

Solivita Travel Club General Policies

I. Membership and Dues

- A. All Solivita residents are eligible for membership in the Solivita Travel Club.
- B. Dues will be \$20 per year, per person, unless changed by the Executive Board and announced before the beginning of the membership registration period.
- C. The dues will be used to pay for Travel Club's operating expenses.
- D. Advisory Board members will not be charged dues for any year they serve on the Advisory Board.

II. Meetings, Programs, Special Events, Trips

- A. Meetings of the Solivita Travel Club will take place monthly (with the exception of July, August, December), unless cancelled by the Executive Board such as for weather, room conflicts or as directed by Solivita Activities Department.
- B. Travel Club activities and trips will be announced at member meetings, on the club website at solivitatravelclub.org and in the Travel 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 trip meetings and trips, will be held in Solivita's facilities.
- D. Members will receive 30-days advance notice of any new trips before they are advertised to the general Solivita population. Members will also be given priority to register for trips for the first 30 days after they are announced.
- 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
- F. Non-member Fees

Any individual joining a Travel Club trip who is not a member of the Club (resident or non-resident) on the date of said trip, will pay an additional fee. For Day Trips the fee is to be \$5 and for any Extended Trip \$20. Payment will be accepted in the form of cash or check, payable to Solivita Travel Club and will be added to the Club's general funds. The amount of the non-member fee may be changed by action of the Executive Board at any time.

III. Advisory Board Meetings

- A. The Advisory Board will meet monthly, unless the President otherwise determines. 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, Member Services, Communications, Webmaster, and the Editors of the On the Go newsletter. At each meeting Advisory Board members will report on the activities in their area of responsibility.

- C. Each Advisory Board member should attempt to attend the meetings, programs and activities sponsored by the Solivita Travel 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 nominate and the Executive Board will vote on a replacement for the outgoing Advisory Board member as an interim appointment to complete the term of the vacated position.
- IV. Board of Directors
- A. The members of 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 will set major policy and is responsible for financial and organizational decisions.
- V. Trip Planning Committee
- The Trip Planning Committee shall consist of the President, Vice President, Extended Trips Chair and up to 3 additional members selected by the President. The Extended Trips Chair shall serve as chair of the Committee. The Committee will meet as needed to review proposed trips submitted for approval. They may also determine future trips for the next 3 to 4 years. In addition, this committee may also survey the membership to gain input into desires for future trips.
- VI. Trip Coordinators (“TCs”)
- A. TCs are assigned by the Day Trips or Extended Trips Chair as the case may be.
 - B. All TCs must be Solivita residents and Travel Club members.
 - C. The TCs for extended trips must familiarize themselves with the Extended Trips Travel Coordinators Guide and comply with all the requirements set forth in it. In general, the Extended Trips TC will propose extended trip(s) to the Trip Planning Committee. If the proposed trip is approved, the TC will communicate and coordinate all facets of the trip planning and operations with the Extended Trips Chair. TC duties include trip research and development; negotiation and documentation of the trip with the travel company, travel agent or cruise line; publicity of the trip; collection of administration fees and other monies needed for bus transportation or tips (but not the cost of the tour itself or cruise which shall be collected by the travel company, travel agent or cruise line); record keeping of payments; acting as liaison between the travel agency or tour operator for the trip; and working during the trip acting on behalf of the group. Upon conclusion of the trip, the TC submits a financial summary of expenditures of the trip, including any cost reduction or reimbursement provided to the TC.
 - D. Day Trip TCs. Day Trip TCs may propose ideas for day trips to the Day Trips Chair. If approved, such ideas will be submitted to Small World to determine feasibility, timing and price. Small World will propose ideas for day trips which will be

considered by the Day Trips Chair and TCs. The day trips will be assigned to the TCs based on their preferences.

- E. At all times, the TC will act in the capacity as a representative of the Solivita Travel Club, and should conduct themselves accordingly.
- F. TCs are not to accept cash gratuities or group gifts from trip participants.
- G. Depending upon the size of the group, travel companies and cruise lines for extended trips may provide trip credits, price reductions or cash payments (“TC credits”) for the benefit of the TC and/or the Travel Club. The amount, if any, is determined by the travel provider or cruise line.
- H. The TC will be entitled to cover their trip expenses to the extent of any TC credits provided by the cruise line or travel company with respect to the trip.
- I. After the TC has been reimbursed for their costs, any additional TC credit given by the tour provider or cruise line, will be paid as follows: 15% to the Travel Club for travel support services and the balance divided among the trip participants.

Change Log:

6/ 1/26 revised membership dues and non-member fees; documented elimination of Executive Committee; documented revised TC duties; documented travel support services.

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

5/13/2022 - Added Non-member Fees