

**BOARD OF DIRECTORS POLICY #1 Trips**

Members participating in an Ibex trip shall acknowledge that they have read and understand their rights, privileges and responsibilities as outlined in this policy.

**I. Trip Sign-up**

**A. Sign-up procedures.**

1. Described in the newsletter, on Skiibex.com, the membership website and at trip sign-up party.
2. Trip sign up party is the first day that trips are open for sign-up, except for any Ibex approved trip where members can book their own accommodations directly with trip provider at any time. All trip sign ups received prior to and including the trip sign up party will be considered occurring at the trip sign up party.
3. Members who cannot be present at the trip sign up party may submit required information and deposit by mail, Zelle or other means.
4. Trip Chair must receive information and the trip deposit by the day of the trip sign up party.
5. Deposits or any payments made with a credit card will not be refunded to a credit card under any circumstance.

**B. Lottery:** When the number of persons signing up for a trip exceeds the trip capacity on the night the trip opens, persons to be put on the Wait List will be determined by a lottery drawing the same night so such persons are aware of their status. Trip Chair will make every effort to obtain a spot for such persons.

**1. Priority Sign Ups. Individuals exempt from Lottery:**

- a) Trip Leader(s)
- b) EB member
- c) Ski instructor(s) on the specific trip
- d) BOD members
- e) EB assistants
- f) The “significant others” of the priority sign up individuals. “Significant others” are defined as such individuals defined on the priority sign up individual’s: couple / family membership sign-up or trip roommate.

2. Lottery Exemption: In a given ski/snowboard season, a member who has been excluded from a trip can exercise one lottery exemption for any other trip for which the member has committed.
3. Lotteries for trips will be conducted in chronological order of the trip schedule. First name pulled is first person on wait list.

**C. Wait List:** A member wishing to be placed on the Wait List shall:

1. Complete and submit required Trip Sign-up Information.
2. Present a check or Zelle payment to the Trip Leader(s) for the prescribed deposit amount. Deposits or any payments made with a credit card will not be refunded to a credit card under any circumstance.
3. Checks shall not be submitted to the bank for payment until the member is accepted on the trip.
4. If the member removed his or herself from the Wait List or a spot does not become available, the check will be returned to the member.
5. Wait list does not apply to Ibex approved trips where members can book their own accommodations directly with trip provider at any time.

## II. Trip Participant Guidelines.

- A. All participants on an Ibex trip must be a member as defined in the Membership Class Policy and be in good standing. Good standing means members are expected to respect others and comply with the club payment policy below. This includes other travelers, club members, third-party service providers and the local people and cultures at the destinations we visit.
- B. Ibex reserves the right to change the capacity of a trip at any time. Ibex will not be responsible for any changes in itinerary such as flight time, flight cancellations, lodging cancellations or other changes beyond Ibex's control.
- C. Ibex Trips are for the benefit of the membership.
  - 1. No outside promotional dollars, airline miles, hotel points or awards will be accepted in lieu of cash payments to Ibex (unless identified as an official trip option when trips are announced, at the sole discretion of the Executive Board).
  - 2. Travel arrangements will be processed through Ibex where feasible.
  - 3. Any deviations from the "Club Package" require approval by the Trip Chair.
- D. Unexpected Trip Costs - Any government agency, federal, state, local or airline mandates for additional taxes, surcharges, and/or fees that take effect after the Ibex vacation trip contracts are signed and executed will be assessed accordingly. The unexpected costs will be paid by the member prior to or as costs arise on the affected vacation trip. i.e., fuel surcharges / transportation taxes / airport pick up fees / segment fees / Passenger Facilities Fees / Security Fees / or foreign exchange rate increases
- E. There will be NO SMOKING on the buses on any trips. Penalties for violating this rule will be administered by the Executive Board.
- F. Friends visiting on a Trip: Friends of Ibex may join a part of an Ibex trip under the following conditions:
  - 1. The Ibex member is to secure permission in writing from all the other members sharing the lodging prior to trip departure and provide a copy of such permission to the Trip Leader(s):
    - a) Members will be informed that they have the right to refuse sharing with a friend with no further explanation.
    - b) Be clear about the friends planned arrival times and departure times.
    - c) Do not exceed more than 50% of the trip's nights, i.e., no more than 3 nights for a 7-night stay.
    - d) Be open to providing compensation if requested by those sharing the lodging.
    - e) Suggest the friend become a member of Ibex.
- G. **Vaccination and other health-related travel regulations** - Trip participants are solely responsible for understanding and complying with health-related requirements for the trip location (examples include but are not limited to entry/exit requirements, vaccination and testing requirements, air/resort/hotel regulations, quarantine requirements), whether in the U.S., Canada and/or international destinations. The trip participant is responsible for any applicable costs and/or implications (examples are trip cancellation/interruption, non-entry to a location).

### III. Payments

- A. Scheduled Payments: Payments schedules will be established and published prior to the opening of all trips. Participants shall pay in accordance with the payment schedule.
- B. Late payments: If any of the scheduled payments are not paid by the next general meeting a \$25 late fee may be assessed and must be paid prior to the member receiving his or her transportation ticket, lift ticket or any other voucher included in the trip price.
- C. Payment more than 30 days in arrears: The trip participant will be given written notice that the full amount for the trip is due within three business days and must provide a Certified Check, Money Order, Zelle or Credit Card payment plus any costs or late fees to the Trip Leader(s) or member of the Executive Board.
- D. Failure to provide monies due after being given notice: 100 percent of previously collected funds will be forfeited and used to satisfy any penalties, fees or losses incurred by Ibex on behalf of the member. Any subsequent surplus will be refunded to the member.
- E. Returned payment: If a member makes payment by personal check and that check is not honored by the bank, the member will be notified and be given a maximum of three business days to provide a Certified Check, Money Order, Zelle, or Credit Card payment plus the actual bank fee charged to Ibex in effect at the time of return of the delinquent check, to the Trip Leader(s) or member of the Executive Board. Failure to do so will result in loss of the members' reservation on that trip and the member shall be responsible for any costs, penalties or losses over and above the \$25 penalty fee that resulted from their failure to make scheduled payments.
- F. Removal from trip: If a member elects to be removed from a trip, fails to meet trip requirements, or fails to make a payment as defined above and is removed from a trip, that member may be assessed a cancellation fee of up to \$150. Any unrecovered costs, penalties, losses or fees incurred by Ibex on behalf of that member that are a result of the member's cancelation or removal from a trip, will be the sole responsibility of the member.
  - 1. Recognizing that there may be circumstances that are beyond a member's control, including but not limited to medical emergencies, family emergencies, work emergencies or loss of employment, the Executive Board may elect to waive the cancellation, or late fee of up to \$150. The member will, however, be responsible for any unrecovered losses, penalties or fees resulting from their cancellation. Waiver of any fees shall require the consent of the Executive Board.
  - 2. Any member who incurs fees, penalties, or losses that resulted from the implementation of this policy that are greater than monies already paid, shall submit payment to the Trip Leader(s), Trip Chair, or other member of the Executive Board within 60 days of notification by the Executive Board. Any member that fails to provide payment for the balance dues shall be removed from membership in Ibex and shall not be re-instated or allowed to rejoin Ibex or participate in club activities until said monies are paid.
  - 3. No member is allowed to transfer their spot on a trip to another individual on their own without the prior approval of the trip chair. If there is a wait list, the transfer will not be allowed.
    - a) Both individuals must agree in writing, in an email to the trip leader and trip chair, that the transfer is happening and detail whether the transfer of payments will be through Ibex or between the individuals
    - b) If the trip is transferred to a non-member, that individual must become an Ibex member.
- G. Trip Refunds will be provided once the club can be assured that no financial burden will be incurred, by the club, related to the cancellation of that person's trip spot.

#### IV. Trip Leaders

##### A. Trip Leaders will be chosen by the Executive Board.

1. In the event multiple individuals volunteering to lead a trip, selection of the trip leader is at the sole discretion of the Executive Board. More than one trip leader (Co-Trip Leaders) may be selected for a trip, depending on the nature of the trip (complexity/length/size of trip, etc.), to be determined at the sole discretion of the Executive Board.
2. Due to the large time commitment involved in developing and executing trips, the Trip Chair has the right of first refusal to lead one trip of their choice of the trips offered at an annual trip sign up party.
3. The Trip Chair may **request a volunteer(s)** (trip planning assistant(s)) to help plan a specific, specialized trip (examples: hiking, biking). This request will be sent to the entire membership. Selection criteria and job requirements specific to the trip will be identified upfront. Due to the large time commitment involved in planning, the member(s) selected will have first right to lead the trip, provided the individual(s) fulfills the job requirements identified in the selection process, to be determined by the Executive Board. In the event multiple qualified individuals volunteer to help plan the trip, the Executive Board will make the final decision.

##### B. Trip Leader(s) responsibilities:

1. Trip Leader(s) shall lead the selling effort for his/her/their trip at the sign-up party and all meetings.
  - a) For meetings the Trip Leader(s) cannot attend, the Trip Leader(s) must notify either the Trip Chair or Assistant Trip Leader so coverage at the meetings can be provided.
2. The Trip Leader(s) is responsible for coordinating or assigning coordinators to run trip activities and for assisting in addressing trip issues (e.g. rescheduling cancelled club flights). Trip Leader(s) must write all information and articles for the website and the newsletter before the trip and a recap article following the trip.
3. Trip Leader(s) shall collect money for trips at the sign-up party and meetings.
4. Trip Leader(s) will be responsible for distribution of resort information and airline tickets.
5. Trip Leader(s) must sign Trip Leader Responsibility Description Document as an acknowledgement of expectations before they will be named trip leader(s).

##### C. No Ibex member will receive trip leader reimbursements more than \$590. In any Ibex Fiscal Year.

V. Trip Leader(s) Reimbursement.

A. Trip Leaders of Ibex trips may be eligible for reimbursement of a portion of the cost of the trip.

1. The minimum amount of reimbursement the trip leader(s) may receive is \$75 per night, provided that the trip leader(s) has made a reasonable effort to promote and run the trip.
2. The maximum Trip Leader reimbursement will not exceed \$590 (IRS limit), unless there is more than one Trip Leader
3. If more than one Trip Leader is chosen for a trip, the Trip Leader compensation will be split 50/50. The total amount of the reimbursement will be determined on a case-by-case basis, but will not fall below the minimums described above. Trip Leader(s) reimbursement greater than the minimum amount will be determined by the following:
  - a) Compensation received from the trip provider.
  - b) Determined by the EB.
4. Potential Trip Leader(s) reimbursement will be specifically delineated prior to the Trip Leader(s) being appointed.
5. Final Trip Leader(s) reimbursement shall be determined at the sole discretion of the Executive Board.
6. For trips longer than 7 nights (and filled to capacity), a trip leader may be entitled to (at sole discretion of Executive Board) assign a trip assistant who is on the trip, approved by both the trip leader and the Executive Board. Trip assistant may receive up to \$200. Final trip assistant payments are determined solely by the Executive Board.

B. Trip Extension Leaders may be eligible for reimbursement of a portion of the cost of the trip extension.

1. The minimum amount of reimbursement the trip extension leader(s) may receive is \$75 per scheduled hotel night, provided that the trip extension leader has made a reasonable effort to promote and run the trip extension.
2. The maximum Trip Extension Leader(s) reimbursement will not exceed \$590 (IRS limit)
3. Trip Extension Leader(s) reimbursement greater than the minimum amount will be determined by compensation received from the trip provider.
4. If more than one Trip Extension Leader is chosen for a trip, the Trip Extension Leader compensation will be split 50/50. The total amount of the reimbursement will be determined on a case-by-case basis but will not fall below the minimums described above.
5. Potential Trip extension Leader(s) reimbursement will be specifically delineated prior to the Trip Extension Leader(s) being appointed.
6. Final Trip Extension Leader(s) reimbursement shall be determined at the sole discretion of the Executive Board.

VI. This Trip Policy shall be reviewed, amended as necessary, approved, and published annually by the incoming Executive Board/Board of Directors at the Transition Meeting or no later than 30 days prior to the opening of sign-ups for the first ski trip of the year. Any deviation from or modification to this policy after the annual review/approval/publishing process shall require the approval of the Board of Directors.

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