Membership shall keep the 3M Club Office notified of club standing, including providing a copy of the membership roster annually by January 31 as directed by 3M Club.
 - 4.2.5. The Vice President of Membership shall investigate the qualification of all candidates for membership.
 - 4.2.6. The Vice President of Membership shall be responsible for collecting dues, and performing other duties delegated by the President.
 - 4.2.7. The Vice President of Membership shall be responsible for obtaining door prizes for use at the Membership Drive, and at other club meetings.
 - 4.2.8. The Vice President of Membership is a member of the Executive Committee with voting privileges.
 - 4.2.9. The office of President must be held by a 3M Employee Member or Associate Member, as defined in 2.1.

- 4.3. Vice President of Trips (elected)
 - 4.3.1. The Vice President of Trips shall have responsibility of coordinating all ski trip planning, scheduling and contracts. The Vice President of Trips shall handle contracts according to Section 12 of these by-laws.
 - 4.3.2. The Vice President of Trips shall provide the Executive Committee a summary of income, expenses and net revenues for each ski trip.
 - 4.3.3. The Vice President of Trips shall coordinate the communication of trip information to the Publicity Chair and the 3M Club.

- 4.3.4. The Vice President of Trips, in the absence of the Treasurer, may sign checks (in adherence with 4.1.4)
 - 4.3.5. The Trip Leaders shall be appointed by the Vice President of Trips with the approval of the Executive Committee.
 - 4.3.6. The Vice President of Trips shall be responsible for reviewing and updating the Trip Leader Guideline (see attachments). These guidelines must be approved annually by the Executive Committee prior to distribution to the trip leaders.
 - 4.3.7. The Vice President of Trips shall provide each trip leader with a preliminary budget and a copy of the Trip Leader Guidelines (see attachments).
 - 4.3.8. The Vice President of Trips shall organize a gathering of the Trip Leaders to discuss the "Trip Leader Guidelines", prior to the Membership Drive.
 - 4.3.9. The Vice President of Trips must get Executive Committee approval prior to opening a trip to non Ski Club members.
 - 4.3.10. The Vice President of Trips may request that pre-approved payments of trip expenses be made by the Treasurer.
 - 4.3.11. The Vice President of Trips is a member of the Executive Committee with voting privileges.
 - 4.3.12. The office of Vice President of Trips must be held by a 3M Employee Member or Associate Member as defined in 2.1.
- 4.4. Treasurer (elected) Position required by 3M Club
- 4.4.1. The Treasurer shall keep a record of the activity club's finances and shall report on same when requested.
 - 4.4.2. The Treasurer shall collect dues, subsidies and other monies accruing to the activity club.
 - 4.4.3. The Treasurer shall sign checks and shall pay bills on appropriate presentation of documentation.
 - 4.4.4. The Treasurer shall keep all activity club funds in the manner prescribed by the 3M Club (at Novation Credit Union).
 - 4.4.5. The Treasurer shall provide the Trip Leaders with a standard form to track all monetary transactions of a trip.
 - 4.4.6. At the expiration of the term, the Treasurer shall insure that all accounts are properly balanced and that a final audit is conducted before turning over the financial responsibilities to the successor by April 30. This final financial report shall be reviewed by the Executive Committee.
 - 4.4.7. The Treasurer is a member of the Executive Committee with voting privileges.
 - 4.4.8. The office of Treasurer must be held by a 3M Employee Member or Associate Member as defined in 2.1.
- 4.5. Secretary (elected) Position required by 3M Club
- 4.5.1. The Secretary shall be responsible for the club correspondence and meeting minutes.
 - 4.5.2. The Secretary shall keep a file of the current Rules of Operation, activity club policies and operating procedures, including those provided by the 3M Club (see Attachments to these by-laws).
 - 4.5.3. The Secretary shall maintain a list of property that includes a description of the property, the cost, the date of purchase, and who has it.
 - 4.5.4. The Secretary is a member of the Executive Committee with voting privileges.
- 4.6. Publicity Chair (elected)
- 4.6.1. The Publicity Chair shall be responsible for the publication and distribution of the Hootline and all other club publicity (e.g. Stenwinder, posters, etc.). An extra copy of the Hootline shall be given to the Historian.
 - 4.6.2. The Publicity Chair shall issue notices for all regular club meetings in the Hootline.

- 4.6.3. The Publicity Chair is a member of the Executive Committee with voting privileges.
- 4.7. Programs Chair (elected)
 - 4.7.1. The Programs Chair shall be generally responsible for planning programs at meetings of the general membership and other club social activities not specifically assigned in this section to another officer.
 - 4.7.2. The Programs Chair shall be responsible for all communication to the Publicity Chair of such activities and programs for publication in the Hootline.
 - 4.7.3. The Programs Chair is a member of the Executive Committee with voting privileges.
- 4.8. Minnesota Ski Council (MSC) Representative (elected)
 - 4.8.1. MSC Representative shall be responsible for representing the 3M Club Ski Club at regular MSC meetings. In the event the MSC Representative cannot attend a Council meeting, it is his/her responsibility to give sufficient notice to have an alternate delegate attend. Only the MSC Representative or the alternate can represent the 3M Club Ski Club at MSC meetings.
 - 4.8.2. MSC Representative is responsible for external ski club publicity in the Minnesota Skier and on the MSC website.
 - 4.8.3. The MSC Representative is a member of the Executive Committee with voting privileges.
- 4.9. Representative at Large (elected)
 - 4.9.1. The Representative at Large is a 3M Employee Member, an Associate Participant Member or a Hootliner in the 3M Club Ski Club as defined in section 2.
 - 4.9.2. The Representative at Large is a member of the Executive Committee with voting privileges.
- 4.10. Historian (appointed)
 - 4.10.1. The Historian shall be responsible for obtaining, producing, organizing and archiving a photographic record of the Club's activities.
 - 4.10.2. The Historian shall maintain paper copies of the Hootline and membership directories.
 - 4.10.3. The Historian is a member of the Executive Committee without voting privileges.
- 4.11. Auditor (appointed)
 - 4.11.1. The Auditor (with the Treasurer) shall be responsible for reviewing the Club's financial records approximately quarterly to ensure they are complete and correct. A season-end audit covering activities through April 30 shall be done in May.
 - 4.11.2. The Auditor is a member of the Executive Committee without voting privileges.
- 4.12. Webmaster (appointed)
 - 4.12.1. The Webmaster's responsibility is to maintain the 3M Club Ski Club's web page, adding and/or deleting information as received from the Executive Committee, or its members.
 - 4.12.2. The Webmaster should verify that fees have been paid to maintain the URL (Uniform Resource Locator- www.hootline.com) and keep a record of such.
 - 4.12.3. The Webmaster should verify that fees have been paid to the ISP (Internet Service Provider) and keep a record of such.
 - 4.12.4. The Webmaster has the responsibility to comply with the 3M Club Activity Club Internet Website Standards.
 - 4.12.5. The Webmaster is a member of the Executive Committee without voting privileges.

4.13. Trip Leaders (appointed)

- 4.13.1. Each Trip Leader shall be assigned to a trip and be responsible for the trip promotion, publicity, sign-up, finances and running of the trip.
- 4.13.2. All Trip Leaders shall be responsible for knowing the Event Sign-up Policy and Event Refund Policy (sections 10.1 through 10.4).
- 4.13.3. Each Trip Leader shall use a standardized form provided by the Treasurer to collect and maintain: records of participants' payments and related trip expenses. This includes maintaining a trip waiting list if applicable and requests for the timely payment of bills and expenses. The Trip Leaders shall also submit a financial report to the Vice President of Trips at the end of each trip. Trip leader responsibilities are outlined in the document "Trip Leader Guidelines" which will be provided to each trip leader by the VP of Trips.
- 4.13.4. If a Trip Leader is also a Board Member, then that Board Member has no vote on approving his/her trips financial report.

4.14. Advisory Board members

- 4.14.1. The Advisory Board Members shall consist of the Past President and Past Vice President of Trips.
- 4.14.2. The Advisory Board Members shall serve the Executive Committee in an advisory capacity without voting privilege for one (1) year after their term of office or election.

5. BOARD MEMBERS' COMPENSATION, REMOVAL AND SUCCESSION

5.1. Compensation

- 5.1.1. To encourage and reward club participation as an Board member, persons appointed or elected to those positions and fulfilling the duties as listed in 4.1 through 4.13 and other appointed persons included by agreement of the Executive Committee, shall receive compensation as follows:
- 5.1.2. Free membership allowance based on the rate for renewing 3M members. Any difference in the membership fees between that which is due and that which is allowed shall be paid by the officer in question.
- 5.1.3. Priority sign-up privileges for one weekend and one extended ski trips as described in 10.3.3.2.1.
- 5.1.4. Promotional trip privileges as described in 11.1

5.2. Removal

- 5.2.1. Any Board member may be removed from office by a two-thirds vote of all members. Such a vote must be written and secret.

5.3. Succession

- 5.3.1. In the event of the death, resignation or removal of the President, the Vice President of Membership shall assume the duties of the President until the next regularly scheduled election of Board members. If the Vice President of Membership fails to assume the duties of the President, a special election shall be held. If the Vice President of Membership, Vice President of Trips, Secretary, Treasurer or Chairs shall resign, be removed from office, or succeed to a higher office, the unexpired term shall be filled by appointment by the Executive Committee.

6. COMMITTEES

6.1. Executive Committee

- 6.1.1. The Executive Committee shall consist of all nine voting members of the board; the President, Vice President of Membership, Vice President of Trips, Secretary,

Treasurer, Publicity Chair, Programs Chair, MSC Representative and Representative at Large.

- 6.1.2. The Executive Committee shall have general management of all Club activities. Matters of special importance shall be submitted to the membership for approval.
 - 6.1.3. The Executive Committee shall meet prior to each business meeting of the club and at such other times that the Committee finds necessary.
 - 6.1.4. Any five voting members of the Executive Committee shall constitute a quorum.
 - 6.1.5. The Executive Committee will govern the number of trip leaders on a trip and the discount that they receive on a trip by trip basis. The discounts to be given to trip leaders will be communicated to the membership prior to trip leader selection and appointment.
 - 6.1.6. The outgoing Executive Committee shall review and approve the club's season-end financial report for their term before the installation of the new Executive Committee (usually in May).
 - 6.1.7. The Executive Committee shall review the Trip Sign-up Form & Membership Form on an annual basis prior to the Membership Drive.
 - 6.1.8. The Executive Committee shall determine when and if a trip will be opened to non-Ski Club members.
- 6.2. Other Committees
- 6.2.1. Committees other than the above standing committees shall be appointed as necessary by the Executive Committee.

7. MEETINGS

- 7.1. General membership meetings shall be held on a regular basis as called by the Executive Committee. They shall be held regularly during the skiing season as such time, place and interval as is deemed necessary by the membership. (Usually at 7:30 p.m. on the 3rd Thursday of the month during October through March).
- 7.2. Business shall be conducted in accordance with Robert's Rules of Order (revised) when consistent with the Rules of Operation of this organization.
- 7.3. At any meeting for which all Members and Associate Members have been duly notified, all eligible voting members present shall constitute a quorum.
- 7.4. Any business matters except amendments to the Rules of Operation may be passed by a majority of the eligible voting members present.

8. FISCAL YEAR

- 8.1. The 3M Club Ski Club's fiscal year shall be from May 1st to April 30th.

9. FINANCIAL TRANSACTIONS

- 9.1. All check signers must be 3M Club 3M Employee Members.
- 9.2. All financial transactions will be monitored by the Auditor.
- 9.3. The 3M Club of St. Paul, Inc. will be listed as a co-owner of all activity club bank accounts, which will be listed at Novation Credit Union.
- 9.4. Members should not use their position with the 3M Club Ski Club for their personal gain or advantage outside of the 3M Club Ski Club. For example, seeking a personal discount or preferred treatment for the individual from a vendor simply because of the member's position with the 3M Club Ski Club. Members also should not give unfair

advantage or preferential treatment to a business or a vendor because of a personal relationship the member has with that vendor or business or someone who works for that vendor or business.

9.5. Any member of a 3M Club Ski Club, who has a related outside business interest must disclose this to the officers of the 3M Club Ski Club and receive written permission before any business is considered between the two entities.

9.6. Dues

9.6.1. Annual dues of an amount to be determined by the Executive Committee shall become due and payable to the 3M Club Ski Club by each Member and Associate Member at the beginning of the ski season or upon admittance to the Club.

9.6.2. Participation fee/dues of an amount to be determined by the executive Committee shall become due and payable to the 3M Club Ski Club by each Hootliner at the beginning of the ski season or upon admittance to the Club.

9.6.3. Spousal (Joint) Member dues shall be less than two individual memberships. They will receive one subscription to the 3M Club Ski Club Hootline.

9.7. Event Cost: The following policies shall govern the collection and disbursement of funds for events and trips:

9.7.1. Funds which are prepaid by individual members and Hootliners to cover the cost of an event or trip will be paid only to the Treasurer or other designated Board member or committee member. Checks must be made out to the 3M Ski Club and endorsed for deposit only.

9.7.2. Individuals selected to collect funds at an event must be appointed by the Treasurer or the event chair with the approval of the Treasurer.

9.7.3. The Treasurer shall approve any disbursement of funds. Receipts must be provided for any and all expenditures.

10. EVENT PARTICIPATION POLICIES

10.1. Participation in any event sponsored by the 3M Club Ski Club requires that the participant be in good standing with the 3M Club Ski Club.

10.2. The definitions of the types of events sponsored by the 3M Club Ski Club are as follows:

10.2.1. A gathering is an event in which the location, time, and date of the event is specified and the gathering occurs at a public place. Examples of gatherings are a ski gathering at a local ski area or a happy hour at a local establishment. Each participant is responsible to pay the expenses s/he incurs during the course of the gathering.

10.2.2. An activity is an event in which the location, time, and date of the event is specified. An activity is usually in a controlled environment such as a private room, rented space, or a private home. There may be expenses associated with the activity whereby there is a participation fee assessed to each participant in order to cover those costs. Examples of activities are a Halloween party, the Great Gatsby Croquet Classic, or a day trip to a local ski area.

10.2.3. A trip is a multi-day event in which the location, time, and dates are specified and the 3M Club Ski Club arranges such things as transportation, lift tickets, and lodging for participants. Examples of trips are weekend ski trips, extended ski trips, and MSC summer thing. Trips, because of the costs to the participants and cost of the arrangements involved, have additional constraints and are subject to special consideration.

10.3. Event Sign-Up Policy

- 10.3.1. Gatherings - no sign-up is required.
- 10.3.2. Activities - advance sign-up is required in most cases. When advance sign-up is required it is necessary to submit any required participation fee at the time of sign-up.
- 10.3.3. Trips - advance sign-up is mandatory. Sign-up requires that a Trip Sign-Up Form be filled out, signed, and submitted with the required participation fees. Forms must be signed by the actual trip participant.
 - 10.3.3.1. Trips require an initial deposit followed by payments according to a schedule provided by the trip leader.
 - 10.3.3.1.1. Participants failing to maintain the payment schedule are not considered to be in good standing, and risk being removed from the trip roster and forfeiting monies paid in accordance with the trip refund policies.
 - 10.3.3.1.2. A trip leader will notify the participant of delinquency and possible removal from the trip roster, giving the participant at least 5 working days for remedial action.
 - 10.3.3.2. Available spaces on a trip shall be filled on a first come-first served basis, with the exception of those trips covered by the Trip Sign-Up meeting.
 - 10.3.3.3. The Trip Sign-Up Meeting is held as the first Membership Meeting after the Membership Drive. The date, time and location of the Trip Sign-Up Meeting are announced at the Membership Drive and in the Hootline. Anyone intending to participate in a trip can make arrangements to either be at the meeting or provide the necessary completed Trip Sign-Up Form and monetary deposit in the amount specified for each trip in advance. The following priorities will be followed in determining the trip participants:
 - 10.3.3.3.1. All Executive Committee members, Appointed Board members and Advisory Board members have first priority for signing-up on trips. Each Executive Committee member will be allowed first priority sign-up privileges for ONE weekend trip (3 nights or fewer) and ONE extended trip (four nights or longer). This non-transferable right must be exercised prior to the Trip Sign-Up Meeting. Notification of exercise of privilege must be in writing to the Vice President of Trips and be accompanied by the required Trip Sign-Up Form and monetary deposit before the Trip Sign-Up Meeting begins.
 - 10.3.3.3.2. All those members/Hootliners, including Executive Committee members not exercising their early sign-up privilege, shall have second priority for sign-up at the Trip Sign-Up Meeting. If the number of people from this group is greater than the remaining number of spaces available on a trip, a lottery will be held to select those whose names will be placed onto a waiting list for that trip. The names drawn will go on the waiting list in the order they are selected. Any two people, by joint agreement, may choose to be considered as a pair in the lottery, and must declare this condition prior to the lottery.
 - 10.3.3.3.3. Any member signing-up for a trip after the Trip Sign-Up Meeting will be placed on the trip roster or waiting list (whichever applies) in the order received.
 - 10.3.3.4. If a space opens on a trip roster that has a waiting list, the first person on the waiting list shall have the option of being put on the trip roster.
 - 10.3.3.4.1. If the person agrees to be put on the trip roster, all payments in accordance with the trip payment schedule must be paid to date.
 - 10.3.3.4.2. If the person does not agree to be placed on the trip roster at that time, but would like to remain in consideration for the trip, his/her name will be placed at the bottom of the waiting list.

- 10.3.3.4.3. If the person no longer chooses to be considered for the trip, his/her name will be removed from the waiting list, and the trip deposit will be returned.
- 10.3.3.4.4. Deposit Checks for a trip waiting list shall be held by the Trip Leaders and NOT deposited. This check shall be returned immediately upon a written request from the person on the waiting list (who wrote the check).

10.4. Event Refund Policy:

- 10.4.1. Gatherings – Since no monies are paid, no refunds are possible.
- 10.4.2. Activities – Since the arrangements may require that facilities or supplies be acquired at a cost, no refunds will be given.
- 10.4.3. Trips – In order to minimize the financial loss to both the 3M Club Ski Club and its' trip participants, the following policy has been developed.
 - 10.4.3.1. Efforts will be made by the trip leader(s) and the Executive Committee to send trips with a full roster of participants. One method of doing this is by the maintenance of a trip Waiting List. This benefits those who cancel from a trip and the 3M Club Ski Club by minimizing unrecoverable expenses.
 - 10.4.3.2. A cancellation request must be provided in writing to the trip leader(s).
 - 10.4.3.3. If the cancellation request is received 30 days or more before the date of trip departure, a refund of monies paid less a cancellation fee of \$25 plus any unrecoverable expenses (up to a maximum amount equal to the full cost of the trip) will be returned to the person canceling. Examples of unrecoverable expenses include lodging costs, transportation costs, and ticketing fees.
 - 10.4.3.4. If the cancellation request is received less than 30 days before the date of trip departure, a refund of monies paid less a cancellation fee of \$50 plus any unrecoverable expenses which exceed this cancellation fee (up to a maximum amount equal to the full cost of the trip) will be returned to the person canceling.
 - 10.4.3.5. The 3M Club Ski Club, upon completion of a trip, will issue a refund of any monies owed to a participant who has cancelled from that trip except for people on the waiting list- see 10.3.3.3.4 above.
 - 10.4.3.6. A flow diagram is provided, Attachment A, to be used by the Executive Committee and the trip leaders to determine the outcome of any situation pertaining to the applicable refund for a trip participant who cancels from a trip. A copy of this flow diagram, with the flow for the specific situation highlighted, will be provided to the canceling trip participant.
 - 10.4.3.7. Any person may request a review of his/her case at an Executive Committee Meeting if s/he feels that there are special circumstances that caused the cancellation. The Executive Committee shall provide that person a date, time, and location of the next two scheduled meetings and upon indication of which is chosen, shall provide time in the agenda to hear that person and review his/her case. Note that cancellation fees are non-refundable in any case.
 - 10.4.3.8. If there is a net gain from any trip of greater than \$10/participant the net gain will be divided by the number of participants and the Treasurer will issue refund checks for that amount to each individual trip participant.

10.5. Event Cancellations

- 10.5.1. Cancellations by the Executive Committee are limited to the cancellation of events.
- 10.5.2. The Executive Committee shall make decisions regarding cancellation of events in order to minimize the financial loss to both the 3M Club Ski Club and its event participants.

- 10.5.3. Should the Executive Committee choose to cancel an event, the participants who have signed up for the event are not held accountable for any costs incurred by the 3M Club Ski Club and will be refunded all monies they have paid to participate in that event.

11. PROMOTIONAL TRIPS AND PRIZES

- 11.1. A familiarization trip (FAM trip) is a promotional event sponsored by a ski area, travel agency, airline, land Management Company or any other source and offered free or at a reduced cost to the officers of the 3M Club Ski Club. Selection of the person who attends a FAM trip will be covered by the following rules:
 - 11.1.1. An individual who receives an offer of a FAM Trip must promptly submit the information to the President or a delegated representative for proper handling in accordance with the by-laws.
 - 11.1.2. An individual will be eligible to win and attend only one FAM trip per year except as is noted in 11.1.5 and 11.1.6.
 - 11.1.3. If more than one member of the Executive Committee is eligible and interested in attending, a lottery will be conducted to select the individual who attends the FAM trip.
 - 11.1.4. If no member of the Executive Committee is eligible or able to attend a FAM trip, a lottery will be conducted for interested eligible members of the Advisory Board and the appointed Board members.
 - 11.1.5. If no Executive Committee member, Appointed Board member or Advisory Board member is eligible or able to attend an event, a lottery will be held at the next regularly scheduled meeting of the 3M Club Ski Club for those members/Hootliners in attendance that are able and interested in attending the event.
 - 11.1.6. If the eligible members/Hootliners in attendance have no interest in attending the event, then a lottery will be held among any interested Board members and individual members/Hootliners present who have previously attended a FAM trip.
 - 11.1.6.1. If it is necessary to respond to an offer and there is insufficient time to announce the FAM trip in the Hootline or at a regular club meeting, a lottery will be held among all interested members of the Executive Committee.
 - 11.1.7. Upon returning, any individual attending a FAM trip will be required to present, within two weeks, a written report to the Executive Committee covering the details of the trip (i.e. facilities, lodging, food, etc.) and provide a recommendation as to whether or not the particular facility should be considered, and to what extent, for future trips by the 3M Club Ski Club.
- 11.2. Solicited free trips or partials (lodging and/or lift tickets and/or transportation), gift certificates, and other donated articles shall be raffled off at no charge, at a duly scheduled 3M Club Ski Club meeting to all members/Hootliners in attendance. Every club member/Hootliner in good standing and having paid the event fee, if applicable, is eligible to enter the raffle once and only once. Failure to comply with the rules of the raffle will result in forfeit of any awarded prizes.

12. CONTRACTS

- 12.1. All Contracts (written or oral) made by the 3M Club Ski Club with any person or organization (for example: hiring for repairs or entertainment) must be approved by the 3M Club Supervisory Staff BEFORE the contract is executed. Contracts must NOT be signed by anyone other than the 3M Club Supervisory Staff.

13. 3M CLUB BOARD LIAISON

- 13.1. A Liaison to 3M Club is appointed by the 3M Club Board of Directors. Any requests to the 3M Club Board of Directors should be made through this Liaison. The liaison should be contacted for answers to questions on operating procedure or policies. This liaison will have the most current copies of 3M Club Forms (see attachments).

14. FUND RAISERS

- 14.1. All fundraisers (sales or events intended to raise money, for whatever reason) must be approved by the 3M Club Board of Directors before the event is held. The activity club must fill out the appropriate form (which may be obtained from the liaison or from the 3M Club Office) and submit it to the 3M Club Board of Directors.

15. PROPERTY

- 15.1. All property accumulated by the 3M Club Ski Club is ultimately the property of 3M Club of St. Paul, Inc. Should the 3M Club Ski Club disband, either by choice or by decision of the Board of Directors, all property, including remaining balances in bank accounts, equipment, financial books, etc. are to be turned in to the 3M Club Office within 30 days of disbanding.
- 15.2. The Secretary shall maintain a list of all property which shall include a description of the property, the cost, the date of purchase, and who has it.

16. AMENDMENTS

- 16.1. Amendments to these Rules of Operation may be made in the following manner:
 - 16.1.1. A written amendment proposed by the officers, or at their direction, and read at a regular club meeting, or sent via paper or electronic mail to all voting members, one month before voting on it.
 - 16.1.2. A written petition signed by five (5) active members and read at a regular club meeting one month before voting on it.
- 16.2. The amendments shall be published in the Hootline one week prior to final voting.
- 16.3. A 2/3 majority of returned votes of all eligible voting members is sufficient to pass any amendment.
- 16.4. All amendments must be approved by the 3M Club Board of Directors before they may be incorporated into these Rules of Operation.
- 16.5. When an amendment has been approved and incorporated, a copy of the new Rules of Operation shall be sent to the 3M Club Office and to the appropriate 3M Club Board Liaison for their files.

17. CHANGE HISTORY

- 17.1. Name of the club changed in section 1.1 from the "3M Club Downhill Ski Club" to the "3M Club Ski Club".
- 17.2. Section 1.2 was added according to the new template requirements.
- 17.3. Section 1.3 was modified to include cross country skiing and snowboarding.
- 17.4. Section 2 was modified according to the new template requirements. This involved omitting detailed information on membership definitions which can now be found in a separate document titled the "3M Membership Directive".
- 17.5. Section 2.3 was modified to give more clarification on guest members, referred to as Hootliners.
- 17.6. Section 3.1.1 was added.
- 17.7. Section 3.3 was modified to give more clarification on the dates for elections.
- 17.8. Section 3.5 was modified to eliminate the need to mail out ballots when only one person is running for each office.
- 17.9. Section 3.7 was added.

- 17.10. Section 4 was modified to account for the elimination of the audit, membership, trip, publicity and programs committees. Most of the duties from the committees can now be found under the various specific job titles.
- 17.11. Section 4.1.6 was added to provide more flexibility in organizing the various yearly events.
- 17.12. Section 4.2.2 was added to the duties of the VP of Membership to reflect what is currently being done.
- 17.13. Section 4.2.4 was modified to include the date of when the annual roster needs to be given to the 3M Club.
- 17.14. Sections 4.3.5 through 4.3.9 were added to bring more detail to the duties of the VP of Trips.
- 17.15. Section 4.4.5 was added to the duties of the Treasurer.
- 17.16. Section 4.4.6 was modified to include the date of April 30, which corresponds to the end of the fiscal year.
- 17.17. Section 4.5.3 was added to the duties of the Secretary.
- 17.18. Section 4.6.1 was modified to include giving an extra copy of the Hootline to the historian.
- 17.19. Section 4.10.2 was added to the duties of the Historian.
- 17.20. Sections 4.12.2 and 4.12.3 were added to the duties of the Webmaster.
- 17.21. Section 4.13 titled "Trip Leaders" was added to clarify the duties of the trip leaders.
- 17.22. Sections 6.1.5 through 6.1.8 were added to the duties of the Executive Committee.
- 17.23. Section 8 was modified to show the fiscal year to be May 1 through April 30.
- 17.24. Sections 9.3, 9.4 and 9.5 were added according to the new template requirements.
- 17.25. Section 10.3.3 was modified to clarify that all trip sign-up forms must be signed by the actual trip participant.
- 17.26. Section 10.3.3.4.4 was added to clarify how deposit checks for people on a waiting list for a trip should be handled.
- 17.27. Section 10.4.3.3 was modified to eliminate the wording "less than 60 days but more than 30 days" to read "30 days or more".
- 17.28. Section 15.2 was added.
- 17.29. Section 17 was added according to the new template requirements.
- 17.30. Attachment A was modified to reflect the new Refund policy.

Submitted by Joan Moseman

Date: 8/2/2005

Attachment A 3M Ski Club Trip Refund Policy Flow Chart

