



PATTAYA CITY EXPATS CLUB POLICY ON ACTIVITIES

The Pattaya City Expats Club is a social organization that operates on the theme of Expats Helping Expats. There are many activities associated with the Club, such as Special Interest Groups and Excursions. These activities are organized by individual members or others; not the Pattaya City Expat Club. However, the Club may at its discretion publicize and facilitate such activities.

I. Definitions

- a. “Special Interest Groups” are groups formed for the purpose of sharing a common interest.
- b. “Excursions” are trips to visit various attractions and locales in Thailand or other countries and can be for a few hours (day trips) or for several days (overnight trips).
- c. “Board” is the Governing Board of the Pattaya City Expats Club.
- d. “Activities Committee” is a group of Board members selected by the Board of Governors to act for the Board in carrying out this Policy.
- e. “Organizer” is a person associated with the Pattaya City Expats Club who wishes to organize a Special Interest Group or an excursion. (For any given Group or excursion, there could be more than one organizer; for the purpose of this policy, the singular form is used.)
- f. “Coordinator” is a Pattaya City Expats Club member appointed by the Board or Activities Committee to coordinate with an outside party that has offered an excursion with the expectation that the Club will determine who will participate in the excursion.

II. General Policy

- a. The Pattaya City Expats Club, acting through its Governing Board and Officers, will support and facilitate activities organized by individual members or others provided there is a perceived benefit for Club members in participating in the activity.
- b. The Pattaya City Expats Club is not the sponsor, organizer, or funding organization for such activities.

- c. Transparency – Organizers of activities are expected to be transparent in their dealings with the Club and participants in their activity. In the interest of transparency, the Organizer shall disclose to the Activities Committee at the time they request the Club to facilitate their activity if they will be charging any fees for participation in the activity or collecting funds to cover costs of the activity. Further, whether they will receive any personal or financial benefit from the activity, e.g., free transportation cost, accommodation, meals, etc. for themselves or another participant in an excursion or retaining any portion of fees collected from participants in Special Interest Groups. The Organizer shall also make similar disclosure to potential participants when announcing the activity. If the benefit should arise at a later date, the disclosure is to be made at that time. The Organizer or Coordinator shall keep sufficient records to show the use of any money collected to cover costs of an excursion or use if collected from participants in Special Interest Groups. Further, the Organizer in accepting the Club's assistance in facilitating the activity agrees to make such records available to participants or the Activities Committee at a mutually convenient time and place if requested; a Coordinator will do likewise.
- d. The decision whether to facilitate and support such activities is at the sole discretion of the Pattaya City Expats Club and will be guided by this policy.

III. Special Interest Groups

- a. Organization – An individual or individuals may wish to form a Special Interest Group. Each Group may form its own policies as to who may participate in the Group's activities and how the Group will be conducted, provided the Group does not exclude the participation of any Club members.
- b. Meeting Time and Location – It is the responsibility of the Organizer of the Group to find a location to carry out the Group's activities and to determine when such activities will take place.
- c. Expenses – The Organizer and Group members will be responsible for any expenses that may be incurred as a result of the Group's activities. The Pattaya City Expats Club is not responsible for any expenses incurred by the Group; nor will it act as a guarantor for such expenses.
- d. Benefit to Club Members – The opportunity to meet and interact with others that share common interests outside the normal Sunday Club meeting.
- e. Facilitation and Support – To obtain the Club's facilitation and support, the Organizer agrees to follow the Club's Activities Policy. The Club will publicize the Group's activities by making announcements during the Sunday meeting, and by providing relevant information in the Club's weekly Newsletter and on the Club's website. The Club may also make available a signup sheet for those interested in the Group or for participation in specific Group activities.

IV. Excursions Organized by Persons Associated with the Club

- a. Organization – Excursions may be organized by an individual or individuals. – To obtain the Club’s facilitation and support, the Organizer agrees to follow the Club’s Activities Policy.
- b. Date(s) and Itinerary for Excursions – The Organizer is responsible for determining the date(s) and itinerary for the excursion.
- c. Participants – The Organizer will establish the number that may participate in the excursion and may set qualifying requirements to participate.
- d. Expenses – The Organizer and participants will be responsible for any and all expenses that may be incurred for the excursion. The Pattaya City Expats Club is not responsible for any expenses incurred by the organizer. In order for the Club to agree to facilitate and support the excursion, the Organizer may not collect from participants more than is necessary to cover the anticipated expenses of the excursion plus a surcharge for non-members (as discussed under “Preferential Treatment for Club Members” below).
- e. Deposits – The Organizer may require participants to provide a deposit up to the amount of anticipated prorated costs. If the required deposit is not made by the time and date stipulated for receipt of such deposit, the Organizer can remove the person from the list of eligible participants. The Organizer may establish all requirements regarding deposits including establishing a cutoff date beyond which the deposit will not be returned if the person making the deposit cancels their participation or does not participate in the excursion.
- f. Benefits to Club Members – The benefit derived is the opportunity to partake in the excursion at reasonable cost, which is usually available to groups, coupled with the ability to socialize with their fellow members and guests while visiting interesting attractions and places.
- g. Preferential Treatment for Club Members – In order for the Pattaya City Expats Club to agree to facilitate and support an excursion, the Organizer may give priority for Club Members.
- h. Facilitation and Support – The Club will publicize the excursion through announcements during the Sunday meeting, and by providing relevant information in the Club’s weekly Newsletter and on the Club’s website. The Club will also make available a signup sheet for those interested in participating in the excursion. The Club may designate a person to collect deposits on behalf of the Organizer and maintain the records for such deposits. The Club may also assist by volunteering to prepare name badges for participants, sending out information to those on the signup sheet, and help arrange transportation, meals, accommodations, entry fees, and other services on behalf of the Organizer.

V. Excursions Offered by an Outside Party

- a. Organization – When an excursion is offered by an outside party, the Pattaya City Expats Club will appoint a Coordinator to organize the participation of club members and non-members in accordance with this policy.
- b. Date(s) and Itinerary for Excursions – The outside party is responsible for determining the date(s) and itinerary for the excursion.
- c. Participants – The outside party will establish the number that may participate in the excursion and may set qualifying requirements to participate.
- d. Expenses – The outside party may charge a fee in total or per-person as part of its offer. The outside party and participants will be responsible for any and all expenses that may be incurred for the excursion. The Pattaya City Expats Club is not responsible for any expenses incurred by the outside party. If an outside party offers a fee in total, the Coordinator will prorate the cost among the participants. The Coordinator may impose a surcharge for non-members as discussed under “Preferential Treatment for Club Members” below.
- e. Deposits – The Coordinator may require participants to provide a deposit up to the amount of the per-person fee or the anticipated prorated costs of the total fee. If the required deposit is not made by the time and date stipulated for receipt of such deposit, the Coordinator may remove the person from the list of eligible participants. The Coordinator may establish all requirements regarding deposits including establishing a cutoff date beyond which the deposit will not be returned if the person making the deposit cancels their participation or does not participate in the excursion.
- f. Benefits to Club Members – The benefit derived are the opportunity to partake in the excursion coupled with the ability to socialize with their fellow members and guests while visiting interesting attractions and places.
- g. Preferential Treatment for Club Members – If the outside party sets all conditions for participation, the Club will adhere to those conditions if the Club accepts the offer. If the outside party does not set conditions:
 - i. If space is limited, the Coordinator will give priority to current Club members in the order in which they sign up for the excursion. Each member signing up may designate one guest to accompany him, who will also receive priority. The Coordinator may, at his or her discretion, allow additional guests that are the children of the Club member to receive priority. If space remains after giving priority to Club members and their guests, the remaining participants will be selected in the order they sign up for the excursion.

- ii. The Coordinator may require that participants who are not members of the Pattaya City Expats Club pay a surcharge. The surcharge can be up to 10% of the pro-rated cost per participant or the per-person fee, but not less than 50 Baht and not more than 300 Baht. The monies collected from the surcharge will be used, in descending order of priority, to (a) pay any unanticipated expenses not included in the prorated costs to participants; (b) tip the driver(s) and others that assist the participants during the trip; and (c) contribute to a recognized charity of the Board's choosing or other disposition as directed by the Board.

- iii. Facilitation and Support – The Club will publicize the excursion through announcements during the Sunday meeting, and by providing relevant information in the Club's weekly Newsletter and on the Club's website. The Club will also make available a signup sheet for those interested in participating in the excursion. The Club may designate a person to collect deposits and maintain the records for such deposits. The Club may also assist by volunteering to prepare name badges for participants, sending out information to those on the signup sheet, and help arrange transportation, meals, accommodations, entry fees, and other services if needed.