

# **Idaho State Snowmobile Association aka Idaho State Snowmachine Association**

## **SOP #1** 2019

### **ISSA PRESIDENT DUTIES**

(Companion Document to the ISSA By-Laws)

The purpose of a Standard Operating Procedure (SOP) is to establish a set of rules, under which the Idaho State Snowmobile Association (ISSA), aka the Idaho State Snowmachine Association can operate. These are to be flexible and are easily added or amended by a majority vote of the ISSA General Membership.

#### **ISSA President's Duties**

**Item 1:** The President of ISSA will advise the ISSA Board of Directors and American Council of Snowmobile Associations (ACSA) of any issues as appropriate.

**Item 2:** ISSA travel choices shall be made based on which is more economical/reasonable for the trip origin and destination.

**Item 3:** Expense reimbursement will be paid using the guidelines outlined in ISSA – SOP #3 ISSA Reimbursement of Expenses.

**Item 4:** All ISSA expense reports, membership and other correspondence shall be mailed to the official ISSA mailbox.

**Item 5:** The ISSA President shall be allowed \$500.00 in discretionary funds yearly, to be used for the good of ISSA, without the prior approval of the ISSA Board.

**Item 6:** The ISSA President will be responsible for creating a yearly, balanced budget based with historical income and projected expenses of ISSA and present it to the ISSA Board of Directors, to be approved by the ISSA General Membership.

**Item 7:** The ISSA President will be responsible for preparing meeting agendas and conducting meetings.

**Item 8:** The ISSA President will supervise the ISSA Board of Directors, conduct and effectively resolve offenses of the SOPs and By-Laws if ISSA.

**Item 9:** The ISSA President is required to follow parliamentary procedures according to Roberts Rules of Order Revised, as it applies to ISSA.

**Item 10:** The ISSA President will supervise all committees.

**Item 11:** The ISSA President will adhere to the ISSA Whistle Blower Policy (SOP#6).

**Item 12:** The President of ISSA will adhere to the ISSA Conflict of Interest Policy (SOP #5).

**Item 13:** The President of ISSA and ISSA Directors at Large will sign and adhere to the ISSA Board of Directors Expectations Contract (SOP #4).

**Item 14:** The ISSA President will adhere to the ISSA Financial Responsibility and Oversight Procedures – SOP #8.

# **Idaho State Snowmobile Association aka Idaho State Snowmachine Association**

## **SOP #2**

2019

### **ISSA DIRECTOR AT LARGE DUTIES**

(Companion Document to the ISSA By-Laws)

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#### **ISSA Directors at Large Duties**

**Item 1:** The primary responsibility of the ISSA Directors at Large is to attend meetings of the Idaho State Snowmobile Association and assist the Officers in administering the business of ISSA.

**Item 2:** The secondary responsibility of the ISSA 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 ISSA 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. Each ISSA Director at Large is responsible for communicating these concerns to the ISSA President.

**Item 3:** It shall be the responsibility of the ISSA 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 ISSA.

**Item 4:** It shall be the duty of the ISSA Directors at Large to encourage the directors of the clubs to attend ISSA Board Meetings.

**Item 5:** It shall be the duty of the ISSA Directors at Large to keep the President of ISSA informed of what is going on in his/her region and to contribute to the ISSA Snow Biz Newspaper as directed by the Snow Biz Newspaper Editor.

**Item 6:** ISSA Directors at Large shall keep the ISSA Public Lands Director informed of any and all problems occurring in his/her region.

**Item 7:** Any ISSA Director at Large who does not fulfill these responsibilities may have their office declared vacant by a majority vote of the ISSA Board of Directors or the ISSA General Membership, according to the duties and responsibilities outlined in the SOP's and By-Laws.

**Item 8:** Become familiar with the Statement of Operations and By-Laws. Act in the best interest of ISSA according to the SOP's and By-Laws.

**Item 9:** To make sure ISSA is operated for its stated purpose and Mission Statement.

**Item 10:** Maintain proper financial controls in keeping financial records current and accurate.

**Item 11:** Maintain the ISSA 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 manner.

**Item 12:** Maintain confidentiality of ISSA matters.

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

**Item 14:** Disclose conflict of interests.

**Item 15:** ISSA Executive Board Members will chair the Standing Committees as assigned. Unfilled committee chairs may be filled by any member in good standing with ISSA.

**Item 16:** ISSA Officers and ISSA Directors at Large shall sign and adhere to the Board Expectation Contract – SOP#4.



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**SOP #3**  
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**ISSA REIMBURSEMENT OF EXPENSES**

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**ISSA Reimbursement of Expenses**

**Section 1:** Guidelines for Reimbursement of Expenses for ISSA Officers, ISSA Directors at Large and ISSA Committee Chairs

**Item 1:** Only Idaho State Snowmobile Association Officers, Directors at Large and Committee Chairs may incur reimbursable expenses without prior approval of the ISSA President and/or the ISSA Executive Board.

**Item 2:** Expense reports (including telephone bills) should be submitted monthly and must be submitted within 90 days of incurring the expense. Expense reports should be mailed to the ISSA PO Box.

**Item 3:** Funds may be advanced for major trips at the discretion of the ISSA President.

**Item 4:** 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 email using the standard form in MS Excel. The hard copy receipts will need to follow this request via regular mail or email. When the copies are received and reviewed by the ISSA Treasurer, the expenses will be reimbursed within 30 days.

**Item 5:** 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) night lodging per meeting day.

**Item 6:** Lodging will be reimbursed at \$75.00 per information listed under Item 5.

**Item 7:** Mileage will be reimbursed at the State of Idaho rate per mile, for miles traveled one way to meeting location or from the persons home, whichever is less (travel at/during an event is not reimbursable). Departing location and destination must be included in the expense report.

**Item 8:** 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
  - 1. Rental car allowable expense will be based on the number of ISSA representative 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)

**Item 9:** Rental car will be reimbursed at the compact rate for ISSA Officers authorized out of state travel or actual expense, whichever is less. Receipt is required.

**Item 10:** 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.

**Item 11:** Air travel and out of state travel must be approved by the ISSA Board of Directors.

**Item 12:** Only the ISSA President (or ISSA President-Elect, if the President is unable to attend) may incur reimbursable expenses to attend out of state functions directly related to ISSA interest and/or business. Travel is limited to ISC, Western Chapter and DC Fly-in.

**Item 13:** Expenses for spouses will not be reimbursed. The only exception shall be hotel rooms at the double rate.

**Item 14:** There will be no reimbursement for meals, drinks, alcohol or personal expenditures.

**Item 15:** ISSA 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.

**Item 16:** Persons who intend to submit their expenses to ISSA for reimbursement are required to attend all scheduled meeting and activities related to such expenses and follow Expense Reimbursement procedures as defined in the ISSA SOP's and ISSA By-Laws. If they do not, no expense will be reimbursed. Emergencies are allowed as an excused absence.

Amended and approved by the ISSA General Membership on November 17<sup>th</sup> 2018



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**SOP #4**

2019

**ISSA BOARD MEMBER EXPECTATION CONTRACT**

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**ISSA Board Member Expectation Contract**

**Item 1:** As a member of the Board of Directors of the Idaho State Snowmobile Association (ISSA), also known as the Idaho State Snowmachine Association, and here forward referred to as the ISSA, I have a legal and ethical responsibility to ensure that ISSA does the best work possible in pursuit of its goals. I support the purpose and mission of ISSA and pledge my commitment to assist in carrying out its work.

**Item 2:** As an ISSA Board member, I will consistently act responsibly and prudently. I will remain objective, unselfish, responsible, honest, trustworthy and efficient in relation to ISSA.

**Item 3:** I understand my duties to include:

- a. Legal, fiscal and moral responsibility, along with my fellow ISSA Board members, for the well-being of ISSA. One of the main responsibilities of an ISSA Board member is to maintain financial accountability and effective oversight of ISSA. As such, it is my responsibility to:

- b.** Be familiar with the ISSA budget.
- c.** Review timely reports of ISSA financial activities.
- d.** Know and approve all policies and programs and oversee their implementation.
- e.** Take responsibility for making decisions on ISSA issues and ISSA board matters.
- f.** Interpret ISSA's work and values to the community.
- g.** Represent ISSA and serve as a spokesperson.
- h.** Keep up-to-date on the business of ISSA.
- i.** Excuse myself from discussions, decisions and votes where I may have a conflict of interest.
- j.** Attendance at two board meetings per year, or additional meetings as called for, unless excused by the ISSA President. Should I be unable to attend a meeting, I will, if needed, be available for telephone consultation. Additionally, I will serve on at least one ISSA Board committee.
- k.** Active participation in fundraising activities. This may include individual and/or special event solicitation or direct mail appeals.
- l.** Working in good faith with my fellow ISSA Board members and staff toward the achievement of ISSA's goals.
- m.** I will read and adhere to the a) Mission Statement, b) Conflict of Interest c) Whistleblower policy, and d) Financial responsibility and auditing.

**Item 4:** Should I fail to fulfill these commitments to ISSA, I understand that the ISSA President will call upon me to discuss my responsibilities. Should there comes a time where I am no longer able to fulfill my obligations to ISSA, it will be my responsibility to resign my position as a member of the ISSA Board of Directors.

**Item 5:** As an ISSA Board member, I understand that ISSA will be responsible to me in the following ways:

- a.** I will be sent, without request, a bi-annual financial report and an update of ISSA organizational activities that allow me to meet the "prudent person" standards of the law.
- b.** Further, I expect that I will have information about programs, policies, goals and objectives as appropriate.
- c.** Opportunities will be provided for me to discuss with the ISSA Board and

ISSA President, the organization's programs, goals, activities and status.

- d.** It is expected that the ISSA Board members and the ISSA President will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to ISSA.
- e.** ISSA Board Members and the ISSA President will work in good faith with me towards achievement of our goals.
- f.** If ISSA does not fulfill its commitments to me, I may call upon the ISSA President to discuss ISSA responsibilities to me.
- g.** ISSA will carry ISSA directors' and ISSA officers' liability insurance.

ISSA Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

