

3M Club Ski, Snowboard & Social Club Rules of Operation

Page 1 Revision Date July 19, 2017

Approved by the 3M Ski, Snowboard & Social Club Board July 19, 2017

Approved by the 3M Club on [REDACTED];

Approved by Ski Club Members September 1, 2017;

1. IDENTIFICATION AND PURPOSE

1.1. The name of the club shall be the 3M Club Ski, Snowboard & Social 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, snowboarding and social activities.

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. Associate members are 3M retirees or spouses who must also abide by 3M Corporate Code of Conduct, may vote and may hold office. Exception; a spouse may not hold offices of President, VP of Membership, VP of Trips or Treasurer.

2.4. 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).

2.4.1. 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).

2.4.2. Hootliners are not entitled to vote for election of officers and amendments to the by-laws.

2.5. Employee Members and Associate Members are entitled to have voting privileges in the 3M Club Ski Club.

2.6. A minimum of ten (10) 3M Employee Members or Associate Members are required for the club to remain operative.

2.7. 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.

3.1.1. The appointed positions of the 3M Club Ski Club shall be the Auditor, Historian, Webmaster, and other position(s) as determined by the Executive Committee and appointed by the President.

3.2. The term of the office shall be for one year.

3.3. Officers who handle any monies must be 3M Club of St. Paul members.

3.4. Officers shall be nominated in Feb/Mar, elected in Mar/Apr and shall take office in May.

3.5. 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.

3.6. 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.

3.7. A simple majority of those ballots returned shall be considered sufficient to elect a nominee.

3.8. 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, 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.

4.1.10. The President shall be the club representative to the Minnesota Ski Council (MSC) and attend quarterly meetings or may delegate to an executive board member in case of absence. The President will be responsible for writing the quarterly club news article for the Midwest Sportster and post club events on the MSC website.

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 VP Membership 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 13 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. 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. Historian (appointed)

4.8.1. The Historian shall be responsible for obtaining, producing, organizing and archiving a photographic record of the Club's activities.

4.8.2. The Historian shall maintain electronic copies of the Hootline and membership directories.

4.8.3. The Historian is a member of the Executive Committee without voting privileges.

4.9. Auditor (appointed)

4.9.1. 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.

4.9.2. The Auditor is a member of the Executive Committee without voting privileges.

4.10. Webmaster (appointed)

4.10.1. 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.

4.10.2. 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.

4.10.3. The Webmaster should verify that fees have been paid to the ISP (Internet Service Provider) and keep a record of such.

4.10.4. The Webmaster has the responsibility to comply with the 3M Club Activity Club Internet Website Standards.

4.10.5. The Webmaster is a member of the Executive Committee without voting privileges.

4.11. Member-at-Large (appointed)

4.11.1 The Member-at-Large can be a Member, Associate Member or Hootliner with at least 3 years membership in the Club. Trip Leader experience is recommended.

4.11.2 The Member-at-Large's responsibilities include polling the membership on matters of concern and reporting back to the Board, offering input, but has no vote.

Advisory Board

4.12.1. The Advisory Board Members shall consist of the Past President and Past Vice President of Trips.

4.12.2. 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 a Board member, persons appointed or elected to those positions and fulfilling the duties as listed in 4.1 through 4.12 and other appointed persons (excluding trip leaders) 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 seven voting members of the board; the President, Vice President of Membership, Vice President of Trips, Secretary, Treasurer, Publicity Chair, Programs Chair.

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 four 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.

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. TRIP LEADERS

7.1.1. The Trip Leaders shall be appointed by the Vice President of Trips with the approval of the Executive Committee as described in 4.3.5.

7.1.2. 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.

7.1.3. All Trip Leaders shall be responsible for knowing the Event Sign-up Policy and Event Refund Policy (sections 11.1 through 11.4).

7.1.4. 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.

7.1.5. If a Trip Leader is also a Board Member, then that Board Member has no vote on approving his/her trips financial report.

7.1.6. Trip leader compensation is determined by the Executive Committee as described in 6.1.5

8. MEETINGS

8.1. 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.

8.2. Business shall be conducted in accordance with Robert's Rules of Order (revised) when consistent with the Rules of Operation of this organization.

8.3. At any meeting for which all Members and Associate Members have been duly notified, all eligible voting members present shall constitute a quorum.

8.4. Any business matters except amendments to the Rules of Operation may be passed by a majority of the eligible voting members present.

9. THE YEAR

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

9.2 The 3M Club Ski Club's organizational year shall be from September 1st to August 31st.

10. FINANCIAL TRANSACTIONS

10.1. All check signers must be 3M Club 3M Employee Members.

10.2. All financial transactions will be monitored by the Auditor.

10.3. 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.

10.4. 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.

10.5. 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.

10.6. Dues

10.6.1. 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, Associate Member and Hootliner at the beginning of the ski season or upon admittance to the Club.

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

10.7.1. 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 Club Ski Club and endorsed for deposit only.

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

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

11. EVENT PARTICIPATION POLICIES

11.1. 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 as defined by the Board.

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

11.2.1. 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.

11.2.2. 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.

11.2.3. 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 trips. Trips, because of the costs to the participants and cost of the arrangements involved, have additional constraints and are subject to special consideration.

11.3. Event Sign-Up Policy

11.3.1. Gatherings - no sign-up is required.

11.3.2. 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.

11.3.3. 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.

11.3.3.1. Trips require an initial deposit followed by payments according to a schedule provided by the trip leader.

11.3.3.1.1. 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.

11.3.3.1.2. 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.

11.3.3.2. 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.

11.3.3.3. The Trip Sign-Up Meeting is held during or after the Membership Drive. The date, time and location of the Trip Sign-Up Meeting are announced in the Hootline and on the website. 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:

11.3.3.3.1. 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.

11.3.3.3.2. 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.

11.3.3.3.3. 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.

11.3.3.4. 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.

11.3.3.4.1. 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.

11.3.3.4.2. 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 remain at the top of the waiting list.

11.3.3.4.3. 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.

11.3.3.4.4. 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).

11.4. Event Refund Policy:

11.4.1. Gatherings – Since no monies are paid, no refunds are possible.

11.4.2. Activities – Since the arrangements may require that facilities or supplies be acquired at a cost, no refunds will be given.

11.4.3. 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.

11.4.3.1. 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.

11.4.3.2. A cancellation request must be provided in writing to the trip leader(s).

11.4.3.3. If the cancellation request is received 90 days or more before the date of trip departure, a refund of monies paid less a cancellation fee of \$50 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. The unrecoverable cost may apply due to the fact that the utilization date (deadline) for lodging and air (or any other major expenses that may occur, (not including lift tickets) has passed. The VP of Trips shall review the trip finances with the trip leaders to establish the funds for discretionary funds (spending on group activities) and I inform the board of these decisions. After these funds have been set, monies associated with lodging, ground transportation, and some or all of discretionary money shall be considered unrecoverable. If a trip participant drops and the position is not filled, these funds will not be returned as they are unrecoverable. If an acceptable replacement (at the Board's discretion) is found and any funds can be recovered, a refund may be paid to the participant who cancelled the trip. Refunds for air and lift tickets will be based on the policies of the agency providing these (airlines, ski resort or their agents).

11.4.3.4 If the cancellation request is received 90 days or less but more than 60 days before the date of trip departure, a refund of monies paid less a cancellation fee of 5% of the full trip cost plus any unrecoverable expenses (up to a maximum amount equal to the full cost of the trip) will be returned to the person canceling. If 5% of the full trip cost is lower than \$50, a minimum cancellation fee of \$50 will apply.

11.4.3.5. If the cancellation request is received less than 60 days before the date of trip departure, a refund of monies paid less a cancellation fee of 10% of the full trip cost 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. If 10% of the full trip cost is lower than \$50, a minimum cancellation fee of \$50 will apply.

11.4.3.5.1. Exception for local (trip of 3 nights or fewer) trips only: A cancellation request for local trips will incur a cancellation fee of 15% of the full trip cost plus any unrecoverable expenses which exceed the cancellation fee up to a maximum amount equal to the full cost of the trip) will be returned.

11.4.3.6. The 3M Club Ski Club, upon completion of a trip and reconciliation of trip expenses, 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 11.3.3.4.3 above. Other Trip Leader responsibilities are defined in the Trip Leader Guidelines.

11.4.3.6. A flow diagram is provided, Attachment A (3M Ski Club Event/Trip Sign-Up Policy Summary), 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.

11.4.3.7. 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 nonrefundable in any case.

11.4.3.8. If there is a gain from any trip of more than \$25 per participant the gain will be divided by the number of participants. The Board will use its discretion to be fair to the Club and Trip participants. Each participant will receive a refund of this amount upon Board approval. The Treasurer will issue refund checks for the approved amount to each individual trip participant.

11.5. Event Cancellations

11.5.1. Cancellations by the Executive Committee are limited to the cancellation of events.

11.5.2. 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.

11.5.3. 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.

12. PROMOTIONAL TRIPS AND PRIZES

12.1. 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:

12.1.1. 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.

12.1.2. 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.

12.1.3. 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.

12.1.4. 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.

12.1.5. 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.

12.1.6. 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 during the current year.

12.1.6.1. 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.

12.1.7. 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.

12.2. 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.

13. CONTRACTS

13.1. 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.

14. 3M CLUB BOARD LIAISON

14.1. 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).

15. FUND RAISERS

15.1. 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.

16. PROPERTY

16.1. 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.

16.2. 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.

17. AMENDMENTS

17.1. Amendments to these Rules of Operation may be made in the following manner:

17.1.1. 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.

17.1.2. A written petition signed by five (5) active members and read at a regular club meeting one month before voting on it.

17.2. The amendments shall be published in the Hootline one week prior to final voting.

17.3. A 2/3 majority of returned votes of all eligible voting members is sufficient to pass any amendment.

17.4. All amendments must be approved by the 3M Club Board of Directors before they may be incorporated into these Rules of Operation.

17.5. 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.

18. CHANGE HISTORY 18.1 to 18.13 Nov. 2011; 18.14 Nov. 2014

18.1. 1.3.1 Added social activities

18.2. 4.1.10 Added MSC responsibilities to Presidents duties.

18.3. 4.8 Deleted MSC Representative position

18.4. 4.9 Deleted Representative At Large Position

18.5. 4.10 Changed Auditor position 4.10 from appointed to assigned to Past President (outgoing or previous year)

18.6. 4.13 Moved Trip Leaders to new section (7) to reflect that trip leaders are not board members.

18.7. 4.14 Delete members from description

18.8. 5.1.1 Change 4.1 through 4.13 to 4.1 through 4.12 to reflect moving Trip Leader section.

18.9. 6.1.1 Delete MSC Representative and Representative at Large description

18.10. 6.1.4 Change from five to four voting members for quorum

18.11. 7 Created new section for Trip Leaders. All subsequent sections re-numbered to reflect this addition.

18.12. 7.1.1 Added description from 4.3.5

18.13. 7.1.6 Added description from 6.1.5

18.14. 11.4.3.8 Revised to change trip reimbursement trigger from \$10 per person to 3% of trip cost per person.

18.15. 1.1 Change club name from 3M Club Ski Club to 3M Club Ski, Snowboard & Social Club.

Submitted by Ross McLean / Carolyn Wacker

Date: *November 2014*

Attachment of 3M Ski Club Trip Refund Policy Flow Chart (unchanged)

Attachment of 3M Club Ski Club Trip Leader Guidelines Handout (unchanged)

19. CHANGE HISTORY June 2017

- 19.1 2.3. Associate members are 3M retirees or spouses who must also abide by 3M Corporate Code of Conduct, may vote and may hold office. Exception; a spouse may not hold certain offices.
- 19.2 2.4 – 2.7 change as a result of 2.3 addition
- 19.3 4.1.6 Presidential duties - delete text “usually held the first Thursday in October”
- 19.4 4.2.9 changed President to VP Membership
- 19.5 corrections in 4.6.1 and 4.8.2
- 19.6 4.9 Auditor is appointed
- 19.7 added 4.11, 4.11.1 & 4.11.2 Member-at-Large description and duties.
- 19.8 4.12 – 4.12.2 change as a result of 11.1 addition
- 19.9 6.1.5 deleted “The discounts to be given to trip leaders will be communicated to the membership prior to trip leader selection and appointment.”
- 19.10 changed section 9 title to “The Year”, defining Fiscal year as 5/1-4/30 and Organizational year as 9/1-8/31
- 19.11 deleted 10.6.2 and 10.6.3 dues for Hootliners & Spouses as a result of adding “& Hootliners” in 10.6.1
- 19.12 added “as defined by the Board” to participation policy in 11.1
- 19.13 added “during or after the Membership Drive” and “and on the website” in 11.3.3.3
- 19.14 change in 11.3.3.4.2 re: waiting list order, if a person declines placement on the trip *roster at that time*, he/she will remain on the top.
- 19.15 change in 11.4.3.3 from >30 day & \$25 cancellation fee + unrecoverable costs to 90 day & \$50 + unrecoverable, and in 11.4.3.4 to 90-60 day & 5% + unrecoverable costs, added a minimum \$50 cancellation fee, added examples of “unrecoverable”.
- 19.16 change in 11.4.3.4. from <30 day & \$50 cancellation fee + unrecoverable costs to <60 day & 10% + unrecoverable costs, added a minimum \$50 cancellation fee, moved cancellation for local trips to 11.4.3.5
- 19.17 in 11.4.3.6 Attachment A is renamed per website title
- 19.18 change in 11.4.3.8 regarding refunds if underspending on a trip creates a gain, at the Board’s discretion. Changed trigger to \$25. Added reference to the Trip Leader Guidelines document.
- 19.19 added “during the current year” to 12.1.6
- 19.20 Attachment of 3M Ski Club Trip Refund Policy Flow Chart will need to be changed as a result of 11.3.3.4.2 change. Trip Leader Guidelines and Trip Deposit Form will need to be changed as a result of the changes in the cancellation policy.

Submitted by Char Franey / Garrett Maas

Date: *June 2017*

Attachment of 3M Ski Club Trip Refund Policy Flow Chart - edited

Attachment of 3M Club Ski Club Trip Leader Guidelines Handout (should be edited)

Attachment of 3M Ski Club Trip Sign Up form (will be edited to reflect refund policy change and a recommendation to obtain individual Trip Insurance)