

BY LAWS OF THE IDAHO STATE SNOWMOBILE ASSOCIATION

ARTICLE I - NAME

Section 1

The name of this organization shall be the IDAHO STATE SNOWMOBILE ASSOCIATION, INC. hereafter referred to as the Association.

ARTICLE II - PURPOSE

Section 1

The purpose is to encourage the formation of snowmobile clubs throughout Idaho and to encourage membership therein.

Section 2

The purpose is to foster and promote snowmobiling as a healthy and family-friendly form of recreation.

Section 3

The purpose is to encourage and promote sportsmanship and safe and responsible use of snowmobiles.

Section 4

The purpose is to support environmental stewardship, responsible recreation and provide educational information concerning state, federal and private land-use laws and regulations concerning the ownership and use of snowmobiles.

Section 5

The purpose is to cooperate with public land-use regulatory agencies, but always reserving the right to oppose regulations the Association considers unfair and/or not serving the best interests of the members.

Section 6

The Association recognizes snowmobile competition as an important part of recreational snowmobiling.

ARTICLE III - MEMBERSHIP

Section 1

Individual and family memberships are available to anyone who subscribes to the purpose and principles of the Association, as set forth in these by-laws.

Section 2

Business membership is available to any person or business who desires to support the Association.

Section 3

By majority vote the Board of Directors may grant the following Special Memberships as deemed appropriate.

- A. Honorary Membership may be granted to a person, business or governmental entity that has, by their actions, been of significant benefit to the Association and to the sport of snowmobiling. Such persons need not have been members of the Association or active in the sport. This membership is continuing unless rescinded by the Board.
- B. Lifetime Membership will be granted to members elected to the ISSA Hall of Fame and may be granted to other active members meeting criteria to be established by the Board.

Section 4

Membership in the Association may be terminated for non-payment of dues or by a majority vote of the Board of Directors for public statements or actions deemed to be prejudicial to the best interests of the Association.

ARTICLE IV – MEMBERSHIP RIGHTS AND PRIVILEGES

Section 1

Individual and family members are entitled to all the benefits and privileges of the Association, including the right to vote at any special or regular meeting of the Association. Each individual or family membership shall have one vote.

Section 2

Business members are entitled to all the benefits and privileges of the Association, including the right to vote at any special or regular meeting of the Association. Business membership will also include a listing by name, street and/or web address and phone number in the Association newspaper.

Section 3

Honorary members are entitled to all the benefits and privileges of the Association except the right to vote.

ARTICLE V – CLUB MEMBERSHIP QUALIFICATIONS

Section 1

Each club must be a dully-organized snowmobile club and maintain a paid up membership of ten or more.

Section 2

Fifty percent of the current club membership must be paid up members of the Association in order to have a vote on matters coming before the Board of Directors.

ARTICLE VI – DUES

Section 1

The individual and family dues are \$20.00 per year and expire on November 1 of each year.

Section 2

Business membership dues are \$50.00 per year and expire on November 1 of each year.

ARTICLE VII – FISCAL YEAR

Section 1

The fiscal year of the Association shall commence on the 1st of October and end on the 30st of September each year.

ARTICLE VIII – MANAGEMENT

Section 1

The management of the Association shall be vested in the Officers and in the Board of Directors. Board of Director's meetings are intended to include the Officers of the Association.

Section 2

Any action taken by the officers and the Board of Directors may be over ruled by a two-thirds vote of the attending membership at the membership meeting following the Board of Directors and Officers action in question.

Section 3

Officers and Board members will each have one vote for any voting matter in a Board meeting.

Section 4

The Executive Committee shall consist of the Officers and Directors at Large. This body shall have supervision, control and direction of the affairs of the Association as authorized by the Board of Directors.

ARTICLE IX – BOARD OF DIRECTORS

Section 1

The Board of Directors shall consist of nine Directors elected at large (Directors at Large) by the general membership at the special or annual meeting of the Association. The nine Directors at Large shall be elected in the following manner:

Three Directors shall be elected each year for a three-year term. The Directors shall be elected by a majority vote of members present at a special or regular meeting. The Directors At Large shall be elected to represent geographical regions of the State. The boundaries of these regions will be generally defined in the Association's Standard Operating Procedures. These boundaries and the assignments of individual Directors may be adjusted as needed by the Board of Directors..

A job description for Directors at large is attached to the By Laws.

Section 2

Snowmobile clubs that qualify for affiliation in accordance with Article V, Section 1 of these By Laws shall be entitled to representation on the board of Directors of the Association on the following basis:

Ten to forty members in good standing – one vote
More than forty members – two votes

Section 3

Board members elected by their respective affiliated clubs shall have the same rights, duties and powers as the Directors at Large with the exception of the Directors at Large duties as they relate to the Executive Committee

Section 4

Board members who are elected at large are not eligible to serve as Directors from their local club until their term of office has expired.

Section 5

Vacancies occurring on the Board of Directors between annual meetings shall be filled as follows:

In the event a Director of an affiliated club does not complete the entire term of office, the local club from which the Director was elected shall appoint a Director to serve the unexpired term..
In the event a Director at Large does not complete the entire term of office, the President of the Association, with the approval of the Board of Directors, shall appoint a successor to serve the unexpired term.

Section 6

Directors shall not serve more than three consecutive terms.

ARTICLE X – MEMBERSHIP MEETINGS

Section 1

The annual membership meeting of the Association shall be held at a date set by the Board of Directors with at least two weeks notice prior to each meeting. Those members attending shall constitute a quorum.

ARTICLE XI – BOARD OF DIRECTOR MEETINGS

Section 1

The organization meeting of the Board of Directors shall be held at the Board's option following its election at the annual meeting of the membership.

Section 2

The regular meeting of the Board of Directors shall be held at least three times annually, one of which may be held in conjunction with the annual meeting of the membership.

Section 3

Special meetings of the Board of Directors and Officers may be called by the President or by three members of the Board of Directors who are from three separate clubs upon at least seven days notice to each Director of the time, place and purpose of the meeting.

Section 4

A quorum of the Board of Directors shall be 60% of the Executive Committee in attendance at any meeting.

Section 5

Any Director at Large who is absent from two consecutive Board meetings shall have his/her office declared vacant by the Board of Directors, unless the absence is approved by the Board.

ARTICLE XII – OFFICERS

Section 1

Officers of the Association shall consist of:

- President
- President-Elect
- Secretary-Treasurer or Secretary and Treasurer

Section 2

The officers of the Association shall hold office for a period of one year commencing immediately upon their election and shall not serve more than three consecutive terms.

The President will be elected by the Board of Directors. The President-Elect will automatically run for President following the term(s) as President-Elect. If for any reason the President-Elect cannot run for President the nomination committee will find at least one candidate to run for President.

The immediate Past President position will be an automatic office and will not require election by the Board of Directors. If the immediate Past President cannot serve the term of office the position of immediate Past President will remain vacant for that year.

Section 3

The Secretary and Treasurer (or Secretary-Treasurer) will be nominated by the President and elected by the Board. These two positions may be combined if circumstances warrant.

Section 4

The Board of Directors may elect officers from within or outside the Board of Directors membership.

Section 5

The Board may ask for the resignation of any person failing to carry out the duties and responsibilities of the position to which elected or appointed, or by majority vote, declare the position vacant.

ARTICLE XIII – DUTIES

Section 1

The President shall preside at all Association meetings and Board of Director meetings. He/she shall make committee appointments or changes subject to majority approval of the Board of Directors, shall be an ex-officio member of all committees and have the books ready to turn over to the new administration at the annual meeting.

Section 2

The President-Elect shall perform the duties of the President in his/her absence and perform other duties as may be prescribed by the President.

Section 3

The Secretary-Treasurer shall be custodian of the records, correspondence and financial records of the Association and shall record, or cause to be recorded, the minutes of all Association and Board of Directors meetings.

Section 4

The Directors shall chair committees as assigned and take an active part in all matters concerning the Association.

Section 5

The Immediate Past President will chair a Council of Past Presidents to be composed of interested members who have served as President of ISSA. If the immediate Past President is unable to serve in this position, the next most recent available member will chair the Council.

The Past Presidents Council will develop and publish criteria and oversee the election of candidates to the ISSA Hall of Fame. The Council will also serve as a source of advice and counsel for the Officers and Directors and perform such other assignments as are deemed appropriate by the Officers and the Board of Directors.

Section 5

The Association shall have the following standing committees:

- Membership
- Public Lands
- Convention
- Snowbiz News Coordinator
- Nominating
- Charity
- Awards
- Scholarship
- Historian
- Past-Presidents Council
- Web Site Coordinator
- Safety Coordinator

The President, with the Board of Directors approval, may establish any other committees deemed necessary for the good of the Association. Committee chairpersons may or may not be appointed from the Board of Directors, but must be a member of the Association. Committee Chairs attending a meeting of the Board of Directors will have a vote on matters coming before the Board.

ARTICLE XIV – NOMINATIONS AND ELECTIONS

Section 1

The nominating committee shall consist of at least three, but not more than five, members appointed by the President with the immediate Past-President being chairperson. If the immediate Past-President cannot serve as chairperson, the President will appoint a chairperson.

Section 2

The nominating committee shall nominate at least one interested candidate for each available office. Candidate nominations must reflect geographic consideration. Additional nominations may be made from the floor.

Section 3

Voting by absentee ballot or by proxy will not be allowed.

Section 4

The Directors at Large and the President-Elect will be elected by a vote of the membership at the annual meeting of the Association. It will be by written ballot, unless a verbal, unanimous vote is called for and accepted, and when no contested race for election exists.

Section 5

The person receiving the highest number of votes cast for the available office shall be elected.

Section 6

Each individual or family membership and each business membership shall have one vote.

Section 7

The Secretary-Treasurer's record of members in good standing shall constitute prima fascia evidence as to who is eligible to vote.

ARTICLE XV- ORDER OF BUSINESS AND RULES OF ORDER

Section 1

The rules contained in Roberts Rule of Order Revised, shall govern this Association in all cases to which they are applicable, including meetings of the membership and the Board of Directors.

ARTICLE XVI – AMENDMENTS

Section 1

These By-laws may be amended by two-thirds vote of the members of the Board of Directors (when a quorum is present) or by a majority vote of members present at any special or annual meeting of the Association, providing the substance of the proposed amendment shall have been submitted at least thirty days in advance.

These By-Laws replace any and all By-Laws ratified at any date prior to this date by the Board of Directors or members of the Association.

Submitted and approved by the Board of Directors (or membership) at a meeting on _____(date)

Harold Johnson, President

Idaho State Snowmobile Association

Standard Operating Procedures

THE PURPOSE OF THESE PROCEDURES IS TO ESTABLISH A SET OF RULES, UNDER WHICH THE IDAHO STATE SNOWMOBILE ASSOCIATION CAN OPERATE. THESE ARE TO BE FLEXIBLE AND ARE EASILY ADDED OR REMOVED BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.

I> GENERAL

- 1.> The President of the Association will advise the Board of Directors and ACSA of any issues as appropriate.
- 2.> The outgoing President shall turn over the #1 license plate to the incoming President as soon as it expires. A letter shall be sent with it stating that the plate is a gift from Him (or her).
- 3.> Travel choices shall be made based on which is more economical/reasonable for the trip origin and destination.
- 4.> Expense reimbursement will be paid using the guidelines outlined in section III.
- 5.> All expense reports, membership and other correspondence shall be mailed to the official Association mailbox.
- 6.> The President shall be allowed \$500.00 in discretionary funds to be used for the good of the Association without the prior approval of the Board.

Idaho State Snowmobile Association

Standard Operating Procedures

II > DIRECTORS AT LARGE

DUTIES OF DIRECTORS AT LARGE

- 1.> The *primary* responsibility of the Directors at Large is to attend meetings of the Idaho State Snowmobile Association and assist the officers in administering the business of the Association.
- 2.> The secondary responsibility of the Directors at Large is to visit each club and any new club(s) in his/her region at least once per season to explain the purpose of the Association and to encourage membership. The Director at large shall maintain a close working relationship with the club Director and/or club President of each club and assist the clubs with any problems they might have. The Director at Large is responsible for communicating these concerns to the President.
- 3.> It shall be the responsibility of the Directors at Large to encourage and promote the formation of new clubs in his/her region and to assist and encourage individuals in gaining membership to the local club and the Association.
- 4.> It shall be the duty of the Directors at Large to encourage the directors of the clubs to attend Board Meetings.
- 5.> It shall be the responsibility of the Directors at Large to keep the President of the Association informed of what is going on in his/her region and to contribute to the Association Newspaper as directed by the Newspaper Coordinator.
- 6.> Directors at Large shall keep the Public Lands Director informed of any and all problems occurring in his/her region.
- 7.> Any Director at Large who does not fulfill these responsibilities may have their office declared vacant; as deemed appropriate by the President and ratified by the Executive Board.

Idaho State Snowmobile Association

Standard Operating Procedures

III > REIMBURSEMENT OF EXPENSES

GUIDELINES FOR REIMBURSEMENT OF EXPENSES FOR OFFICERS, DIRECTORS AT LARGE AND COMMITTEE CHAIRS

- 1.> Only Idaho State Snowmobile Association Officers, Directors at Large and Committee Chairs may incur reimbursable expenses without prior approval of the President and/or the Executive Board
- 2.> Expense reports (including telephone bills) should be submitted monthly, and must be submitted within 90 days of incurring the expense. Funds may be advanced for major trips at the discretion of the President.
- 3.> Receipts must be submitted for all expenses before they can be reimbursed. Copies of telephone bills are acceptable. Highlight the dates and times of all calls made, that you are requesting to be reimbursed. Postage expense is the only exception to this rule. Requests for reimbursement can be sent via e-mail using the standard form in MS Excel. The hard copy receipts will need to follow this request via regular mail. When the hard copies are received and reviewed by the Treasurer, the expenses will be reimbursed within 30 days.
- 4.> Lodging will be reimbursed based on the following criteria.
 - a. One-way distance from origin to destination of 100 miles or less are not eligible for lodging reimbursement.
 - b. One-way distance from origin to destination of 101 to 200 miles will be allowed one (1) nights lodging.
 - c. One-way distance from origin in excess of 201 miles will be allowed two (2) nights lodging
 - d. Official meetings lasting more than one day will be eligible for one (1) nights lodging per meeting day.
- 5.> Mileage reimbursement rate will be adjusted annually, based on the State of Idaho rate at time of review. Mileage can be state rate or actual cost of fuel used with a receipt. Point of departure and destination must be listed along with the total miles both ways and the dollar amount.
- 6.> Claims for the following must also have receipts:
 - a. Air travel must be accompanied by ticket stubs or receipts.
 - b. Rental car or Taxi costs
 - i. Rental car allowable expense will be based on the number of ISSA representatives traveling together. Upgrades from these criteria are not reimbursable.
 1. 1 to 2 – Compact Car
 2. 3 to 4 – Midsize Car
 3. 5 or more – as required.
 - c. Hotel costs
 - d. Airport parking
 - e. Meals only (at a reasonable rate)

Idaho State Snowmobile Association

Standard Operating Procedures

- 7.> Cost of meals (alcohol excluded) will be reimbursed to appointed attendee(s) while attending ISC, Western Chapter, ACSA meetings, the Fly In or other out of state meetings.,
- 8.> Expenses for spouses will not be reimbursed. The only exception shall be hotel rooms at the double rate.
- 9.> Member Clubs which meet the established criteria shall be reimbursed up to \$350 of the cost of Club Liability Insurance. Proof of expense is required for reimbursement.
- 10.> Any person who intends on submitting their expenses to the Idaho State Snowmobile Association for reimbursement is required to attend all of the scheduled meetings. If they do not, no expenses will be reimbursed. Emergencies are allowed as an excused absence.

DOCUMENT AND RECORDS RETENTION

- 1.> The Secretary Treasurer shall be responsible to maintain the records of the Association at the direction of the President and or the Executive Board.
- 2.> The following records will be kept for the time indicated:
 - a. IRS information relating to the 501c3 designation shall be kept as long as the Association exists.
 - b. Copies of Income Tax filings shall be kept as long as the Association exists.
 - c. Bank Statements and cancelled checks shall be kept for 6 (six) years plus the current year.
 - d. Receipts relating to expenses paid by the Association shall be kept for 6 (six) years plus the current year.
 - e. Association correspondence shall be kept for 6 (six) years plus the current year. Some correspondence may be kept longer at the direction of the President and/or the Executive Board.
 - f. Meeting Minutes shall be kept for 6 (six) years plus the current year. Electronic archive copies may be kept longer at the direction of the President and/or the Executive Board.
- 3.> Archive copies of documents may be stored in either hard copy or electronic format at the discretion of the Secretary Treasurer.
- 4.> Document Archives will be stored in a safe place to be determined by the Secretary Treasurer. The President and the Executive Board will be notified of its location.
- 5.> After the retention time period for documents specified by this procedure, the oldest records will be disposed of in a secure manner. The President and the Executive Board will be informed upon completion.