

EXECUTIVE BOARD OPERATING RULES

1. All meetings of the ULLR Ski, Bike and Social Club (Club) shall be called by the Executive Board (the “Board”) and notice thereof shall be given by publication in the NULLR and the Club’s website and by other means as appropriate such as mail or announcement at the preceding regular meeting. The Club shall conduct an Annual Meeting in April of each year at a time and place to be determined by the Board for the purpose of electing new officers and to conduct any other appropriate business of the Club.
2. The Club shall have an Annual Banquet after the Annual Meeting at such time and place as the Board shall determine. The officers of the Club shall be guests of the Club at the Annual Banquet.
3. Membership of the Club shall be restricted to persons twenty-one (21) years of age or older. Upon payment of the current year's dues and signing of the liability waiver, membership shall be for one year commencing November 1 through October 31st of the following year. Membership sign up between November 1 and April 30 will expire October 31st of the current membership year. Membership sign up after April 30 will expire October 31st of the following membership year. The deadline for membership renewal is October 31st.
4. Membership dues shall be an amount determined by the Board. All memberships are individual memberships. Each member, upon payment of membership dues, shall receive a card indicating membership for the current year. The membership card shall serve as proof of membership at Club functions.
5. All Club sponsored events are for members only unless specifically exempted by the Board. Non-members participating in athletic events are required to sign a special event waiver unless exempted by the Board (i.e.; general meetings).
6. Honorary members shall have all rights of regular members and shall be excused from paying membership dues. Honorary members shall be required to pay all admission fees wherever applicable. All ULLR Club Presidents shall become honorary members after completing their term of office. The Midwest Sport/Ski Council (MSC) President shall be an honorary member during his/her term of office. Other honorary members are Frazer Richards, Otto Hollaus, John Belfanz, Joyce Crozier and JJ Coursolle. Honorary members of the Club may be added with a majority vote at the Annual Meeting according to Bylaws of the Club.
7. The officers shall be elected at the Annual Meeting, written notice of which shall be by publication in the February and March “NULLR” and posted on the website or by mail to all members and postmarked not less than two weeks prior to the date of the Annual Meeting.
8. A Nominating Committee shall be appointed by the President on or before the first business meeting in November. The President shall appoint the Nominating Committee Chairperson. The Committee will consist of the existing Board and four additional members appointed by the President and/or the Committee Chairperson. This committee shall personally contact responsible members of the Club and nominate at least one member for each of the elective offices on the Board. Additional nominations shall be accepted from the floor only at the general meeting approximately four weeks prior to the election and only provided the individual so nominated is present and would accept the office or has given written consent to the Secretary. Should a committee member be nominated, that person shall automatically withdraw from the nominating committee. No nominating committee member shall actively be involved in promoting the election of one of the candidates on election night.
9. Should there be more than one (1) candidate for any office, the Balloting Committee will print ballots and distribute them to members for voting at the Annual Meeting, and immediately destroy all remaining blank ballots.

10. No person shall be a candidate for more than one office on the final ballot. Election for each office shall be by majority vote of the members present and voting for each office. Rules governing absentee votes shall be set forth by the Board.
11. If needed, Tellers (presidential appointed) shall be members, not candidates for office or members of the nominating committee. A former Board officer, to be appointed by the President, will head the Balloting Committee. The Balloting Committee shall collect and count all marked final ballots and retain them for forty-eight hours after the announcement of the duly elected officers. These results shall be available for the candidates review upon request within the forty-eight hour time frame.
12. Results of the election shall be announced at the Annual Meeting. Officers shall take office May 1 and serve through April 30 of the following year, except elected incoming officers shall be allowed to vote on the selection of western trips.
13. In the event of the resignation or termination of a Board member, the President shall appoint a member to serve the balance of the term. The appointment must be approved by a majority vote of the Board.
14. In all cases not covered by the Club Bylaws or these Operating Rules, "Roberts Rules of Order, Revised" shall guide the proceedings.
15. If the current Board deems changes in the Bylaws necessary, a Bylaw Committee shall be appointed. The committee will consist of at least ten (10) members, six of whom must be former Board members. The chairperson of this committee shall be the current Executive Vice President. Recommendations shall be presented to the Board and upon approval shall be presented to the membership for vote according to Bylaws of the Club.
16. All purchases over \$100, not covered by an approved Event Budget (Form UC001), must have prior Board approval. Two board members may approve purchases under \$100. A Board Member must sign all contracts.
17. No team or individual participating in Club sponsored events/sports can seek or accept outside sponsorship.
18. These Operating Rules may be amended by a majority vote of the entire Board at any of the regularly scheduled Board meetings. Written notice of any proposed amendment to the Rules shall be provided to all Board members not less than one (1) week prior to the time of the vote.
19. Arbitration - If any dispute arises under or by virtue of any of the rules by which the ULLR Ski, Bike and Social Club is governed or operated, upon request of the complaining party and approval of the Executive Board, an arbitration board shall be convened to resolve that dispute. A request for arbitration shall be filed within 90 days of the cause for dispute. Procedures for this rule are contained in Appendix A (Pages 4-5).
20. All expansions or other changes to a Club sponsored trip or event must have prior approval of the Executive Board. The event Chairperson will present proposed changes to the appropriate Coordinator or Vice President who will then present to the Board. Procedures for this rule are contained in Appendix B (Page 6).
21. Membership in the Club is a prerequisite to sign up for, be on a waiting list or to participate in any Club sponsored trip or event. All exceptions to this rule must have prior approval of the Executive Board. When non-members are permitted to participate in a Club sponsored event or trip, the non-member must sign a Liability Waiver (Form UC024). Procedures for this rule are contained in Appendix C (Pages 7-8).

22. On all Club sponsored events, the budget submitted for the event will reflect the complimentary (unpaid) trips to be provided for the trip chairpersons. The value of barter compensation for any ULLR sponsored event shall not exceed \$599.00 per Chairperson. Events should be budgeted to provide one unpaid Chairperson for up to 29 paid participants, one and one-half unpaid Chairpersons for 30 to 39 paid participants and two unpaid Chairpersons for 40 or more paid participants. At the Board's discretion, some events may require an additional unpaid chairperson. Procedures for this rule are contained in Appendix D (Page 9).
23. An Administrative Operating Cost is to be added to each event's budget. This cost shall be 3% on the first \$1000 per person; then 0% on the amount over \$1000 per person. This money is used to support the non-revenue operations of the Club such as publications, advertising, new member recognition, folding parties, biking, racing and postage.
24. No promotional materials (e.g.; flyers, sales literature, samples) will be distributed at any Club function without the expressed consent of the Board. The purposes of the Club as stated in the Bylaws as well as the best interests of the members shall be the criteria used to determine if a request to distribute promotional materials shall be allowed.
25. Opening Events or Trips – The Chairperson(s) of a proposed event shall complete an Event Budget (Form UC001) and present it to the appropriate Program Coordinator or Vice President for Board approval. A “Quick Approval” procedure is available for events that require it due to being time sensitive. Some single day events that do not pose any financial risk to the Club and in which the chairperson(s) pay the same as other participants may be given approval without submission of an Event Budget. No event shall be promoted without prior Board approval. Procedures for this rule are contained in Appendix E (Page 10).
26. ULLR Cancellation Policy:

Western & Warm Weather Trip Cancellation Fees:

IF SEAT IS FILLED:

- Cancellation prior to 60 days before departure: \$25.00
- Cancellation 60 to 0 days before departure: \$50.00 (plus any outside vendor cancellation fees - such as airline name change cancellation fee.)

IF SEAT IS NOT FILLED 60 -0 DAYS BEFORE DEPARTURE:

- All non-recoverable expenses will be deducted from refunds regardless of the reason.

Weekend (or other 2-3 day) Trip Cancellation Fees:

IF SEAT IS FILLED:

- Cancellation anytime prior to departure: \$15.00

IF SEAT IS NOT FILLED 60 -0 DAYS BEFORE DEPARTURE All non-recoverable expenses will be deducted from refunds regardless of the reason

One Day Events:

- One day event tickets are non-refundable. However, they are transferable to any ULLR members.

Procedures Related to Executive Board Operating Rules

APPENDIX A,

Operating Rule 19 Arbitration: (Approved: 06/93, Rev: 01/08)

If any dispute arises under or by virtue of any of the rules by which the ULLR Ski, Bike and Social Club is governed or operated, upon request of the complaining party and approval of the Executive Board, an arbitration board will be convened to resolve that dispute. A request for arbitration shall be filed within 90 days of the cause for dispute.

PROCEDURES

A. Request to Convene an Arbitration Board.

1. The complaining party shall serve, by U.S. Certified mail, to the President of the Executive Board of the Club, a document stating the controversy and his/her request to convene an Arbitration Board. Such request for arbitration shall be filed within 90 days of the cause for dispute. The Executive Board will make a decision whether or not to convene an Arbitration Board at their next regularly scheduled board meeting, but not later than thirty days after receipt of the request.

B. Composition of the Arbitration Board

1. The Arbitration Board shall have as its body three (3) current paid up Club members. Within ten days of the Executive Board decision to convene an Arbitration Board, each of the disputing parties shall select one Club member to the Arbitration Board. Within ten days of their appointment, the two selected Arbitration Board members will select and agree upon a third Club member to serve on the Arbitration Board.
2. The names, mailing addresses and phone numbers of the members of the Arbitration Board shall be communicated to the Secretary of the Executive Board either verbally or by mail.

C. Notice of Meeting of the Arbitration Board

1. Within 30 days of receipt of the notice of the composition of the Arbitration Board by the Secretary of the Executive Board, the Arbitration Board shall be convened at a time and place designated by the Club Executive Board.
2. At least ten (10) days prior to the meeting of the Arbitration Board a notice of the time and location of the meeting, nature of the dispute and names and addresses of the members of the Arbitration Board shall be served by the Club Secretary by U.S. Certified mail to all parties involved.

D. Opportunity to Submit Information to the Arbitration Board.

1. Upon receipt of the arbitration meeting notice each of the disputing parties shall have (not less than) five (5) working days to submit copies of any documents to support their view to each of the Arbitration board members. Included, if desired, will be a request to attend the arbitration meeting to submit verbal evidence.

E. Majority for a Decision of the Arbitration Board

1. Agreement by any two (2) of the Arbitration Board members shall constitute a decision.

F. Findings of the Arbitration Board.

1. The Arbitration Board shall complete its business within ten (10) working days after convening and submit their findings to each party by U.S. Certified mail.
2. The findings of the Arbitration Board shall be both final and binding on both parties.

G. Responsibility for Costs of Arbitration.

1. Any cost incurred by the Arbitration proceedings shall be born equally by both parties.

APPENDIX B

Operating Rule 20 Changes to Events : (Approved: 06/93, Rev: 01/08)

All expansions or other changes to a Club sponsored trip or event must have prior approval of the Executive Board. (Board). The event Chairperson will present proposed changes to the appropriate Coordinator or Vice President who will then present to the Board.

PROCEDURES

A. Examples of Changes That Must Have Prior Approval of Board

1. Decrease in the planned number of participants.
2. Increase in number of participants, which does not pose any increase in financial risk to the Club, may be made with the approval of the appropriate Vice President in consultation with the President and Treasurer.
3. Change in the price to be charged
4. Variance from budgeted costs
5. Change in location
6. Change in Chairperson(s)
7. Cancellation of the event
8. Change of date
9. Waiver of membership requirement.

B. Who May Propose Changes

1. Changes to a Club sponsored event or trip may be proposed by the event Chairperson(s), the Program Coordinator or a Board member.

C. Submitting a Proposed Change

1. The proposed change should be submitted through the Program Coordinator to the appropriate Vice President for approval by the Board.
2. A Board member may use email to request approval of the changes from the Board.
3. If the change is handled by email it should be entered into the minutes at the next Board meeting.

D. Information to be Submitted

1. Event changes should be presented to the Board in writing.
2. Change requested.
3. Reasons for the change
4. Financial impact of the change
5. A revised Event Budget (Form UC001) should be provided if the change requested results in a change in event or trip cost or selling price.

E. Emergency Cancellation of an Event

1. Emergency cancellation of an event due to unforeseen circumstances (such as weather) should be authorized by a Board member, preferably the responsible Board member.
2. The event Chairperson may make the decision if a Board member is not available.
3. Safety of the club members is always the primary concern in such decisions.

APPENDIX C

Operating Rule 21 Membership Requirements To Participate In Club Events:

(Approved: 06/93; Rev: 02/07, 01/08, 03/12, 4/15)

Membership in the ULLR Ski, Bike and Social Club (Club) is a prerequisite to sign up for, be on a waiting list or to participate in any Club sponsored trip or event. All exceptions to this rule must have prior approval of the Executive Board. When non-members are permitted to participate in a Club sponsored event or trip the non-member must sign a Liability Waiver (Form UC024).

PROCEDURES

A. Membership Definition

1. There are three requirements that must be met to become a member of the Club.
 - a. The person must be 21 years or more of age.
 - b. The person must have signed a membership waiver.
 - c. The person must have paid dues for the current year or be an Honorary Member.

B. Events Require Membership

1. It is always to be assumed that an event is limited to members only. The board must act to remove the restriction before non-members will be allowed to sign up or to participate in an event. This is particularly true of any event where the number of participants is limited. The following events are open to non-members:

General Meetings	Holiday Party
Spring Awards Banquet	What's Cookin' Picnics
Social & Cultural Events	Golf
*Bike Rides	
*One-Day Alpine, Cross Country Skiing, Snowshoeing, Hiking	
(* Indicates waiver is required to participate)	

C. Verification of Membership

1. It is a primary responsibility of the event chairpersons to verify, as soon as possible, that all persons who have signed up for an event or are on the waiting list are paid members.
2. Non-members will not be considered as "signed up" for an event until membership requirements are met. (See E. Action Required)
3. The event chairpersons should consult the current "Membership Roster" to verify membership of each person who has signed up. If the name does not appear in the roster, the chairperson must check the computer print-out listing the current members which is available from the Membership Vice President.

D. Membership Must Be Rechecked After October 31st

1. When sign up for an event is taken prior to October 31st and the event occurs after October 31st, the event chairpersons must also verify that the persons participating in the event are members on the date the event occurs.

E. Action Required

1. If event chairpersons should find that a non-member is signed up for the event or is on the waiting list, they will immediately contact the non-member and request they fulfill the requirements of membership listed above within five (5) days or before the date of the event whichever is sooner.
2. If the non-member has not complied with the membership requirements within the five days, the non-member will be removed from the event roster and any payments made shall be refunded. Cancellation fees may apply.

APPENDIX D

Operating Rule 22 Provision Of Complimentary Trips For Chairpersons:

(Approved: 06/93; Rev: 09/94, 01/08)

*On all ULLR sponsored events, the budget submitted for the event will reflect the complimentary (unpaid) trips to be provided for the trip chairpersons. **The value of barter compensation for any ULLR sponsored event shall not exceed \$599.00 per Chairperson.** Events should be budgeted to provide one unpaid Chairperson for up to 29 paid participants, one and one-half unpaid Chairpersons for 30 to 39 paid participants and two unpaid Chairpersons for 40 or more paid participants. At the board's discretion, some events may require an additional unpaid chairperson.*

PROCEDURES

A. Event Chairpersons

1. The number of Chairpersons for an event and the number of paid participants is stated on the approved Event Budget (Form UC001).
2. The number of non-paying chairpersons will be determined by the number of paying participants and other requirements of the event.
3. Non-paying Chairpersons will be budgeted according to the following guidelines:
 - a. One Chairperson for up to 29 paying participants
 - b. One and one-half Chairpersons for 30 to 39 paying participants
 - c. Two Chairpersons for 40 or more paying participants.
 - d. The preceding requirements may be changed to meet the requirements of an event with the approval of the Executive Board.

B. Events Not Fully Sold

1. The Program Coordinator(s) will monitor all events within their responsibility to ensure that all events are fully sold as budgeted.
2. When an event is not fully sold, the Program Coordinators will review the budget to ensure that the event will be operated without financial loss to the Club
3. If there will be a financial loss due to lack of paid participants, the facts will be reported to the appropriate Vice President as soon as possible.
4. The Executive Board will review the facts to determine what changes should be made to eliminate or reduce the financial loss.
 - a. Reduce expenses of the event
 - b. Cancel the event
 - c. Accept as budgeted.

APPENDIX E

Operating Rule 25 Non-budget Events and Quick Approval: (Approved: 01/08)

Opening Events or Trips – The Chairperson(s) of a proposed event shall complete an Event Budget (Form UC001) and present it to the appropriate Program Coordinator or Vice President for Board approval. A “Quick Approval” procedure is available for events that require it due to being time sensitive. Some single day events that do not pose any financial risk to the Club and in which the chairperson(s) pay the same as other participants may be given approval without submission of an Event Budget. No event shall be promoted without full Board approval unless it qualifies as stated below.

PROCEDURES

- A. Non-budget Events
 1. An Event Budget is not needed if there is no money involved in the event or if the money involved is paid directly to the facility that is providing a service for the event such as a theater or restaurant.
 2. The event Chairperson(s) will pay the same as other participants
 3. All multi-day events and some single day events will require an Event Budget.
 4. Approval for Non-Budget events must be obtained from the Vice President (Executive VP, Winter Programs VP, Summer Programs VP) in consultation with the President or Treasurer before promotion of the event.

- B. Quick Approval
 1. Quick approval for an event may be given in cases where scheduling of the event is time sensitive and there is no foreseeable need for discussion.
 2. Quick approval may also be given for events that do not require an Event Budget, as outlined in item A. above.
 3. Quick approval to proceed with promotion of the event may be given by the Vice President (Executive VP, Winter Programs VP, Summer Programs VP) in consultation with the President or Treasurer.
 4. The responsible board members giving quick approval must check the complete schedule for conflicts and understand the finances of the event.
 5. Before promotion of the event, the appropriate VP must approve promotional materials.
 6. The VP giving quick approval must inform the Board and present the Event Budget (if any) at the next Board meeting and/or by email, and the action will be placed into the meeting minutes.