

Solivita Travel Club Policies

- I. Membership and Dues
 - A. All Solivita residents are eligible for membership in the Solivita Travel Club (“Club”).
 - B. Dues will be \$15 per calendar year, per person, unless changed by the Executive Board and announced before the beginning of acceptance of members for the ensuing year.
 - C. Unless otherwise determined by the Executive Board, membership in the Club will be accepted from October 1 prior to the calendar year until the last day of February in the calendar year; provided, however, a proposed member may join at any time if they have been a resident of Solivita for less than one year.
 - D. Board members will not be charged dues for any year they serve on the Board.
 - E. The dues will be used to pay for the Club’s operational expenses, expenses for publication and distribution of the Club’s newsletter On the Go, refreshments for meetings, costs of special meetings such as Travel Expos and any other expenses authorized by the Executive Board.

- II. Meetings, Programs, Special Events, Trips
 - A. Meetings of the Solivita Travel Club will take place monthly (with the exception of July, August and December), unless cancelled by the President for weather, room conflicts or as directed by Solivita Activities Department.
 - B. Club activities and trips will be announced at member meetings, on the Club website at solivitatravelclub.org and in the Club newsletter On the Go. They may also be promoted via Solivita Reflections, community bulletin boards, Solivita Nextdoor, e-mail and the Solivita HOA.
 - C. All programs and special events, other than trips, will be held in Solivita’s facilities.
 - D. Members will receive 30-days advance notice and the ability to register for any new trips before they are opened to the general Solivita population.
 - E. Trip Eligibility
 1. Solivita residents who are members
 2. Solivita residents who are non-members
 3. Non-Solivita residents over the age of 18 who are family or friends of members
 4. Any person attending a Club trip who is not a member shall pay a non-member fee as determined by the Executive Board.

- III. Advisory Board
 - A. The Advisory Board will meet monthly, unless otherwise determined. A majority of the Advisory Board shall constitute a quorum.
 - B. The Advisory Board will consist of the President, Vice President, Immediate Past President, Secretary, Treasurer and those committee chairpersons in charge of Extended Trips, Day Trips, Programs, Refreshments, Membership, Webmaster and the Editors of the On the Go newsletter.
 - C. Each Advisory Board member should attempt to attend the meetings, programs and activities sponsored by the Club, be an active participant in the events, and promote membership to the Solivita residents.

- D. If any Committee Chairperson cannot attend, the Chairperson may send a committee member to represent him or her.
- E. Any Advisory Board member may resign at any time by giving notice to the President. In this event, the President will appoint a replacement for the outgoing Advisory Board member as an interim appointment to complete the term of the vacated position.
- B. Beginning for trips in 2024 any Advisory Board member who is not also a Trip Coordinator will be reimbursed for the administration fee for one Travel Club trip per calendar year from the Club's general funds upon submission of a check reimbursement request.

IV. Board of Directors

- A. The Board of Directors are identified within the Corporate By-Laws as President, Vice President, Secretary, Treasurer and Membership Chair.
- B. The Board of Directors may be referred to as the Executive Board.
- C. The Board of Directors will meet quarterly or at such other times as determined by the President. The Board of Directors will set major policy including making financial and organizational decisions.

V. Executive Committee - intentionally deleted

VI. Trip Planning Committee

The Trip Planning Committee shall consist of the President, Vice President, Extended Trips Chair and an additional member appointed by the Executive Board. The Extended Trips Chair shall serve as Chair of the Committee. The Trip Planning Committee will meet as determined by the Chair or at the request of any member. The Committee will make determinations whether to approve proposed extended trips submitted by Travel Coordinators. The approval process may be conducted by email or other electronic means. A positive vote of a majority of the members, including the President, will be required for approval. The Committee may also determine future extended trips for the next 3 to 4 years. In addition, the Committee may also survey the membership to gain input into desires for future extended trips.

VII. Travel Coordinators

- A. Travel Coordinators for Extended Trips are assigned by the Trip Planning Committee. Travel Coordinators for Day Trips are assigned by the Day Trips Chair. Travel Coordinators are assigned based on the Travel Coordinator's travel experience and proven organizational skills.
- B. All Travel Coordinators must be Solivita residents and Travel Club members.
- C. The Travel Coordinator will communicate and coordinate all facets of the trip planning and operations with the Extended Trips Chair or Day Trips Chair as the case may be. Travel Coordinator duties include trip research and development; publicity of the trip; collection of trip monies; record keeping of payments; acting as liaison between the travel agency or tour operator for the trip; be a working day to day Travel Coordinator during the trip acting on behalf of the group; and submit a financial summary of expenditures of all Extended Trips upon return.

- D. At all times, the Travel Coordinator will act in the capacity as a representative of the Club and should conduct themselves accordingly.
- E. Travel Coordinators are not to accept cash gratuities or group gifts from trip participants.
- F. Travel Coordinators for Day Trips are generally not required to pay a fee for the trip they are coordinating.
- G. Travel Coordinators are not required to pay administration fees for the trips they are coordinating.
- H. Depending upon the size of the group, Travel Coordinators for Extended Trips are sometimes eligible for reduced prices on trips. The amount, if any, of the price reduction will be determined by the travel provider. The price reduction is not funded by the Travel Club but is provided as a result of the Travel Coordinator's work by the travel providers.
- I. All discounts will be given solely to cover the trip expenses for the Travel Coordinator. At the end of each Extended Trip, the Travel Coordinator will give an accounting of the trip expenses and will detail on this report what price reduction they were given. Any additional monies given by the tour provider, that are earned due to the number of travelers, will be divided among the trip participants, or used for bus transportation or other trip expenses.

Change Log:

3/7/2012 – Minor spelling corrections. SGG

1/30/2013 – Defined Board of Directors and Executive Committee. SGG 9/23/2013 – Added new position to Advisory Board: Immediate Past President (IPP). Placed the IPP on the Executive Board. SGG

5/5/2021 - Added trip eligibility

6/18/24 - clarified that no dues are collected from Advisory Board members; clarified timing for Club membership; added non-member fees may be charged; eliminated Executive Committee; changed membership of Trip Authorization Committee; clarified matters related to Day Trip Travel Coordinators

9/23/24 - provided for reimbursement of administration fees to Advisory Board members who are not also TCs.