

Standard Operating Procedures Amendments

I. General

Add “ aka Idaho State Snowmachine Association” to name as voted by the board previously

Change

Beginning statement -

“Board of directors” to “General Membership”

Remove

#2-

#6-

ADD the following items

#6. The President will be responsible for creating a yearly, balanced budget based on historical income with projected expenses of the Association, presenting it to the Board and to be approved by the General membership.

#7. The President is responsible for preparing meeting agendas and conducting meetings.

#8. The president is required to follow parliamentary procedure according to Robert’s Rules of Order Revised as it applies to this association.

#9. The president will supervise the Board of Directors conduct and effectively resolve offenses of the SOP or by-laws of the Association.

#10. The president will supervise all committees

#11. Adhere to the Whistle Blower Policy. Attached

#12. Adhere to the Conflict of Interest Policy. Attached

#13. Officers and Directors at Large shall sign and adhere to the Board Member Expectation Contract. Attached

#14. Adhere to the Conflict of Interest Policy. Attached

II> Directors at Large

Change

#7. Any Director at large who does not fulfill these responsibilities may have their office declared vacant by a majority vote of the Board of Directors or general membership, according to the duties and responsibilities outlined in the SOP and By-laws.

Add the following

#8. Become familiar with the Statement of Operations and By Laws. Act in the best interest of the Association according to the SOP and By- Laws.

#9. To make sure the Association is operated for its stated purpose and mission statement.

#10. Maintain proper financial controls in keeping financial records current and accurate.

#11. Maintain the Director at Large Binder. Keep it up to date with pertinent information and documents. Pass it on to the incoming Director at Large in a timely matter.

#12. Maintain confidentiality of Association matters.

#13. Uphold fiduciary duties, know and be well versed in governing documents, budget and prior minutes.

#14. Disclose conflict of interests.

#15 Executive Board members will chair the standing committees as assigned. Unfilled committee chairs may be filled by any member in good standing with the ISSA.

16. Officers and Directors at Large shall sign and adhere to the Board Expectation Contract. Attached

III> Reimbursements of Expenses

#1. Remove the words “Directors at Large and Committee chairs”

Change

#2. Expense reports should be submitted monthly with purchases dating from the 1st through the 30/31st, have original detailed/itemized receipts attached and mailed to the Association PO Box.

Remove

#3.

Change

#4. Lodging will be reimbursed at \$75.00 per meeting day

#5. Mileage will be reimbursed at the rate of .15 per mile for miles traveled to and from meeting location or from the persons home whichever is less (travel at/during events is not reimbursable). Departing location and destination must be included in the expense report.

Change

#6. a. Rental car will be reimbursed at the compact rate for ISSA authorized out of state travel only. Receipt is required.

b. Airport parking will be reimbursed at 7.00 per day for ISSA authorized out of state travel or actual expense whichever is less. Receipt is required.

c. Air travel and out of state travel must be approved by the Board of Directors.

d. Only the President (or President Elect if the President is unable to attend) may incur reimbursable expenses to attend out of state functions directly related to ISSA interests and/or business. Travel is limited to ISC, Western Chapter and DC Fly-In.

Change

#7. There will be no reimbursement for meals, drinks, alcohol or personal expenditures.

#8. Expenses for spouses will not be reimbursed.

#9. Member clubs which meet the established criteria shall be reimbursed 20% of the cost of Club Liability Insurance. Proof of expense with receipt is required for reimbursement.

#10. Persons who intend to submit their expenses to the Association for reimbursement are required to attend all scheduled meetings and activities related to such expenses and follow Expense procedures as defined in the SOP and By-laws. If they do not, no expenses will be reimbursed.

Document and record retention

Remove all existing procedures and replace with “ Financial Responsibility and Duty Guidelines”.
Attached