**STANDING RULES FOR TRIPS CHAIR & TRIP LEADERS AND EVENTS CHAIRMEN**

**Revised February 1977, April 1992, November 2017, and March 2024**

**TRIPS CHAIR**

**TRIPS CHAIR** shall encourage people to suggest trips and help determine if there is sufficient interest. The **Trips Chair** will solicit **Trip Leaders** for future trips. Shall assist **Trip Leaders** with guidance, advice and oversee on all trips. Trip reports shall be given at each meeting. Shall also obtain chairmen for special events such as the Summer Picnic and the Christmas Party.

The **Trip Leader** **and Events Chairmen** reports directly to the **Trips Chair**.

The **Trips Chair** may supply reports of previous trips to the same place or places. This will provide useful information regarding people or agencies to contact with respect to hotels, restaurants, buses, boat and train operators, costs, schedules, things to do or to avoid, etc.

The **Trips Chair** will provide each **Trip Leader** and **Event Chairmen** a copy of the Standing Rules for Trips Chair & Leaders and Events Chairmen.

**TRIP LEADER**

**TRIPS LEADERS** reports directly to the **Trips Chair**.

The **Trip Leader** shall make all preliminary arrangements for trips well in advance.

The **Trip Leader** provides the members with the location, mode of transportation, cost of trip, a list of expected activities, and all information pertaining to the trip. The **Trip Leader** will provide a signup list which includes names and contact information of those interested. The **Trip Leader** provides his/her contact information.

**Trip Leader** will provide all information pertaining to the trip well in advance to those planning on going by hard copy or electronically.

If travel by car is necessary to get to the point of departure, encourage carpooling.

Children under age 18: Any member of the party under the Alaska age of majority must be accompanied by a parent or designated responsible person.

Trip Cancellation is the duty of the **Trip Leader** to contact every person in the event the trip is cancelled. Money will be refunded if possible.

Anyone who has not paid the full amount on time may be considered cancelled and his/her place may be filled by another person. Should a passenger fail to report at the place designated at the start of the trip, and the cost may not be returned, he/she will forfeit the entire cost.

If the **Trip Leader** has collected for the trip, any money collected in excess of the actual trip costs will be returned to participants in an even dollar amount. Overage of $.99 or less per person will be placed in the fund of the Society. Refund by check or get a signed receipt to avoid any confusion.

Trip reports shall be given to the **Trips Chair** at each meeting up to the trip and a final report following the trip.

Trips in Private Vehicles: Transportation costs for gasoline will be shared by the members riding in that vehicle. Any other vehicle expenses incurred by the driver will be paid by the driver (repairs, maintenance, etc.).

**SPECIAL EVENTS**

**EVENTS CHAIRMEN** report directly to the **Trips Chair**.

CHRISTMAS PARTY: The **Trips Chair** shall obtain an **Event Chairmen,** who will be in charge of the Christmas Party. The **Trips Chair** will take a vote at a general meeting in early April to see if those present wish to change the location for the Christmas Party from the previous year(s). The Christmas Party will be held in December. If a new location is needed, the **Event Chairmen** will research locations and present a select number of choices to the board, which will present a select number (not more than 3 or 4) of options to the Society for a vote.

The **Event Chairmen** will assist with menu suggestions if necessary. Every effort will be made to keep the cost as reasonable as possible.

The location should be discussed at a general meeting once it is determined what the location has to offer and voted on by those present. As most locations fill up quickly, it is important that this decision be made not later than May. The cost of the meal plus tip will be paid by those attending. The cost of the room may be paid by the Society if money is available. If not, this cost will need to be included in the ticket cost.

All other costs (ticket printing, recognition gifts for board members and others such as those doing refreshment and room set-up and hospitality people at the sign-in table) will be paid by the Society.

Determine the minimum required cost to hold the room and the maximum the room will accommodate. Tickets will be sold for the dinner by the **Trips Chair** or **Event Chairmen** starting the middle of October and closed by the last meeting of November or when the maximum is reached, whichever comes first. People cancelling prior to the deadline will receive a refund of their cost. Anyone cancelling after the reservations are made following the last meeting in November will forfeit the cost unless a replacement is found.

A list of all the people attending and their ticket number will be kept by the **Trips Chair** or **Event Chairmen** and used to check off the tickets as people arrive. This list will be attached to the written narrative report, which includes the financial report, names of volunteer(s) to check people in, hand out door prize tickets (if needed), and two people to be elves at the gift table will be kept by the **Trips Chair.**

SUMMER PICNIC: The **Trips Chair** shall obtain an **Event Chairmen** who will be in charge of the Summer Picnic. The **Trips Chair** will take a vote in early April to see if those present wish to change the location of the picnic from the previous year(s). If a new location is needed, the **Event Chairmen** will research locations and present a number of choices to the board, which will present a select number (not more than 3 or 4) of options to the Society for a vote.

Once the location is selected, the **Event Chairmen** for the picnic will reserve the location and the Society will pay the cost, which should be kept at a minimum. A signup sheet will be put out well in advance so location reservations may be established. Minimum requirements include shelter, at least three picnic tables, restrooms, and ample parking near the shelter. Additional things to be considered may include a fire pit and or grill(s), and a fairly flat area where those wishing to walk can do so. Hot beverages, plates, flatware, and cups will be provided by the Society.