

NYSSA POLICY MANUAL



This manual includes all revisions to the policy manual through the BOD meeting held on May 21, 2016.

Table of Contents

PURPOSE.....	5
NYSSA MISSION STATEMENT	6
USE OF NYSSA NAME/LOGO.....	6
NYSSA CONFLICT OF INTEREST AND DISCLOSURE POLICY	6
Important Dates from the By-Laws	7
Board of Directors.....	8
Alternate Directors.....	8
Appointing Directors	8
Director Terms of Office	8
Director BOD Meeting Reimbursement.....	8
Director Elections	9
Alternate Directors.....	9
DUTIES OF DIRECTOR.....	10
Censure	11
Director Certification Form	12
DISTRICTS	13
NYSSA DISTRICTS	14
Director-At-Large Elections	15
NYSSA DIRECTOR-AT-LARGE ELECTION.....	16
NOTIFICATION FORM.....	16
DIRECTOR-AT-LARGE ELECTION BALLOT.....	17
OFFICERS.....	18
DUTIES OF OFFICERS	18
PRESIDENT.....	18
VICE-PRESIDENT	18
SECRETARY	18
TREASURER.....	18
EMPLOYEES (Duties and Responsibilities).....	19
Executive Director	19
Trails Coordinator.....	22
General Manager.....	26
Bookkeeper/Accountant.....	28
Benefits	29
VACATION.....	29
EMPLOYEE HIRING AND RETENTION POLICY.....	30
Employee Annual Appraisal Policy.....	30
EMPLOYEE APPRAISAL FORM (Example)	31
OFFICE FUNCTIONS AND RESPONSIBILITIES	32

Document Retention and Destruction Policy.....	32
MEETING OPERATIONS.....	33
ANNUAL MEETING.....	35
COMMITTEES.....	37
Purpose.....	37
Kinds.....	37
Standing Committees.....	37
Meetings.....	37
COMMITTEE OPERATIONS.....	38
Duties of Standing Committees.....	38
COMMITTEE GUIDELINES.....	40
Executive.....	40
Budget and Finance.....	40
Government Affairs.....	41
Trails Funding and Development (2/09).....	42
Membership and Communications.....	43
Safety and Education.....	44
Events and Promotions.....	45
Approved Awards.....	45
Award Decision Criteria.....	46
NYSSA Awards Committee.....	46
Shows (Events & Trade Shows).....	57
NYSSA Attendance at Shows.....	57
Safety Trailer Use and Responsibilities.....	58
Organizational Delegates.....	59
PUBLICATIONS.....	60
NEWS RELEASES.....	60
NYSSA EXPENSE REIMBURSEMENT POLICY.....	61
EXPENSE REPORT FORM.....	62
Expense Report Submission and Reimbursement.....	63
Mileage Reimbursement.....	63
Hotel.....	64
Personal Meals Reimbursement.....	65
Credit Card Use.....	66
Expense Report Form.....	67
NYSSA FINANCIAL PLAN.....	69
GOALS OF THE FINANCIAL PLAN.....	69
ORGANIZATIONAL.....	69
COMMITTEE BUDGETS.....	70

FRAUDULENT MATTERS	71
STRATEGIC PLANNING	72
BY-LAWS REVISION FORM	73
Privacy Policy	75
NYSSA OFFICER NOMINATION FORM.....	78
NYSSA BEREAVEMENT POLICY	79
NYSSA Website Forums/Message Board Policy	79
NYSSA Letter of Understanding with Clubs.....	80
Failure to Submit LOU	83
TRAIL DEFENDER GRANT PROGRAM APPLICATION PROCESS.....	83
NYSSA Trail Defender Grant Application.....	84
NYSSA ANTI-HARASSMENT AND DISCRIMINATION POLICY	92
NYSSA Code of Corporate & Staff Conduct	98
Minority / Women’s Business Enterprise (M/WBE) POLICY	100
Purchase Request Form.....	107
Letter of Understanding between NYSSA & SLEDNY	109

PURPOSE

The purpose of the Director's Policy Manual is:

- To provide each director with information vital to the responsibilities of each director,
- To provide information detailing procedures and responsibilities of each standing committee,
- To provide knowledge of the workings, policies and procedures of the New York State Snowmobile Association (hereafter known as NYSSA),
- And to provide other pertinent information about NYSSA, each director's district and snowmobiling in general.

The Director's Policy Manual is not a stagnant, inflexible compilation of documents; rather, the manual will change with time, the demands of the member clubs of NYSSA, and the needs of organized snowmobiling. This manual must be used regularly, brought to all meetings, and kept up-to-date. The manual is designed to make you, as a director, more effective. That will happen, if you, as a director, actively use the manual and submit changes and amendments that may be needed. Your input in developing an effective manual is necessary and expected.

Additional information regarding some of the topics included in the manual can be found in the NYSSA By-laws.

Your first responsibility as a director is to utilize and care for the Director's Policy Manual. This manual is the property of NYSSA and will be returned to NYSSA upon termination of your term as a member of the BOD of Directors.

In the case that the by-laws and this Policy Manual conflict, the by-laws will take precedence.

NYSSA MISSION STATEMENT

It is the mission of the New York State Snowmobile Association to coordinate and provide leadership for New York State Snowmobile Clubs and Organizations in developing and implementing policies, strategies and action plans which foster growth of safe snowmobiling.

USE OF NYSSA NAME/LOGO

The use of the NYSSA name and/or logo implies that NYSSA endorses and approves of the item on which the name or logo appears. As NYSSA is the public face of snowmobiling in New York State, care must be taken in the approval of the use of our name and logo. Any use of the NYSSA Name/Logo must be approved by the BOD.

NYSSA CONFLICT OF INTEREST AND DISCLOSURE POLICY

Annually, each Officer, Director and employee shall complete and execute the NYSSA Conflict of Interest and Disclosure Policy and will return this completed document to the Executive Director. (Return to Secretary is required in text of Policy and Form) No reimbursement of expenses shall be made until such NYSSA Conflict of Interest and Disclosure Policy is executed and filed with the Office. (4-17-09)

The full text of the NYSSA Conflict of Interest and Disclosure Policy and Disclosure Form is contained on page 97.

Approved by the NYSSA BOD December 2, 2006

Updated, January 12, 2007, June 2, 2007, October 6, 2007, March 1, 2008, May 3, 2008, June 7, 2008, August 2, 2008, Nov 1, 2008, Jan 10, 2009

Important Dates from the By-Laws

A) AT LEAST 90 DAYS PRIOR TO THE ANNUAL MEETING:

(By: _____)

- Standing Committees submit budget requests to Budget and Finance Committee
- Proposed By-Law Changes must be submitted to the By-Laws Committee for review. The By-Laws Committee will forward comments on the proposed changes to the office within two weeks of receipt.

B) AT LEAST 60 DAYS PRIOR TO THE ANNUAL MEETING:

(By: _____)

- NYSSA Office mails out certification forms to clubs
- NYSSA Office mails out notification of Annual Meeting to clubs
- NYSSA Office mails out By-Law changes to be presented at the Annual Meeting

C) AT LEAST 30 DAYS PRIOR TO THE ANNUAL MEETING:

(By: _____)

- Districts complete director elections
- Club delegates count for Annual Meeting determined by club and the NYSSA Office.
- NYSSA Office mails out proposed slate of officers (as determined by the nominating committee) and the BOD approved budget.

D) AT THE CONCLUSION OF THE ANNUAL MEETING:

- Newly elected Officers and Directors (that have been certified) assume office
- Approved By-law amendments take effect

E) MEETING AFTER THE ANNUAL MEETING:

- BOD elects Directors-at-Large
- President announces committee appointments

F) AT LEAST 3 MONTHS AFTER THE ANNUAL MEETING:

- BOD may appoint interim district directors

Board of Directors

The BOD is made up of the elected directors from each district in NYSSA, the elected officers of NYSSA, the immediate past-president of NYSSA and up to three Directors-at Large (DAL). The DALs are elected by the BOD at the meeting following the Annual Meeting.

A director can only represent one district.

An elected director must be a resident of New York State, a member of NYSSA and a member of a club in the district they represent.

Each member of the BOD, except the President, is entitled to only one vote. The President shall vote only to break a tie vote of the BOD.

A Director may be removed from office for failure to attend three or more consecutive BOD meetings per the NYSSA By-laws. If a Director is removed, the NYSSA Office will notify the affected District in writing of the BOD action.

Alternate Directors

A District may choose an Alternate Director to represent the District in the event the elected Director cannot attend a meeting. If both the elected Director and the Alternate Director are in attendance at a BOD meeting, only the elected Director will participate in any Board voting actions. (11/08)

Appointing Directors

It is the goal of NYSSA to have all Districts represented. Following the annual meeting, the NYSSA BOD may appoint a District Director only after three months of no elected representation from that District.

Director Terms of Office

A District Director begins the term of office at the conclusion of the Annual Meeting (once they are certified). A director may be elected to consecutive terms.

Director BOD Meeting Reimbursement

Directors are eligible for travel reimbursement to monthly BOD meetings to include mileage reimbursed at 75% of the U.S. Federal Government mileage rate for privately owned vehicles and reimbursement or other mileage rate as approved by the BOD for tolls incurred. The Director must file an expense

reimbursement form (see example) with the bookkeeper / Treasurer by the 23rd of each month.

Director Elections

Each District Director is elected by the clubs in the District that are also members of NYSSA. Each NYSSA-member Club in the District is entitled to one vote for District Director.

Each District should complete its District Director election at least 30 days prior to the annual meeting. NYSSA will mail or email out the Director Nomination Form to each member Club, County Association or Federation. To complete the Director election:

- Districts represented by a County Association or Federation will use the upper portion of the form requiring the signature of their sitting President and Secretary. The lower portion of the form can be used to record each member club's vote during the election process but is not required to be submitted to NYSSA. Record of the election results if not submitted to NYSSA must be maintained by the County Association or Federation.
- Districts Not represented by a County Association or Federation will use the lower portion of the form where each member club is to be recorded and club officer signature documented. A director candidate may assemble signatures from each member club consolidated on one form or solicit individual forms from each member club. Member clubs are to vote on a Director candidate(s) at their Club meeting and keep a record of their membership's vote.

Each District may appoint or elect an Alternate Director, who would attend NYSSA meetings to represent their District in the absence of the elected Director. NYSSA must be notified of the Alternate Director elected or appointed by completing the appropriate portion of the Certification Form prior to attending a BOD meeting.

After three months have passed after the annual meeting, the NYSSA BOD may appoint a District Director for a District that has not elected a Director. Elected District Directors assume their duties at the conclusion of the Annual Meeting.

All Directors and Alternates must be current NYSSA members, and are required to complete a Conflict of Interest and Disclosure form.

Alternate Directors

A District may choose an Alternate Director to represent the District in the event the elected Director cannot attend a meeting. Alternate Directors may attend meetings and serve on standing committees independent of the elected Director but will not be reimbursed for travel expenses if the elected

Director is in attendance for that BOD meeting. If both the elected Director and the Alternate Director are in attendance at a BOD meeting, only the elected Director will participate in any Board voting actions

DUTIES OF DIRECTOR

The District Director is the individual that has been elected by the NYSSA member clubs in a District to represent each club and the District on the NYSSA BOD.

The duties of District Director are as follows:

- Provide active leadership in NYSSA and for its activities in the district.
- Serve on the NYSSA BOD and attend its meetings.
- Be the prime communication link between NYSSA and the clubs in the District
- Serve on at least one NYSSA Standing Committee as appointed by the President.
- Be familiar with and follow the NYSSA By-Laws.
- Attend at least one regular meeting of each club in the District
- or attend regular association/federation meetings during the NYSSA fiscal year.
- Promote membership in NYSSA of clubs, associations and individuals in the District

Censure

While this is a not-for-profit organization, it is still a business and as such, certain rules and protocols must be followed. The BOD reserves the right to censure any officer, director, alternate or DAL for bringing discredit to NYSSA. NYSSA is the face of organized snowmobiling in New York State and as such, must uphold standards. Examples of reasons for censure include (but not limited to) representing NYSSA while intoxicated, breaking laws while representing NYSSA and unauthorized contact on behalf of NYSSA. Censure is accomplished by a majority vote of the BOD on a motion containing the individual's name, nature of alleged offense, proposed disciplinary action. The subject individual of the censure motion has the right to defend himself/herself to the BOD prior to the vote on the censure motion. If an individual is censured, the federation and clubs in his/her district will be notified in writing by the NYSSA Office of the reasons for censure and the disciplinary action(s) taken.

Director Certification Form

DISTRICT _____ **DATE** _____

Name of Elected Director: _____

Address _____

Phone _____ Cell _____

Email _____ NYSSA ID _____

Name of Elected Alternate Director: _____

Address _____

Phone _____ Cell _____

Email _____ NYSSA ID _____

Signature of Association or Federation President:

Signature of Association or Federation Secretary:

This Certification Form must be returned to the NYSSA Office by May 1st each year.

In the absence of a County Association or Federation, each NYSSA member-club in this District is to be listed below along with a club officer's title and dated signature.

Club	Officer Title	Signature/Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

Use Additional Copies of this page if number of clubs in the district exceeds available spaces.

DISTRICTS

New York is divided up into many small districts. The purpose of a district is to provide greater participation in the workings of NYSSA and a greater ownership in NYSSA by the clubs of the state. Each district is represented on the NYSSA BOD by a Director that is **elected** by the member clubs in each district.

There are two kinds of districts, each based on counties. If a county has an organized county association or federation of its member clubs, it may become a single-county district. Counties that are not organized will be grouped into multi-county districts. A multi-county district may have up to three counties. An organized county may be a part of a multi-county district if it so chooses and does so in accordance with the NYSSA By-Laws.

Any county in a multi-county district may become a single-county district by forming a county association or federation, in accordance with the provisions of the NYSSA By-Laws. Boundaries of multi-county districts may change if approved under the provisions of the NYSSA By-Laws, and is done at the Annual Meeting. Changes will be accomplished after the BOD receives the completed letters from the Districts/Clubs involved.

NYSSA may assign a Director-at-Large to unrepresented districts.

NYSSA DISTRICTS

SINGLE-COUNTY DISTRICTS

Allegany
Broome
Cattaraugus
Cayuga
Chautauqua
Chenango
Clinton
Columbia
Cortland
Delaware
Erie
Essex
Franklin
Fulton
Genesee
Hamilton
Herkimer
Jefferson
Lewis
Madison
Niagara
Oneida
Onondaga
Ontario
Orleans
Oswego
Rensselaer
Rockland
Saratoga
Schoharie
St. Lawrence
Ulster
Washington
Warren
Wayne
Wyoming
December 2015

MULTI-COUNTY DISTRICTS

Albany-Greene

Monroe-Livingston
Montgomery-Schenectady
Nassau-Suffolk

Orange-Sullivan
Putnam-Westchester-Dutchess

Schuyler-Tompkins
Tioga-Chemung
Yates-Steuben

Director-At-Large Elections

According to Article VII, Sections 2 of the NYSSA By-Laws, the Board may elect up to three (3) individuals to serve as directors-at-large. These individuals are not assigned to a specific district, but will be available to offer assistance wherever needed or as assigned by the BOD. To be elected a Director-at-Large (DAL), the individual must secure a majority vote of the board. The election for DAL is to take place at the meeting following the Annual Meeting.

To be eligible for consideration for election as a DAL, the individual must complete the DAL Notification form (see example). This form must be received by the NYSSA Office at least 10 days prior to the meeting following the annual meeting.

Copies of the Notification Form received by the NYSSA Office must be provided to the members of the board prior to the meeting following the Annual Meeting.

At the meeting following the annual meeting, the election will be held. Voting will be done by paper ballot. The President must appoint at least two (2) tellers to collect, count and announce the results of the balloting. The President and Secretary are to determine the actual number of voting Board members prior to the election.

To be elected, an individual must be named on at least one more than half of the number of voting member ballots (a majority).

An election for DAL can be held only once at the meeting following the annual meeting, and only at this meeting.

All individuals elected as a DAL serve in that position until the conclusion of the next Annual Meeting.

A DAL may be removed from office as defined in the by-laws.

Reimbursements (expenses) will be the same as those of directors.

A DAL may be assigned to unrepresented districts by the BOD as needed.

NYSSA DIRECTOR-AT-LARGE ELECTION
NOTIFICATION FORM

Please complete the following information. It must be returned to the
NYSSA Office no later than: _____ (Date)

Date _____ County of residence: _____

Name _____ Phone: _____

E-Mail Address: _____

Address _____

I wish to be considered a candidate to be elected as Director-at-large. I
believe that I am qualified for this position for the following reasons:

(signature)

DIRECTOR-AT-LARGE ELECTION BALLOT

Vote for up to three (3) candidates for the position of Director-at-large

OFFICERS

The officers of the NYSSA are the President, the Vice, President, the Secretary and the Treasurer. All NYSSA officers are elected by the club delegates at the Annual Meeting.

DUTIES OF OFFICERS

PRESIDENT

The duties of the President are to preside at all meetings, serve as chairman of the BOD, preside at all meetings of the Board, but to vote only to break a tie, be an ex-officio member of all committees except the nominating committee and shall not chair any Association committee, to provide active leadership for the Association, to carry out recommendations and policies set by the BOD, appoint members to standing and temporary committees established with the advice and consent of the BOD and to ensure the right of all visitors to speak to the BOD during the part of such meetings assigned to public comment.

VICE-PRESIDENT

The duties of the Vice-President are to officiate in the absence of the President and to assist the President in carrying out his/her duties. The Vice-President serves as the chair of the Executive Committee.

SECRETARY

The duties of the recording Secretary are to keep a permanent record of the minutes of all Annual, Special and Regular Meetings of the BOD. Minutes will be prepared and distributed to officers and directors within two (2) weeks of the conclusion of each annual special or regular meeting of the BOD. The recording Secretary shall serve on the Awards and Presentations Committee.

TREASURER

The duties of Treasurer are to maintain or cause to be maintained all accounts of the Association and have charge of its funds. He/She or his/her designee shall deposit all sums received in any bank which shall be designated by the BOD in the name of the Association. He/She shall disburse the funds of the Association under the direction of the BOD. He/She shall cause a certified audit to be made at least annually and submitted to the membership at the Annual Meeting. The Treasurer shall serve on the Ways and Means Committee.

The Treasurer will work with the NYSSA to ensure the financial stability of the organization and to ensure all debts and obligations are discharged in a timely manner.

The Treasurer will serve as the 'Master Administrator' for purposes of overseeing access to NYSSA's Quick Books accounting system. He/She will arrange access to the accounting system to those individuals designated by the BOD. Administrator passwords will be provided to the President and Chairman of the Ways & Means Committee in sealed envelopes in case the Treasurer is unable to perform his/her duties.

-Provide QuickBooks viewer abilities (read only) only to the executive director, treasurer, Chair of Ways and Means Committee and accountant, unless otherwise directed by the executive committee.

EMPLOYEES (Duties and Responsibilities)

Executive Director

Job Description: This is a salaried position with associated benefits such as vacation time, personal time, etc. as determined by the Executive Committee and approved by the BOD. Duties include overseeing the day to day management of the association; a liaison between members, business members, government agencies. Within budget constraints maximize the use of equipment and resources. The Executive Director shall serve as operations director for NYSSA under the direction of the Executive Committee. The Executive Director reports directly to the Executive Committee.

Key Responsibilities –

Enhancing the Public Perception of Snowmobiling:

- Enhance the image of Snowmobiling in NYS
- Serve as the public spokesperson and advocate before the media under the direction of the Executive Committee
- Promote snowmobiling as a family and an environmentally friendly activity
- Promote snowmobiling as a safe activity and snowmobilers as responsible trail users
- Reinforce snowmobiling as an economic resource in New York
- Press Releases with help and direction of the Communications Committee

Lobbying State and Federal Offices:

- Represent NYSSA to the State and Federal governments
- Work with NYSSA's lobbyists and the Legislative Committee in monitoring activities/actions on the State and Federal levels.
- Maintain contact with legislators regarding any bills that affect the sport of snowmobiling

- Seek grant funding from all sources
- Watchdog State as a whole for snowmobile issues
- Write Comment Letters to State and Federal proposals

Work with the Board of Directors for Advice and Direction:

- Work with the appropriate committees for input and information on snowmobiling matters
- Prepare and submit monthly information for NYSSA's magazine
- Work with the executive committee and OPRHP to organize the annual meeting and other functions
- Attend all BOD meetings
- Make day to day decisions
- Work with the Executive Committee on Legal Issues
- Work with the Legislative Committee on Legislative Issues
- Work with the Trails Committee on Insurance issues
- Work with the BOD on any Critical issues
- Provide a monthly written report for the BOD, to be included in the minutes
- Work with assigned committees to set and realize goals/objectives
- Interpret Board policies
- Bring correspondence to the attention of the BOD and committees as required.
- Work with Budget and Finance to develop the annual budget and help administer the approved budget within the guidelines
- Provide information to directors as needed

Work with NGOs:

- Attend meetings of affiliated organizations with prior approval and report to the BOD information of interest, results, etc. of these meetings.
- Attend Adirondack Park Agency (APA), American Council of Snowmobile Associations (ACSA), North East Chapter of ACSA (NEC), New York State Trails Council (NYSTC), Forest Preserve Advisory Committee (FPAC) Meetings
- Maintain positive relationships with other organizations
- Comment Letters on Non-Government organization proceedings

Work with Clubs on local Issues:

- Write letters of support for grant applications, submitted by the clubs
- Respond to Insurance issues and lawsuits
- Respond to club inquiries for information and assistance
- Maintain a understanding of NYSSA's internal workings to help clubs interface with NYSSA

Office Management:

- Ensure NYSSA is administered in a professional manner
- Direct supervision of Employees
- Approve payroll hours with payroll service
- Implement annual objectives with measurable goals
- Implement long-term objectives with measurable goals
- Maintain a work log of time spent on NYSSA business
- Maintain an expense voucher for reimbursable expenses

Working Environment

- Ability to work out of home required, upstate location preferred
- Utilize electronic communications whenever possible
- Maintain electronic records of the Association
- Perform electronic back-up of materials
- Report to Executive Committee who will obtain BOD approval for projects, expenses, salary reviews, changes to benefit packages and personnel issues
- Receive travel and expense reimbursement as set forth in the NYSSA expense policy
- Able to travel to support the activities of NYSSA

Qualifications

- Experience with snowmobiling, especially with club operations and legislative workings
- Excellent communication skills, ability to work with diverse groups of volunteers, industry and gov't agencies
- Ability to speak in public and make effective presentations
- Experience with standard Microsoft Office applications and electronic communications
- Maintain a professional appearance while on NYSSA business
- Has previously executive level experience

Trails Coordinator

Job Description:

This is a currently salaried position (7-9-2010) but may be an hourly position with associated benefits such as vacation time, personal time, etc. as determined by the Executive Committee and approved by the BOD. This position is authorized under Article VIII, Section 1(b) of the NYSSA By-Laws and reports to the Executive Director. This job description lists the duties of this position.

Responsibilities

- Interface with New York State OPRHP in developing standards and guidelines for groomer operator training.
- Assist clubs in developing their own groomer operator policy.
- Coordinate the trail inspection program.
- Meet with clubs and county organization to assist them in the trails fund program.
- Serve as a member of the Trails Committee.
- Report trails issues to the delegates at each Annual Meeting and monthly to the BOD.
- Direct the Global Positioning System (GPS) Program.
- Assume duties as assigned by the BOD.
- Review Unit Management Plans (UMPs) and advise the Trails Committee as required.

Trail Initiation and Preservation

- Review Unit Management Plans (UMPs) and advise the Trails Committee, State Lands Ad Hoc Committee and BOD as required.
- Assist clubs in trail access issues, including with trails on public lands managed by DEC, DEP, Canal Corp, and Parks.
- Work with TNC on trail projects.
- Serve as liaison between National Grid and clubs so that proper information on land-licenses is achieved.
- Attend APA meetings and FPAC meetings as necessary.
- Attend meetings involving trail access issues anywhere in the state.
- Must be able to inspect trails at any location within New York State as directed.
- Work with the NYS Canal Corporation to open statewide canal properties for snowmobile trail use.

- Interface with:

Canalway Trails Association of NY,
Hudson Crossing,
The Champlain Canalway trail working group,
Lakes to Locks (Multi-County Organization that Advocates
for trails in the Champlain Basin area),
Other Canalway trail working or advocacy groups.

Grooming Operations

- Interface with New York State OPRHP in developing standards and guidelines for groomer operator training.
- Assist clubs and county organizations in setting up groomer operator safety classes
- Instruct groomer operator safety classes when requested
- Assist clubs in creating groomer operator policy and groomer safety guidelines.

Trail Safety Operations

- Manage the trail advisor program (STEP).
- Maintain training program for Safe Trail Advisors following OPRHP trail signing guidelines.
- Communicate with STEP Instructors to schedule training classes for general STA training and for Satellite STEP Signage.
- Partner trained Advisors with a nearby club.
- Work with Satellite Manager in each participating county on club partnering and collection of reports.
- Collect and collate all Advisor reports; prepare an end of season summary for the STEP program.
- Secure and train additional instructors as needed.
- Manage the bulk sign order program (Includes: communicating signs available to clubs as approved by OPRHP; collecting orders and making deposits; arrange sign pick-up and sign collation and distribution; prepare financial report to Treasurer and bookkeeper).
- Set up chainsaw safety and First Aid/Blood Borne Pathogens classes as needed- coordinate with DEC on minimum requirements and instructor availability/certification.
- Respond to trail complaints made to NYSSA following approved Trail Complaint procedure.

- Assist clubs in reporting accident information to insurance provider.
- Use Google Alerts to notify clubs when a snowmobile accident has been reported on its trails.
- Work with insurance carrier, agent, and legal representation as needed.

Snowmobile Trail Fund and Grant Assistance

- Meet with clubs and/or county organizations to assist them in the State trail grant program requirements.
- Review trails fund documents released by OPRHP and advise NYSSA Board of Directors, county coordinators, and clubs of revisions and/or concerns.
- Develop and maintain a list of county trails fund coordinators.
- Work with programmer(s) and OPRHP to assist clubs in recording trail maintenance data with goal of web-based trail maintenance data entry throughout New York State.
- Write letters of support for clubs applying for RCP, RTP, TEA and all other types of grants for groomers and other club needs.

Global Positioning/Mapping

- Direct the Global Positioning System (GPS) and Geographic Information System (GIS) Program.
- Maintain a GIS database, of all club trails throughout State, based on GPS input from Clubs.
- Assist Club, County Federation and/or District mapping efforts by providing appropriate GPS/GIS Data as requested.
- Manage ESRI ArcInfo mapping program
- Good with orienteering, and cartography

Miscellaneous Tasks

- Serve as a member of the Trails Committee and other committees as needed.
- Report trails issues to the delegates at each Annual Meeting and monthly to the BOD.
- Provide Exec Dir with a monthly work log.
- Assume duties as assigned by the BOD.
- Work with Executive Director to provide written comments on issues as they arise.

- Works toward the best solution for the State trail system.
- Communication Skills: Public Speaking, Writing, Instruction
- Team and relationship building within NYSSA and with other organizations
- Must be proficient in Snowmobile operations.
- Must be able and willing to travel as directed.

Qualifications

- Experience with snowmobiling, especially with club operations and legislative workings
- Excellent communication skills, ability to work with diverse groups of volunteers, industry and governmental people
- Ability to speak in public and make effective presentations
- Experience with Microsoft Word/Excel/Access and electronic communications
- Experience with ArcView Software

General description

This is currently a salaried position (7-9-2011) but may be a paid hourly full-time position with benefits as determined by the Executive Committee and approved by the BOD. The duties of the General Manager cover four general skill areas: Management, Communications, Information Technology, and Administrative. The General Manager will take direction from the Executive Committee. This position reports to the Executive Director.

Responsibilities

To the BOD - attend meetings as required; negotiate and make meeting arrangements (conference space & meals); provide information to Directors; assist new Directors (shirts, bylaws, policy manual, expense forms); track Director Certifications, assist with Strategic Planning. Manage Super Raffle prize donations, ticket & poster printing (from RFP to pick up),

distribution (including tracking ticket #s, pack and ship, and UPS), and return (at Forum). Ensure prizes reach their intended recipients.

To the Clubs – answer club inquiries on a wide range of topics, including the online membership system, insurance, accident reporting, etc. Track Letter of Understandings received each year. Maintain a calendar for the NYSSA safety trailers, maintain stock in trailers and move trailers as needed. Assist with trail sign program.

To the General Membership – answer member inquiries (phone and email) on a wide range of topics, including the online membership system, insurance, trail information, registration information, safety courses, snowmobile law, business membership, etc. Perform credit card adjustments (membership dues transactions). During the season, must be available to membership on evenings and weekends in addition to ordinary business hours.

Communications

Manage communications vehicles within NYSSA (Directors, officers, clubs, businesses and members) and beyond NYSSA (general public, contractors, legislators). Create & maintain a media list. Distribute press releases. Give presentations. Photograph NYSSA events. Represent NYSSA to other organizations (NYSTC, UMP meetings). Create, format, and produce the annual Forum Book. Design, edit and produce the monthly New York Snowmobiler Online Magazine. Solicit, insert, bill and track advertising placement in the Online Magazine. Arrange booth space at trade shows and events; create display materials, attend and represent NYSSA, manage items for sale, order promotional materials. Manage the electronic phone system (Ring Central).

Information Technology

Manage email lists and databases of critical information. Use web based program to create mass emails. Set up RegOnline system for use by membership & staff.

Post the New York Snowmobiler Online Magazine on NYSSA Public Website. Make website updates as required (club info, officer changes; create content and code html; update club event listings). Assist members with login to the NYSSA Public Website and the Online Membership System (requires technical support/troubleshooting). Perform website testing. Perform electronic data backups.

Reporting

Maintain a log of time spent on NYSSA business

Maintain an expense voucher for reimbursable items

Working Environment

Primarily a telecommuting position

Utilize electronic communications whenever possible and maintain records

NYSSA to provide travel expenses, telephone line reimbursement, computer, printer/copier, fax machine and filing system

Hours flexible according to work load.

Qualifications

- Experience with snowmobiling, especially with club operations
- Ability to work with diverse groups of people.
- Must be able to use Microsoft Publisher to produce Online Magazine and other publications.
- Must have experience with Microsoft Office products and electronic communications.
- Must have experience with web-based software such as Joomla, Filezilla, Constant Contact, RingCentral and RegOnline.
- Must have basic html and programming skills (MySQL/phpMyAdmin).
- Must have superior writing and editorial skills.
- Ability to work with minimal supervision.
- Must use time wisely, and be a self-starter.
- Must be able to operate independently or work as a team as needed.
- Must have organizational skills.

Bookkeeper/Accountant

General Description – This is a paid independent contractor position with no benefits. The Bookkeeper/Accountant assists the Treasurer and Executive Director in carrying out the day-to-day financial operations of NYSSA.

Responsibilities-

- Record daily deposit information provided by the executive director.
- Record daily invoices and expenditures.
- Reconcile the cash bank accounts to the general ledger and related bank statements.
- Prepare a list of disbursements to be presented to Budget and Finance Committee for payment approval.
- Maintain a list of recurring disbursements, which have the approval of Ways & Means Committee to be paid without review. (i.e. payroll, payroll taxes, rent, bank charges etc)
- Prepare checks for signature by the Treasurer with the related support, if such disbursements require monthly review by the Budget and Finance Committee.
- Prepare routine checks for signature by the Treasurer.
- Coordinate cash requirements with the Treasurer to ensure sufficient cash is in the correct bank account for disbursement.
- Maintain the general ledger and other accountability records on QuickBooks computer software.
- Prepare monthly financial statements for review by Ways & Means Committee.
- Maintain financial records in an organized manner to facilitate the preparation of a tax return and audit of financial statements with a December 31 year end, the preparation of the financial statements for fiscal reporting year end March 31 and preparing a financial report to NYS for a September 30 year end for the insurance budget only. (The audited financials are a required to be filed with the tax return).
- Ensure the proper documentation has been obtained as support for any and all amounts to be disbursed. (Usually the weak area is adequate support for request of reimbursement of expenses by directors or employees of
- NYSSA).
- Maintain an outstanding membership fee schedule of the 200 plus NYSSA clubs as well as an outstanding payables list and supply this list to the NYSSA Office.
- Maintain the data for the payroll disbursements as well as the initial mandatory payroll forms. (i.e. I-9, W-4, etc).

- Coordinate any payroll related audits and if required enlist the assistance of a CPA firm with approval from the BOD. Contact the Treasurer and Chairman, Ways & Means Committee for additional guidance.
- Review the “ADP” payroll disbursement information for reasonableness.
- Assist the Budget and Finance Committee with the preparation of the annual budget for the next fiscal year.
- Any other account analysis requested by Ways & Means, the CPA firm or the Treasurer.
- Interface with the CPA firm for the annual audit and preparation of the tax return and “ADP” for the preparation of payroll disbursements.
- Perform electronic back-up of all relevant computer files.
- Provide QuickBooks viewer abilities only to the executive director, treasurer, Chair of Ways and Means Committee and accountant, unless otherwise directed by the executive committee.

Working Environment

- Utilize electronic communications whenever possible and maintain records
- NYSSA to provide travel expenses, telephone line reimbursement, computer, printer/copier, fax machine and filing system

Qualifications

- Familiarity with accounting procedures
- Familiarity with laws affecting NYSSA financial transactions
- Ability to work with diverse groups of people
- Experience with Microsoft Word/Excel/Access and electronic communications
- Experience with QuickBooks Computer Software
- Must have organizational skills

Benefits

VACATION

Full time employees are entitled to 2 weeks’ vacation per fiscal year and up to 2 weeks carry over each year. If not carried over it will not be paid out.

(6-2010, 1-2011)

EMPLOYEE HIRING AND RETENTION POLICY

NYSSA will not and does not tolerate any hiring, termination or retention decisions based on race, color, creed, religion, gender, sexual orientation or national origin.

All officers, employees and directors of NYSSA must understand that they represent NYSSA during any interaction with the public, whether by mail, e-mail, telephone or in person. All persons will act with decorum and will be expected to uphold the goals and the mission of the organization at all times.

Employee Annual Appraisal Policy

Annually by each March, employees of NYSSA will individually meet with the Executive Committee and appropriate committee chairs to review employee job performance since for the preceding twelve months.

At this meeting, job goals and objectives established after the most recent Annual Meeting will be reviewed. This review will evaluate progress in meeting these goals and objectives and to determine revisions for goals and objectives for the following year, commencing at the conclusion of the next Annual Meeting.

EMPLOYEE APPRAISAL FORM (Example)

Employee Name: _____ Appraisal Date: _____

Employee Position: _____ Appraiser: _____

Communication (Circle One)

Unsatisfactory
1 2 3 4 5 6 7 8 9 Excellent

Comments: _____

Professionalism (Circle One)

Unsatisfactory
1 2 3 4 5 6 7 8 9 Excellent

Comments: _____

Job Performance (Circle One)

Unsatisfactory
1 2 3 4 5 6 7 8 9 Excellent

Comments: _____

Did the Employee Meet the Goals and Objectives set out by the BOD (circle one)

Unsatisfactory
1 2 3 4 5 6 7 8 9 Excellent

Comments: _____

Overall Rating (Circle One)

Unsatisfactory
1 2 3 4 5 6 7 8 9 Excellent

Recommendation (Circle One): Termination Continued Employment

Additional Comments/Areas for Improvement/Commendations (Attach additional sheets as necessary):

Employee Comments: _____

Employee Signature

Supervisors Signature

OFFICE FUNCTIONS AND RESPONSIBILITIES

The office is the primary point of contact for NYSSA. It is also the repository for all historical records, i.e. Financial, Membership, Insurance, Correspondence, etc. The office will be located in accordance with the recommendations of the Executive Committee as approved by the BOD.

Document Retention and Destruction Policy

This document retention and destruction policy of the New York State Snowmobile Association (“the Organization”) identifies the record retention responsibilities of staff for maintaining the storage and destruction of the Organization’s documents and records. The responsibilities apply to paper and electronic documents.

The chief executive officer of New York State Snowmobile Association, as designated by the Board of Directors, will be consulted before any decision is made to purge or destroy material for the Organization.

As a reminder, all records should be written with the expectation that they may be read by persons other than the intended recipient, including persons who do not have the best interests of the Organization in mind. Therefore, all documents, including email, should be drafted in a courteous and professional manner. Bear in mind as well that some communications may best be made orally.

New York State Snowmobile Association Files

MATERIAL TYPE	RETENTION PERIOD GUIDELINES
Annual Reports	Permanent
Articles of Incorporation	Permanent
Bylaws & Constitution	Permanent
Tax Exemption Determination	Permanent
Trademark Registration and Copyrights	Permanent
Litigation	Permanent
Contracts	10 Years after Expiration or Termination
Correspondence - Routine	1 Year
Correspondence - Critical	2 Years
Drafts	Destroy after Final
Dues - Master List	7 Years
Board Minutes	Permanent
Committee Minutes	7 Years to Permanent
Meeting Information - General	2 Years
Meeting Information - Program	10 Years
Communications Programs	10 Years
Outdated Promotional Materials	Minimal Supply

Meeting Registration Information	1 Year
Statistical - Individual	1 Year
Statistical - Consolidated	10 Years to Permanent Depending on Information/Uniqueness

Financial and Operating

Accounting Ledgers	10 Years
Invoices Member)	6 Years
Invoices (Vendor/Supplier)	6 Years
Shipping/Freight Documents	1 Year
Audits	10 Years
Bank Statements	6 Years
Canceled Checks & Stubs	6 Years
Contracts	10 Years after Expiration or Termination

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

5-08-2010

MEETING OPERATIONS

All meetings will be conducted in accordance with guidelines set out in the most current edition of Robert’s Rules of Order,

Officers, Directors and employees (as required) should make an effort to come to the BOD meeting having reviewed all correspondence and minutes that have transpired since the previous meeting. Officers, employees and directors should come prepared to discuss any issues that have arisen in that same period.

Be completely familiar with all pre-meeting mailings.

Be familiar with the meeting agenda.

There are two types of issues: New and Emergency. Emergency issues need resolution by the BOD on that day. New issues will be assigned to the appropriate committee. New issues to be brought forth at the Board meeting must be made known at the beginning of the meeting under Items for New Business. Persons adding new business items must be prepared to present the issue and recommend a committee assignment for the issue.

Committee reports must be well-organized and planned. If there are handouts, have them ready before the meeting. Plan the committee report with the rest of the Board in mind. The Board must vote to authorize committee recommendations. A written report of the committee activity must be submitted to the secretary in a timely manner for inclusion in the

minutes of the monthly meeting. **Each committee report will end with either the President accepting the report for information or with a motion to accept the report and approve its recommendations.** If any Director wants to vote on recommendations separately, then that will be done upon the Director's request.

If an issue in a committee report begins to take on debate and discussion that should be reserved to a committee meeting, a Director can call for that issue to be sent back to committee. If the chair of that committee objects in that a decision is needed that day, then discussion of that issue would continue.

Take notes, avoid private conferences and discussions.

Respect our rules.

Motions: Rely on Robert's Rules of Order for motions. To simplify, use the following: Motion, second to motion, discussion, if needed, motion to modify the motion, second the modification, discussion, and vote on the modification then vote on the original motion. A motion can be rescinded by the person that made the original motion with a second. Vote with the right hand in the air until a count is done. A vote with paper ballots will be used for particularly sensitive issues at the discretion of the President or at the request of any director or officer.

ANNUAL MEETING

Each year NYSSA must conduct its Annual Meeting for the delegates from member clubs. The number of voting delegates at the Annual Meeting from each club is determined according to the By-Laws. The President will preside over the annual Meeting, unless a presiding official is approved by the Board. Any voting conducted during a committee report will be presided over by the committee chair. It is the responsibility of the Board to approve an Annual Meeting organizing committee to be chaired by the Executive Director. Further, NYSSA shall procure the services of a professional, disinterested third party parliamentarian.

Voting delegates are empowered to vote on the following issues:

- Committee Reports
- Legislative initiative(s)
- By-Laws amendments and changes
- NYSSA Annual budget
- Officers
- Resolutions

The meeting will be conducted according to the following agenda:

- Opening, welcome, introduction of guests, presentation of colors, flag salute, invocation
- Introduction of Parliamentarian
- Appointment of Tellers
- Verification of delegate count by district between the Executive Director and Annual Meeting registration committee.
- Committee Reports: it is important that all voting delegates are aware that voting to accept a committee report also approves the recommendations within the report. Each committee is responsible for preparation of materials (such as ballots that may be needed for voting during a committee report) and presentation of information at the Annual Meeting.

Standing Committees:

- Executive
- Membership and Communications
- Trails Funding and Development
- Safety and Education
- Government Affairs – to include legislative initiatives
- Budget and Finance – to include the annual budget
- Events and Promotions

Ad Hoc Committees

- By-Laws – includes vote(s) on By-Law changes
- Nominating – election of officers (each candidate must have the opportunity to address the voting delegates prior to any voting for

- each office).
- Miscellaneous Business
- Outgoing President and Incoming President Addresses
- Adjournment

The organizing committee is responsible for providing all audio and visual equipment needed for the voting delegates to address the annual meeting.

Robert's Rules of Order, presented by the Parliamentarian, will be used to determine parliamentary issues.

A forum booklet or other publication will be available to each voting delegate. The purpose of the booklet is to provide all pertinent information that may be required for voting delegates to make informed decisions.

All dates of importance related to the Annual Meeting as specified in the By-Laws will be followed. A list of important dates can be found in this policy manual.

The annual meeting organizing committee must have all materials available for registration, balloting and the conduct of other meeting business.

All fees to be collected from anyone attending the annual meeting must be determined and publicized to each member club at least 60 days prior to the annual meeting.

It is the responsibility of the organizing committee to utilize pre-meeting communication among all involved parties to ensure the annual meeting is beneficial and smooth-flowing for all voting delegates.

It is the responsibility of the organizing committee to prepare a report to the incoming BOD to be provided at the 1st BOD meeting following the annual meeting assessing the annual meeting and make appropriate recommendations to improve the next annual meeting.

The organizing committee must commence its work within two months of the previous annual meeting.

COMMITTEES

Purpose

Committees of NYSSA are the heart of the organization. It is the committee that represents the real work of the organization. Without the efforts of committees, the work assigned, delegated and assumed by NYSSA will go undone. Therefore, each committee member has a responsibility to be an active participant in the work of the committee.

Kinds

There are two kinds of committees in NYSSA: Standing Committees and Ad hoc Committees. The Standing Committees are committed to an ongoing, never-ending effort for the betterment of snowmobiling in New York. Ad hoc Committees are those approved by the BOD and are assigned a specific, short term temporary task. The President appoints all members of committees, unless otherwise noted in the By-Laws. Any individual interested in becoming a member of a committee must notify the President of their interest in being appointed to a certain committee. A member's request does not guarantee appointment to a specific committee. The members of each standing committee will select a chairman from its Committee membership during the first meeting after the Annual Meeting. Persons that are not Directors, Alternate Directors, or employees that attend regularly may be assigned to a committee at the discretion of the President.

Standing Committees

The NYSSA standing committees are: Executive, Government Affairs , Trails Funding and Development , Budget and Finance , Safety and Education, Membership and Communications, and Events and Promotions. Specific information pertinent to the functioning of each committee is included in this policy manual.

Each Director is obligated to serve on at least **ONE** Standing Committee.

Meetings

Committees are to meet as often as necessary to undertake and complete activities to meet its goals and objectives. Committee meetings may be funded under the guidelines in this Policy Manual. Committee minutes and/or reports of all committee meetings must be submitted to the BOD.

COMMITTEE OPERATIONS

Managing NYSSA is done by the BOD. The most vital function of the organization is the health and work of its committees. NYSSA, if it is to be successful, must have well-organized, functioning, democratic and responsible committees. NYSSA By-Laws state that each Director must serve on at least one NYSSA Standing Committee. Once the committee appointments have been completed, it is up to the members of that committee to immediately begin functioning as a committee.

These steps need to be taken by each committee:

Meet as soon as possible once committee rosters are established to do the following:

- Select a chairman
- Select a recorder
- Educate Committee members of committee mission statement
- Educate members of committee guidelines in Policy Manual
- Begin listing goals and activities the committee ought to undertake
- Establish a regular meeting time
- Become familiar with the NYSSA and committee budgets
- Report goals and activities to the Board for their approval
- Begin activities
- Report to Board at each meeting. A Board-approved standardized reporting form for committees may be used, if available.

The guidelines starting on the next page are intended for each committee and its members to plan and prepare activities to complete Committee goals and the Committee's mission.

Duties of Standing Committees

- Each standing committee must develop a committee mission statement or ratify the standing mission statement. This mission statement provides the reason for the existence of the committee. It guides the activities of the committee.

- From the Committee Mission Statement, the Committee, with input from the BOD, determines its goals and objectives.
- From the Committee goals and objectives, the Committee determines its activities needed to successfully undertake its work.
- Ad-Hoc Committees should secure BOD approval of the committee mission statement and the committee goals and objectives prior to initiating any committee activities.
- It is vitally important to the health of the organization that the committee communicates its progress at each BOD meeting through monthly written reports and minutes of any committee meeting. Approved minutes will be forwarded to the secretary for compilation. Completed sets of minutes will be forwarded by the secretary to the archivist via the NYSSA Office.
- Prepare a written report for the club delegates at the Annual Meeting.
- Follow the budget process approved by the BOD in preparing the committee budget for the Annual Meeting and in making expenditures authorized by the NYSSA BOD.
- It is vitally important to the health of the organization that the committee communicates its progress at each BOD meeting through monthly written reports and minutes of any committee meeting.
- Cooperate and work carefully with the other NYSSA Committees for the betterment of snowmobile clubs and snowmobiling in New York.
- Work with NYSSA Staff/Employees as required
- Each committee chair will approve any expenditure of funds by committee members
- Each committee chair will consult with the Budget and Finance Committee prior to expending funds.
- Send in expense reports, with receipts, signed by the chair of the committee and use appropriate budget codes provided by the Ways & Means Committee for expenses. Expenses must be pre-approved.

COMMITTEE GUIDELINES

Executive

Members: Elected Officers, Chairman of Budget and Finance, and others as appointed by the President. The Executive Director and Trails Coordinator will act as advisors to this committee.

Mission Statement: To preview and act on issues involving NYSSA. Determine assignment of issues to committees, other activities as contained in this policy manual.

Duties:

- Secure BOD approval for activities and expenditures
- Handle overnight, emergency, last minute issues
- Items assigned by the BOD
- Maintain NYSSA's physical office
- Present any new issues and information not assigned to any other standing committee
- communicate with Directors and employees on issues affecting the organization
- Maintain committee financial plan as approved in the NYSSA Budget and follow procedures as stated in the NYSSA Financial Plan
- Approve Press Releases prior to release
- Use of e-mail voting for press releases and other time sensitive decisions is authorized.

Budget and Finance

Members: Treasurer, members appointed by the President

Mission Statement: To oversee the financial stability of the organization, prepare budget for approval, ensure NYSSA remains in good financial standing, purchase order process, budget tracking and accountability.

Duties:

- Secure BOD approval for activities and expenditures
- Present budget alternatives to the BOD
-

- Prepare budget for presentation to membership at the Annual Meeting with assistance from the bookkeeper, including projected dues rate for the FY
- Educate directors on expense reports, pertinent policies, etc.
- Establish and oversee fund raising programs
- Handle emergency funding issues
- Manage cash flow
- Develop budget procedures for committees to use
- Develop guidelines for reimbursement of individual Board member expenses, including appropriate forms
- Provide guidance for committees in the preparation of committee budgets
- Monitor income against budget forecasts
- Authorize payments for BOD approval
- Develop contingency fund for NYSSA Budget
- Maintain committee financial plan as approved in the NYSSA budget and follow procedures as stated in the NYSSA Financial Plan
- Present committee progress report at each NYSSA meeting
- Communicate with the BOD on financial issues concerning the organization
- Provide BOD approved budget to the Executive Director to be sent out to clubs immediately following the February BOD meeting, at the latest.

Government Affairs

Members: Executive Director and others as appointed by the President

Mission Statement: Prepare legislative issues to be presented to the BOD for approval, Keep abreast of all legislation that may affect the sport of snowmobiling in New York State.

Duties:

- Secure BOD approval for activities and expenditures
- Write legislative initiatives as approved at the Annual Meeting
- Monitor bills introduced in NYS Legislature
- Report to the BOD monthly all bills in NYS Legislature that could impact snowmobiling
- Secure NYSSA position on bills introduced in NYS Legislature

- Direct lobbying efforts of NYSSA positions on bills
- Advocate and monitor federal legislation that could impact snowmobiling
- Maintain committee financial plan as approved in the NYSSA Budget and follow procedures as stated in the NYSSA Financial Plan
- Present committee progress report at each NYSSA meeting
- Act as NYSSA Liaison to the NYSSA Political Action Committee-NYSSPAC, including briefing PAC initiatives, budget needs, goals and other information as applicable to the BOD
- Work closely with the lobbying firm retained by NYSSA

Trails Funding and Development (2/09)

Members: Trail Coordinator and members as appointed by the President

Mission Statement: Responsible for all issues related to trails. Works closely with Government Affairs committee and OPRHP on trail related legislation. Responsible for grooming policy, GPS policy, trail inspection policy, etc.

Duties:

Trails:

- ROW permit-Assist clubs in securing permission to use public ROWs such as utility lines
- Assist clubs in the preparation of trail maps
- Follow up on potential trail opportunities and closures
- Provide input to state trail manual and trail policies
- Develop and administer GPS Program
- Develop and administer Grooming Policy
- Review and act on monthly trail coordinator's report
- Participate in planning efforts statewide, e.g. DEC UMPs
- Disseminate trail issue information so members can act in support.

Landowners:

- Develop materials to address landowner liability concerns
- Establish and promote cordial landowner relations

Other:

- Secure BOD approval for activities and expenditures
- Draft press releases for Executive Committee approval
- Maintain committee financial plan as approved in the NYSSA budget and follow procedures as stated in the NYSSA financial plan
- Present committee progress report at each NYSSA meeting
- Communicate with BOD on issues affecting trails and landowners in New York State.

Membership and Communications

Members: as appointed by the President

Mission Statement: To increase and sustain membership in clubs throughout New York State. Increase and sustain NYSSA business memberships. Promote and increase NYSSA Trail Defender memberships. To act as the public interface between both snowmobilers and non-snowmobilers throughout New York while presenting NYSSA in a positive image.

Duties:

- Secure BOD approval for activities and expenditures
- Devise appropriate business and trail defender membership forms
- Make recommendations for simplified membership forms
- Publish appropriate membership brochures
- Devise database rules to record memberships
- Provide input to the state snowmobiling magazine
- Monitor and maintain the NYSSA Website
- Draft press releases for Executive Committee approval
- Coordinate press releases from other NYSSA committees
- Educate district directors on all means of securing Individual, Business and Trail Defender membership in NYSSA
- Present progress report at each NYSSA meeting
- Draft press releases for Executive Committee approval
- Maintain committee financial plan approved in the NYSSA budget and follow procedures as stated in the NYSSA financial plan
- Develop membership benefits and incentives

- Communicate with BOD on issues affecting membership in clubs and NYSSA
- Together with the Executive Committee and Technology Committee, act as the liaison to the online membership database company

Safety and Education

Members: as appointed by the President

Mission Statement: To promote the safe operations of snowmobiles and grooming equipment throughout New York State.

Duties:

- Secure BOD approval for activities and expenditures
- study safety programs that could benefit snowmobiling and recommend level of NYSSA participation
- Determine safety issues to be brought before NYSSA
- Analyze accident statistics to determine safety issues and possible actions to deal with those issues
- Secure materials from approved safety programs for use by clubs
- Determine NYSSA safety initiatives
- Prepare educational video productions in coordination with others as needed.
- Maintain informational library of clubs of publications and video
- Present progress report at each NYSSA meeting
- Maintain committee financial plan as approved in the NYSSA budget and follow procedures as stated in the NYSSA financial plan
- Draft committee press releases for executive committee approval
- Communicate with BOD on issues affecting safety and education and NYSSA

Events and Promotions

Members: Secretary, others as appointed by the President

Mission Statement: To plan for the Annual Meeting and Educational Forum. To promote NYSSA by recognizing outstanding individuals and organizations that improve snowmobiling in New York State.

Duties:

- Secure BOD approval for activities and expenditures.
- Act as the primary committee for the planning of the Annual Meeting and Educational Forum.
- Arrange for NYSSA participation in snowmobile events, tradeshow, fairs, etc.
- Devise awards guidelines for existing awards given by NYSSA, to include written announcements, rules, qualification criteria, dates and prizes or recognition. A description of approved awards, award decision criteria and forms used is included below.
- Determine additional awards and recognitions that may be appropriate.
- Secure appropriate sympathy, get well, or other appropriate messages. to individuals needing NYSSA support.
- Draft committee press releases for executive committee approval.
- Maintain committee financial plan as approved in the NYSSA budget. and follow procedures as approved in the NYSSA financial plan.
- Present progress reports at each NYSSA meeting.
- Communicate with the BOD and clubs on opportunities and awards. available and selection criteria.
- Compile and maintain a history of all clubs and individuals recognized by NYSSA (does not include winners of games/raffles/giveaways).

Approved Awards

- Snowmobiler of the Year (include a narrative supporting the nomination)
- Snowmobile Family of the Year
- Snowmobile Dealer of the Year
- Groomer of the Year
- Club of the Year
- President's Award (criteria to be determined by the President)
- Youth Snowmobiler of the Year

Award Decision Criteria

The committee decides on all awards, with the exception of the President's Award, based on a review of all submissions. The President's Award is decided by the President based on the President's criteria.

Award Solicitation Letter (example)

February 2XXX

Dear Club President:

We at NYSSA would like to give recognition to the hard working individuals who make up your club.

Our way of doing this is by having the Club of the Year Award. There are many clubs throughout New York State and with their volunteerism and hard work, make snowmobiling a safe and fun sport.

If you feel your club is deserving of this award, please fill out the enclosed application and send it back.

Applications are due by March 1, 2XXX. There will be no exceptions. This award will be presented at our Annual Meeting in April 20XX.

Thank you,

NYSSA Awards Committee

Club of the Year Application (example)
New York State Snowmobile Association
Snowmobile Club of the Year
Snowmobile Season of 2XXX to 2XXX

No Material Will Be Returned

If more room needed to answer questions and/or place photos, please include on separate sheet of paper.

CLUB NAME: _____
ADDRESS: _____
CITY: _____ ZIP: _____
PHONE: _____ FAX: _____
COUNTY: _____
Email: _____
NYSSA DIRECTOR: _____
Member of what County Association/Federation? _____
APPLICATION SUBMITTED BY: _____
PHONE: _____ EMAIL: _____
How often does the club meet? _____
What percentage of club members attend meetings? _____
How many family and/or individual members belong to club this season?
FAMILY _____ INDIVIDUAL _____
How many club members attend the Forum/Annual NYSSA meeting? _____
Does club conduct Safety Training Classes? _____ How Many? _____
How many students successfully completed the class? _____
How many club members are Certified Safety Instructors? _____
Does the club maintain a rescue team/equipment? _____
Does the club adhere strictly to the Snowmobile Code of Ethics? _____
Does the club enforce the "ZERO TOLERANCE" program? _____
How many miles of trails are maintained by the club?
Corridor _____ Secondary _____
How many hours are spent on grooming? _____
What kind of equipment is used to groom trails? _____
What events/activities did the club have this season? _____
What has club done to promote or improve the image of snowmobiling? _____

RETURN ALL APPLICATIONS TO:

NYSSA
P.O. Box 1040
Pine Bush, NY 12566
(Fax: (888) 317-2441)

APPLICATIONS MUST BE POSTMARKED BY: MARCH 17, 2XXX
NO EXCEPTIONS

Groomer of the Year Solicitation Letter (example)

February 2XXX

Dear Club President:

We at NYSSA realize there are certain individuals whose efforts go above and beyond the normal volunteering.

In order to give recognition to these individuals, NYSSA has the Trail Groomer Operator of the Year Award. There will be two awards presented, one for the operator of the A/B class groomer and the other for the operator of the C class groomer. Please use a separate application for each class.

The grass roots groomer operators themselves brought about this award. We feel that it's time to give these individuals a well-deserved pat on the back.

If there is any of your groomer operators that you feel deserve of this award, please fill out application and return.

Applications are due back to the NYSSA Office, P.O. Box 1040, Pine Bush, NY 12566, (888) 624-3849, Fax (888) 317-2441 by March 1, 2XXX. There will be no exceptions.

This award will be presented at our Annual meeting in April 20XX.

Thank you,

NYSSA Awards Committee

Groomer of the Year Application (example)
New York State Snowmobile Association

Groomer Operator of the Year
Snowmobile Season of 2XXX to 2XXX

No Material Will Be Returned

If more room needed to answer questions and/or place photos, please include on separate sheet of paper.

CLUB NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

COUNTY: _____ NYSSA DIRECTOR: _____

Email: _____

OPERATORS NAME: _____

JACKET-NUMERICAL SIZE: _____ NAME PRINTED ON JACKET: _____

APPLICATION SUBMITTED BY: _____ PHONE: _____

EMAIL: _____

HOW MANY MILES OF TRAILS HAS APPLICANT GROOMED THIS SEASON? _____

HOW MANY HOURS HAS APPLICANT SPENT GROOMING THIS SEASON? _____

WHAT KIND OF EQUIPMENT IS USED? _____

HOW LONG HAS APPLICANT BEEN INVOLVED IN GROOMING: _____

HAS APPLICANT COMPLETED AN APPROVED TRAIL GROOMING COURSE? _____

IF YES, WHEN AND WHERE? _____

HAS APPLICANT TRAINED NEW OPERATORS? YES/NO HOW MANY? _____

WHAT SAFETY EQUIPMENT IS PROVIDED IN GROOMER? _____

WHAT OTHER CLUB ACTIVITIES DOES APPLICANT PARTICIPATE IN? _____

WHAT, IF ANY, SPECIAL OR EXTRA ORDINARY CIRCUMSTANCES HAS APPLICANT EXPERIENCED WHILE GROOMING? _____

RETURN ALL APPLICATIONS TO:

NYSSA

P.O. Box 1040

Pine Bush, NY 12566.

Tel: (888) 624-3849 Fax (888) 317-2441

APPLICATIONS MUST BE POSTMARKED BY: MARCH 1, 2XXX
NO EXCEPTIONS

Snowmobiler of the Year Solicitation

February 2XXX

Dear Club President:

We at NYSSA realize there are certain individuals whose efforts go above and beyond the normal volunteering.

In order to give recognition to these individuals, NYSSA has the Snowmobiler of the Year Award. There will be one award presented. Please use a separate application for each person nominated. We feel that it's time to give these individuals a well-deserved pat on the back.

If there is any of your members that you feel deserve of this award, please fill out application and return.

Applications are due back to the NYSSA Office, P.O.Box 1040, Pine Bush, NY 12566, (888) 624-3849, Fax (888) 317-2441 by March 1, 2XXX. There will be no exceptions.

This award will be presented at our Annual meeting in April 20XX.

Thank you,

NYSSA Awards Committee

SNOWMOBILER OF THE YEAR NOMINATION FORM (Example)

Eligibility requirements must include:

Snowmobilers who are deeply committed to organized snowmobiling and are involved in snowmobile organizations that strive to make the sport even more safe and enjoyable in the future.

Nominations may be made by individuals or snowmobile organizations

All nominations must include responses to all topics addressed in this form.

All nominations are to be presented in the format of this form and by the prescribed application date.

Additional information, supporting documents, pictures, testimonials, etc. should be presented as an attachment. Use additional pages as needed. Materials submitted will not be returned.

1. Snowmobiler's name, phone number (with area code), e-mail address and address

2. Name, phone number (with area code), e-mail address and address of sponsor (making nomination)

3. The snowmobiler is a member of what snowmobile club(s)

4. How many years has the snowmobiler been active in organized snowmobiling? _____

5. Describe leadership positions and dates of activity the snowmobiler holds and has held in a club, region, state, or national snowmobile association: _____

6. Name and explain how the snowmobiler participates in club and association fund raising events. The fundraising does not have to be restricted to snowmobiling. _____

7. Describe how the snowmobiler represents snowmobiling and snowmobilers at club, regional, state, and national activities. _____

8. Explain how the snowmobiler is involved in all phases of snowmobiling. _____

9. Describe how the snowmobiler promotes club membership. _____

10. Describe any special projects the snowmobiler currently participates in. _____

11. Describe how the snowmobiler promotes snowmobile safety. _____

Submit forms postmarked no later than March 1, 20__ to:

The New York State Snowmobile Association,

P.O. Box 1040

Pine Bush, NY 12566

Tel: (888) 624-3849 Fax (888) 317-2441

Snowmobile Family of the Year Solicitation

February 2XXX

Dear Club President:

We at NYSSA realize there are certain families whose efforts go above and beyond the normal volunteering.

In order to give recognition to these families, NYSSA has the Snowmobile Family of the Year Award. There will be one award presented. Please use a separate application for each family nominated. We feel that it's time to give these families a well-deserved pat on the back.

If there are any of your member families that you feel deserve of this award, please fill out application and return.

Applications are due back to the NYSSA Office, P.O. Box 1040, Pine Bush, NY 12566, (888) 624-3849, Fax (888) 317-2441 by March 1, 2XXX. There will be no exceptions.

This award will be presented at our Annual meeting in April 20XX.

Thank you,

NYSSA Awards Committee

SNOWMOBILE FAMILY OF THE YEAR NOMINATION FORM (Example)

Eligibility requirements must include:

Snowmobiler families who are deeply committed to organized snowmobiling and are involved in snowmobile organizations that strive to make the sport even more enjoyable in the future.

Nomination may be made by individuals or snowmobile organizations.

All nominations must include responses to all topics addressed in this form.

All nominations are to be presented in the format of this form and by the prescribed application date.

Additional information, supporting documents, pictures, testimonials, etc. should be presented as an attachment. Use additional pages as necessary. Materials submitted will not be returned.

1. Family name, phone number (with area code), e-mail address and address

2. Name, phone number (with area code), e-mail address and address of sponsor (making nomination)

3. The family is a member of what snowmobile club(s)

4. How many years has the family been active in organized snowmobiling? _____

5. Describe leadership positions the each family member hold and has held in a club, region, state, or national snowmobile association. _____

6. Name and explain how your family participates in club and association fund raising events. _____

7. Describe does the family represent snowmobiling and snowmobiles at club, regional, state, and national activities. _____

8. Explain how the family is involved in all phases of snowmobiling. _____

9. Describe how the family promotes club membership. _____

10. Describe any special projects the family currently participates in. _____

11. Describe how the family promotes snowmobiling safety. _____

Submit forms postmarked no later than March 1, 20__ to:

The New York State Snowmobile Association

P.O. Box 1040

Pine Bush, NY 12566.

Tel: (888) 624-3849 Fax (888) 317-2441

Snowmobile Dealer of the Year Solicitation

February 2XXX

Dear Club President:

We at NYSSA realize there are certain dealers whose efforts go above and beyond the normal assistance to snowmobile clubs.

In order to give recognition to these dealer, NYSSA has the Snowmobile Dealer of the Year Award. There will be one award presented. Please use a separate application for each dealer nominated. We feel that it's time to give these dealers recognition they deserve.

If there are any of your area dealers that you feel deserve this award, please fill out application and return.

Applications are due back to the NYSSA Office, P.O.Box 1040, Pine Bush, NY 12566, (888) 624-3849, Fax (888) 317-2441 by March 1, 2XXX. There will be no exceptions.

This award will be presented at our Annual meeting in April 20XX.

Thank you,

NYSSA Awards Committee

SNOWMOBILE DEALERSHIP OF THE YEAR NOMINATION FORM (Example)

Eligibility requirements must include:

A snowmobile dealership that is deeply committed to organized snowmobiling and is involved with snowmobile organizations and strives to make the sport even more enjoyable in the future. The size, sales volume, or brands of product have no bearing on the selection process.

Nomination may be made by individuals or snowmobile organizations.

All nominations must include responses to all topics addressed in this form.

All nominations are to be presented in the format of this form and by the prescribed application date.

Additional information, supporting documents, pictures, testimonials, etc. should be presented as an attachment. Use additional pages as necessary. Material submitted will not be returned.

1. Dealership name, phone number (with area code), e-mail address and mailing address

2. Name, phone number (with area code), e-mail address and address of sponsor (making nomination)

3. The dealer is an active member of what snowmobile club(s): _____

4. How many years has the dealer been active in organized snowmobiling? _____

5. Describe leadership positions and dates of activity the dealer holds and has held in a club, region, state, or national snowmobile association _____

6. Describe what local, regional, state and national government meetings where the dealer has been an active participant. _____

7. Name and explain how the dealer participates in club and association fund raising events. The fundraising does not have to be restricted to snowmobiling. _____

8. Does the dealer represent snowmobiling and snowmobilers at club, regional, state, and national activities. _____

9. Explain how the dealer is involved in all phases of snowmobiling. _____

10. Describe the methods your nominee uses to introduce non-snowmobilers to the sport. _____

11. Describe how/when does the dealer introduce customers to organized snowmobiling. _____

12. Describe how the dealer promotes club membership and safety _____

13. Describe any special projects the dealer currently participates in. _____

Submit forms postmarked no later than March 1, 20__ to:

The New York State Snowmobile Association
P.O. Box 1040
Pine Bush, NY 12566.
Tel: (888) 624-3849 Fax (888) 317-2441



New York State Snowmobile Association

YOUTH SNOWMOBILER OF THE YEAR

NOMINATION FORM

Eligibility requirements must include: Youth snowmobilers, age 12-18, who are deeply committed to organized snowmobiling and are involved in organized snowmobiling that strive to make the sport even more enjoyable in the future. Nominations may be made by individuals, snowmobile organizations or by the nominee. All nominations are to be presented in the format of this form and by the prescribed application date. Additional information, supporting documents, pictures, testimonials, etc. should be presented as an attachment.

Name of Nominee:

Age/Birthday:

Name and address of sponsor:

Club affiliation:

How many years has the youth snowmobiler been involved in organized snowmobiling?

Please explain the participation in club and state association activities and events:

How did the youth become involved in organized snowmobiling?

How does the nominee promote involvement from other youth in organized snowmobiling?

What suggestions does the nominee have for getting the younger generation to become more involved in organized snowmobiling?

Please submit completed form to: NYSSA, PO. Box 1040, Pine Bush, NY 12566-1040 or e-mail to NYSSAoffice@nysnowmobiler.com. **All nominations must be received by March 1.**

NYSSA Attendance at Shows

It is well within the responsibility of NYSSA to attend shows for the purpose of promoting the name and mission of NYSSA.

It is the duty of the Events and Promotions to present to the BOD for their approval, a list of shows that NYSSA should attend. Once the list has been approved, the committee will solicit volunteers sufficient to maintain staffing at the NYSSA booth set up at each show. The committee, with participation from officers and directors, needs to solicit snowmobile club members in the local area of the show to assist NYSSA in staffing the booth. It is the responsibility of this committee to determine printed material to be distributed at each show. The list of printed material for distribution needs to be approved by the BOD and presented to each board member for their record and information.

After BOD approval, NYSSA will attend shows that it is invited to attend by the sponsoring organization. NYSSA must be given space enough to meet its needs. It is NYSSA's policy not to pay for booth space at shows unless approved by the BOD. Volunteers attending the show to work in the booth must be given whatever is needed in terms of gate passes or free admission.

Directors and Officers of NYSSA are the public face of NYSSA at these events and will dress appropriately, to include NYSSA logo clothing.

NYSSA will reimburse NYSSA Officers and Directors for reasonable expenses incurred while attending these events (to include lodging costs, mileage, tolls and meals). If towing a NYSSA trailer, the mileage rate will be increased by ten cents per mile.

Portions of this policy may be waived only by approval of the BOD.

Safety Trailer Use and Responsibilities

Any and all persons towing/using the NYSSA safety trailer(s) will abide by this policy. The NYSSA safety trailers are for use in conjunction with official functions that are attended by NYSSA. Personal use of these trailers is expressly prohibited.

All persons towing these trailers must understand that they are representing NYSSA while towing the trailer and must abide by all traffic laws.

The individual towing the trailer is responsible for interior organization of the trailer. Prior to turning the trailer over to another individual, ensure that all supplies needed are available. If supplies need to be replenished, contact the NYSSA office and advise of any shortfalls. Also, this individual is responsible for cleaning the exterior of the trailer, if practical. Expenses will be reimbursed in accordance with this Policy Manual.

NYSSA will keep insurance policies that meet or exceed the state minimum insurance requirements in force on all trailers.

Individuals towing the NYSSA safety trailers will ensure their vehicle is in good working order, has the correct towing capacity to safely tow the trailer and is properly registered, inspected and insured.

If an individual towing a NYSSA safety trailer has or is involved in an accident, it is that individual's responsibility to notify the NYSSA office immediately after the accident, provide a copy of the accident report and any other pertinent information as soon as possible to the office. Failure to do this may leave NYSSA liable for damages as decided by a court.

It is the responsibility of the individual towing a NYSSA Safety Trailer to ensure all is in good working order prior to towing, to include all lights functioning, wires in serviceable condition, tires properly inflated and retaining legal amount of tread depth and the overall condition of the trailer for safe operations.

In the absence of other policy guidance, this policy pertains to all NYSSA owned equipment.

Organizational Delegates

NYSSA belongs to several organizations. At times, NYSSA needs to send a representative to meetings of these organizations. This results in expense to NYSSA. Additionally, the delegates may be asked to vote on issues or to make statements of opinion that can be interpreted as the policy or position of NYSSA.

Therefore, it is necessary that the NYSSA BOD be properly involved with the work of its organizational delegates.

The current list of organizations that NYSSA belongs to are:

1. Northeast Chapter, International Snowmobile Congress
2. American Council of Snowmobile Clubs
3. New York State Snowmobile Advisory Clubs
4. New York State Trails Council
5. Blue Ribbon Coalition
6. Forest Preserve Advisory Council

To better enable the BOD and delegates understanding of responsibilities:

Responsibilities of the Delegate:

1. Communicate regularly with the board regarding organizational issues. This communication must occur on a regular basis so that each board member may be able to conduct personal research on an issue.
2. Present all information on pertinent issues.
3. Inform the board in a timely manner of organizational meetings to solicit inputs from the board for those meetings.
4. Upon request of the board, the delegate may need to submit written Reports prior to reimbursement of expenses incurred while acting as organizational delegate.
5. Submit financial needs to the Ways and Means Committee for Inclusion in the NYSSA budget presented to the voting delegates at the annual meeting.

Responsibilities of the Board:

- Communicate with the designated delegate regularly to keep abreast of the progress of issues pertinent to the organization in question;
- Provide financial assistance to any delegate acting in an official capacity as an organizational delegate;
- Appoint all organizational delegates needed.

PUBLICATIONS

Communicating with the public through printed publications is an activity each standing committee should consider. Publications can be mailed out directly to clubs or made available to those attending shows. Our primary method of providing printed information to the individual member is the New York Snowmobiler magazine.

Any committee producing a publication must have the text and message of the publication approved by the BOD prior to being printed. This includes all proposals submitted in the name of NYSSA or by any of its directors or officers to outside agencies.

All publications prepared by any committee must be headlined as a NYSSA publication. No NYSSA publication shall go to print without a mock up being reviewed and edited by NYSSA staff. (Motion 88, Adopted 3-2-13) Standing committees should pre-plan possible publications and associated costs in preparing its budget for approval by BOD and the voting delegates at the annual meeting as a part of the NYSSA budget proposal.

An example of a committee publication is the brochure issued a few years ago explaining to interested readers the New York State Trail Watch Program. This brochure details how the program works and why it is in the interest of snowmobilers to participate.

Any NYSSA Committee can find issues that need public education, finding that disposition of the issue in a manner favorable to snowmobiling and NYSSA could be swayed by a publication.

NEWS RELEASES

News releases are a useful means to disseminate information to the general public and the snowmobiling community highlighting issues of importance to snowmobiling and to inform the public of NYSSA decisions and actions. News releases may be prepared by any NYSSA Member Club, Officer, Employee or Director. News releases must be approved by the Executive Committee and released by the Executive Director.

NYSSA EXPENSE REIMBURSEMENT POLICY

Overview

NYSSA is a not-for-profit organization of volunteers who work to promote and protect the sport of snowmobiling. Expense to perform these activities is incurred in the form of costs of travel and communication, which are in excess of what is reasonable expected to be borne by the individual. The BOD of NYSSA intends to reimburse volunteer members who have expenses that are beyond those expected to be carried by the volunteer.

This policy is prepared to guide reporting and reimbursement of expenses. NYSSA is operating with a committee structure. Each committee has the responsibility to submit a budget of projected cost to perform its projected duties and programs. The committee chairperson is responsible for how the committee's mission is performed and the resources required. The committee chair may be asked to review the performance of personnel of his/her committee and expenses incurred.

Communications within the committee is essential and communication between the committee and the BOD is very necessary. The Budget and Finance Committee is established as a step in the review of procedures and expenses between the Committee and the BOD. Should there be a question submitted by a committee chair, or a committee has a problem within its structure, the Executive Committee will review the problem and may either resolve the problem or make a recommendation to the board.

In an effort to aid Districts and ensure representation from all districts at BOD Meetings, each director may file a travel reimbursement request form for mileage and tolls **only**, as established by this manual. District Directors are encouraged to seek BOD meeting expense reimbursement from the sponsoring Federation/Association and/or clubs they represent. The goal is for each Director to be reimbursed for travel expenses from the area(s) they represent. Any exceptions to this policy must be approved by the BOD.

(11/08)

Directors are not reimbursed for travel costs to attend the NYSSA Annual Meeting/ Educational Forum regardless if a BOD meeting is held during the Annual Meeting/ Educational Forum.

Special Meetings: Attendance at a special meeting prior to a BOD Meeting (9:00 A.M. or earlier) requiring travel of 200 miles or more (one way) will be eligible for reimbursement of reasonable hotel costs. If there is a special

meeting scheduled the night prior to a BOD meeting, Directors/Officers will be entitled to reimbursement of reasonable hotel costs.

Filing of a NYSSA travel reimbursement request form with receipts must be submitted to the Bookkeeper / Treasurer not later than the 23rd day of the month to be eligible to receive reimbursement following the next scheduled BOD meeting. Incomplete forms or missing receipts will delay reimbursement. Reimbursement requests must be submitted within ninety (90) days of the expense being incurred.

EXPENSE REPORT FORM

The standard Expense Form is available to NYSSA volunteers for reporting expenses for reimbursement. A completed signed single copy of the form must be submitted to the bookkeeper. Expense forms must be presented for approval of payment within ninety (90) days of the date the expenses were incurred. Required receipts should be stapled to the expense report. Photocopies of receipts are acceptable, providing they are legible. An electronic version of this form is available from the NYSSA Office.

Instructions for filing out the form:

1. Name Name of the volunteer incurring the expense(s)
2. Dept. Committee Designation-indicate if committee chair
3. Period Indicate date of last expenditure
4. Itemize Date each expense and indicate the miles multiplied by the authorized rate
5. Totals Subtotal expenses by day and by weekly category. This will help you balance the report
6. Explanation This section is used to explain expenses.
7. Purpose Why were you incurring these expenses.
8. Address Name and address a check should be sent to.
9. Sign/Date Must be signed and dated to be processed
10. Authorization Signature of committee chair, if not pre-approved.

Retain a copy for your records and/or in case of loss

General Information

NYSSA pre-approves volunteers for actual, reasonable and customary expenses incurred while on NYSSA business. NYSSA requires volunteers to support any expenditure with a receipt or documentation. Any volunteer appointed by the president to a committee and approved by the BOD is allowed travel reimbursement consistent with policy manual at the same rates as a Director. (12/2010)

The only reason for traveling is to perform some useful and necessary business function for the association. Volunteers requesting reimbursement must report the exact amount of funds expended by item. The reason for business travel or expenditure must be clearly stated on the expense report form.

While the vast majority of the reimbursement requested by a volunteer will be for travel expense, it is recognized there are times where circumstances dictate the volunteer expend personal funds to make a purchase on the Association's behalf. When this occurs, reimbursement is requested through 'Misc. Expenses' category on the expense report. A detailed description of the item(s) being purchased must be provided.

Reimbursement for items not covered, or not in agreement with this policy will require recommendation by the Budget and Finance Committee and approval by the BOD.

Expense Report Submission and Reimbursement

By signing the expense report, the volunteer certifies the expenditures were for NYSSA business and were reasonable and proper.

The Bookkeeper / Treasurer must receive 'Expense Reports' by the 23rd of the month preceding the next BOD meeting to permit a review and recommendation by the Ways and Means Committee for approval at the BOD meeting. The Treasurer will issue checks within 5 days of approval.

Air Travel

To conserve costs, All NYSSA approved air travel must be by 'Coach Class' and, whenever possible, booked in advance to take advantage of any travel discounts. Airline travel is to be booked through an approved travel agency (real or virtual) to insure the best fares are obtained. Volunteers will be reimbursed for excess baggage charges provided the baggage charge is the result of requirements related to the business trip. Advance purchased tickets should be submitted on your expense report upon purchase, instead of waiting for the travel to occur.

Mileage Reimbursement

NYSSA reimburses volunteers for the actual mileage driven plus tolls for the use of a personal vehicle for Association business. Actual mileage driven and tolls must be reported on the volunteer's expense report for each travel day. This reimbursement per mile rate is equal to that determined by the Internal Revenue Service (IRS) on the date travel was performed. A volunteer, who uses a personal vehicle for NYSSA business must have

liability insurance at least equal to the minimum New York State requirements and be registered and inspected.

The reimbursement rate for towing one of the NYSSA owned trailers is ten (10) cents per mile above the IRS rate. Note: If an accident occurs while towing a NYSSA owned trailer, regardless of severity, NYSSA office must be notified and be provided a copy of the accident report as soon as possible.

Mileage reimbursement does not include the mileage between the volunteer's home and monthly meetings except as specified in this policy. The rate is designed to cover all vehicle costs such as fuel, oil, tires, insurance, etc. The rate applies to all personal vehicles regardless of type or class. Volunteers who transport other volunteers on Association business should list them in the 'itemized automobile expenses' section of the expense report.

Car Rental

Car rentals are normally not an acceptable expense without prior approval from the BOD.

Local Transportation

Volunteers will be reimbursed for taxi fares while traveling on Association business if a less costly alternative is not available or would result in an untimely delay. Public limousine or hotel shuttles should be used when available. The costs for taxis, trains, buses and shuttles should be reported in this category.

Tolls and Parking

Tolls and parking are reimbursed and should be included under local transportation.

Hotel

Volunteers are expected to obtain suitable accommodation at a reasonable rate. Many hotels provide a discount for Not-For-Profit organizations on request.

The daily rate for each night registered in a hotel including taxes, should be shown on the expense report by day. Receipts must be included with the expense report. Volunteers should not pay for hotel rooms of other volunteers.

If a volunteer's lodging is paid directly by the association, do not include that cost on your expense report. Note the lodging was provided by the Association in the 'lodging' column of the expense report. If the volunteer stays with friends or relatives when on overnight travel, notate this on the 'lodging' column, with no expense listed.

Telephone

Calls home while on business travel should be of reasonable length and duration. Travelers will be reimbursed for telephone costs associated with their travels. Some volunteers, due to the nature of their committee or office, may use their home phone for business purposes and obtain reimbursement. Only the toll calls and FAX's will be reimbursed from home phones. FAX paper and supplies are reimbursed when entered in the 'Misc. Expense' column.

NYSSA may approve installation and reimbursement of a second phone line or 'cell phone' for volunteers with extensive business requirements. Under this circumstance, the line or 'cell phone' must be used strictly for Association business and the monthly bill be annotated "Second dedicated phone line/cell phone-for NYSSA use only.

NYSSA provides cellular telephones to the Executive Director, Trail Coordinator and the President. These phones are paid for by NYSSA and are only to be used for official NYSSA business.

Personal Meals Reimbursement

This section covers personal meals which include, breakfast, lunch and dinner to include tips related to meals. Each personal meal should be listed in the 'business meal' column of the expense report. Volunteers will be reimbursed for actual cost of meals when traveling away from home overnight on a business trip. Alcoholic beverages are not reimbursed. Each volunteer should pay for and request reimbursement for their own expense. With the exception of the president, volunteers will not be reimbursed for meals when they travel and return home the same day. Any exceptions need to be pre-approved by the BOD.

Convention and Training Reimbursement

Pre-approved overnight convention related expenses; including lodging and meals are reimbursed. Seminars and conventions are defined as any conference or similar meeting held by professional or industry related groups for the purpose of discussion of business or a business related topic approved by the BOD.

Reimbursement

Reimbursement to volunteers will be by check. The intent is to reimburse promptly. The Treasurer will return reports missing required receipts, vendor names, and/or reason for expense(s).

Credit Card Use

NYSSA Credit Cards will be used solely for NYSSA business/expenses. All other policies in this manual apply to use of these credit cards.

Additionally, NYSSA Corporate Credit Cards shall be issued only to the individuals holding the positions of the General Manager, Executive Director, Trail Coordinator, President, and Treasurer.

All credit card transactions are also subject to approval by the BOD. Any unauthorized transactions not approved by the BOD will require the cardholder to reimburse NYSSA for such transactions within 60 days of notification. Fraudulent transactions not initiated by the cardholder will be the responsibility of NYSSA to resolve.

Any corporate card in the possession of an individual holding one of those positions must be surrendered upon termination of employment or expiration of term of office. (Revised 7/14)

Pre-Approved Expenses

These are items that will be paid upon receipt of the invoices once they are approved as part of the annual budget:

1. Leased Copier/Copier Maintenance Contract
2. Office Phones
3. Office Supplies
4. NYSSA Magazine
5. Monthly BOD Meeting Location
6. Insurance policies
7. Registration/Inspection of trailers
8. Post office box rental
9. Membership to other Organizations
10. Pre-approved cell phones
11. Office Utility Expenses
12. Office lease/rent

These are items that will require expense reports/invoices to be submitted to the Treasurer:

1. Director and Officer travel expenses for shows, club functions, BOD Meetings and special committee meetings.
2. NYSSA related telephone expense except as listed above.
3. All other expenses.

Business Meal Reimbursement

Some volunteers may encounter situations where they find it in the best interests of the Association to incur expense for food and beverage for individuals outside the organization. The organization will reimburse volunteers for such expense when the circumstances are considered conducive to transacting business. The senior member of the association attending the meeting should pay for the meal and claim the expense, listing the names, affiliation and reason for the meeting.

Postage

Report the cost of postage and shipping while completing Association business in the 'Misc. Column'.

Expense Report Form

The current expense report form is available from the Treasurer, Bookkeeper or NYSSA General Manager.

NYSSA FINANCIAL PLAN

GOALS OF THE FINANCIAL PLAN

NYSSA establishes financial plans and procedures to ensure the equitable, reasonable and responsible manner in which to manage the funds raised for the benefit of the activities and functions of NYSSA. The financial plan is designed to bring together the opportunities and restrictions as created by the NYSSA budget, to provide guidance for NYSSA Standing Committees in meeting their financial obligations to the organization, and to establish guidelines for reimbursement of expenses by individual members of the BOD.

ORGANIZATIONAL

All financial matters of NYSSA evolve from the NYSSA budget. The NYSSA budget is that document approved by the membership at the NYSSA annual meeting and is used as a guideline. This document is a guide for expenses for the next year. The BOD may change these guidelines based on best business practices.

It is the responsibility of the NYSSA Budget and Finance Committee to prepare and present budget proposals to the BOD. This committee must secure from each standing committee its proposed financial requirements for the upcoming Fiscal Year (FY).

Each committee is presented with budget preparation guidelines in December as created by the Budget and Finance Committee, approved by the BOD. Following these guidelines, each standing committee prepares its committee budget, which is then submitted to Budget and Finance Committee in January for their inspection and action.

The Budget and Finance Committee can accept a committee budget proposal as it is or may return it to the originating committee, along with an explanation of reasons and recommendations for committee action.

Once the Budget and Finance Committee has received and approved committee budget proposals, it then generates an organizational budget. The Budget and Finance Committee then presents the proposed organization budget to the BOD for its action in February.

The BOD may accept the organizational budget as proposed to be presented to the membership at the annual meeting or to return it to Budget and

Finance Committee for reconsideration of issues as generated during the presentation to the BOD.

The Budget and Finance Committee may also prepare other proposals for organizational budgets. The BOD may choose to present these proposals to the membership at the annual meeting in April.

Each budget proposal may offer a different dues structure for the upcoming FY. The eventual decision on dues is up to the membership through its vote at the annual meeting.

Once an organization budget proposal is approved by the membership at the annual meeting, it becomes the document that determines the activities and expenditures during the upcoming FY. That document also provides each standing committee with the means to begin the activities to meet the goals and objectives of each committee.

Note: Once a budget proposal is approved, the budget documents are guidelines that the association will adhere to as closely as possible. No forecasted proposal will be able to include all eventualities and some deviation from the approved budget is likely.

The document does not give standing committees a blank check to begin spending money. Expenditures must be approved by the BOD through the monthly committee report that each standing committee gives.

It is vitally important that the BOD, through the Budget and Finance Committee, monitors cash flow of the organization. Cash flow is the determining fact in approving or rejecting committee expenditures, even if the expenditure has been approved in the organizational budget.

The Budget and Finance Committee will distribute these budget guidelines by the November BOD meeting, which will include last year's budget and year to date figures, to each standing committee.

These budget guidelines, now proposals, must be returned the Budget and Finance Committee chair by no later than the January meeting of the following year. If these budget proposals are not returned to Budget and Finance Committee chair by due date, the Budget and Finance Committee will prepare a budget for that standing committee by using historical data.

COMMITTEE BUDGETS

Each standing committee is charged with developing a budget following guidelines established by the Budget and Finance Committee. Each standing committee needs to examine its goal and objectives as they are permitted

under the committee mission statement, and then determine the activities the committee could possibly determine to meet these goals and objectives. The committee must then determine the expenses it believes necessary to perform these activities.

The Budget and Finance Committee will provide Microsoft Excel computer based spreadsheets for budget forecasts and actual budget roll-up. These forms may vary in appearance and order as required by the Budget and Finance Committee.

FRAUDULENT MATTERS

Suspected fraudulent matters relating to the unknowing disbursement of funds for fraudulent documentation provided to NYSSA or fraudulent funding requests shall be duly researched by the **Budget and Finance** Committee. **Budget and Finance** Committee shall present matters determined to be either unresolved or definitively fraudulent to the Executive Committee, within one month of an initial review of such costs, for a course of action, noting the amount of such costs in question.

Any amount determined to be definitively fraudulent, even if unintentional and if paid by NYSSA, shall be reimbursable to NYSSA by such individual(s). The Executive Committee would determine whether a legal course of action would be warranted on a case by case scenario. The failure to repay such amounts due on a timeline agreed to by the Executive Committee shall result in a termination or a vote of no confidence, with the appropriate course of legal action to be taken by NYSSA.

Fraudulent matters determined to be definitive by employees, shall result in the termination of such employee for amounts cumulative or individually greater than \$1,000. Fraudulent amounts less than \$1,000, or fraudulent amounts determined to be unintentional shall result in either termination or a form of censorship of the employee to be agreed upon by the Executive Committee.

Fraudulent matters determined to be definitive by a director or alternate director, shall result in a vote of no confidence, the questioned director(s) or alternate director(s) of such district(s) shall be not be entitled to any future financial remuneration from NYSSA as a result of being a NYSSA director and / or attending any NYSSA related meeting. In addition the snowmobile clubs within the questioned directors district(s) shall be “notified a defalcation was uncovered which involves the director or alternate director and that such clubs should consider nominating another district director or alternate director”. Fraudulent matters determined by the Executive

Committee to be unintentional by the director(s) or alternate director(s) shall be handled in a manner similar to “unresolved suspected fraudulent matters”.

Unresolved suspected fraudulent matters shall result in the individual(s) being notified of such questioned costs in writing and within thirty days the Budget and Finance Committee shall develop a better system of reporting or evaluating such questioned costs to minimize the future reporting and or funding of suspected costs.

The President of NYSSA, shall have the “swing vote” for matters that an unanimous vote cannot be achieved with regards to fraudulent matters.

STRATEGIC PLANNING

Periodically, at the direction of the President, selected Directors, Officers and Employees will meet in a special session to review strategic plans and objectives with the goal of ensuring current objectives suit the needs of the organization and/or to develop new long term goals and build a plan of how to achieve those goals.

BY-LAWS REVISION FORM

This form is for all members to write out concerns and issues associated with the current wording to certain articles of the By-Laws. The form is to be filled out completely and submitted to the By-Laws Committee for their consideration. The By-Laws Committee must respond to each suggestion to any By-Law article revision with its recommendation for approval or rejection by the BOD. All revisions approved by the BOD will be presented to the Annual Meeting Delegates for their disposition. In the justification section, give your reasons and indicate a problem to be solved by the change.

NAME _____ DATE _____

By-Laws Article, Section, Part: _____

Current Wording (Show only the part to be changed): _____

Proposed Wording: _____

Justification: _____

BY-LAW COMMITTEE REVIEW

Recommended by: _____

Article, Section, Part: _____

Date Reviewed by Executive Committee: _____

Recommendation to the Board: Approve Disapprove (Circle One)

Additional Info: _____

Justification: _____

Date of Board Action: _____

Board Disposition: Approve Disapprove (Circle One)

Additional Information: _____

Annual Meeting Date Presented to the Delegates: _____

Delegates Decision: Approved Disapproved (Circle One)

Signature of presiding President

USE OF CLUB MEMBERSHIP LISTS

Privacy Policy

The primary mission of the NYSSA website and its online Membership System is to provide a means for visitors to learn more about the organization, and to participate by joining one or more of our member clubs. The NYSSA is committed to safeguarding your privacy online at our site. Please for your own protection read the following information to gain a better understanding of how your personal information will be used by the NYSSA. We do encourage you to return again to see if there have been any changes to our privacy policy.

What personal information does the NYSSA collect?

When members join any club listed on the NYSSA web site, some personal information is gathered for processing purposes and to better serve you. The more accurate the information provided the better our services will be. We do not collect driver's license number information or social security number information for any reason.

How does the NYSSA use my Information?

The NYSSA guarantees the use of all your information in a responsible manner. We use the information internally to be able to better serve you. We might send you an announcement of new or improved services at the NYSSA. We might classify your records according to where your resource is located to better serve out visitors in terms of geographic location.

Does the NYSSA sell my Information?

The NYSSA does not sell your personal information to other companies, though with the approval of the Board of Directors, may allow use of membership mailing lists to provide members with information of new and/or improved services that benefit the member, organized snowmobiling, the NYSSA or any combination of the three. The NYSSA will provide to a second or third party mailing information. These parties must agree to and deliver a signed NYSSA confidentiality agreement detailing use of mailing lists, restrictions on use and destruction of said lists after use. Any second or third party will always be a corporate sponsor of NYSSA with a formal, established relationship with NYSSA. Any information gathered is only used at the NYSSA for purposes stated above.

How secure are my Transactions at the NYSSA?

The NYSSA uses industry standard secure server software. Should the member provide us with sensitive information for any reason (such as a credit card number), that information will be encrypted with industry standard SSL (Secure Socket Layer) technology. Please note that email is

not encrypted and is not considered a secure means of transmitting credit card numbers. No one from NYSSA will ever call you or e-mail you to confirm credit card information or other personal information. Any such contact should be reported immediately to the NYSSA Office Manager at 888-624-3849.

What else you need to know about your privacy?

Please keep in mind that whenever you voluntarily disclose personal information online - for example on message boards, through email, or in chat areas - that information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your passwords and/or any account information. Please be careful and responsible whenever you're online.

Can you 'Opt-Out' of certain mailings?

A member can 'Opt-Out' of receiving non-official mailings from NYSSA Sponsors. Non-Official mailings typically are offers of discounts on services available only to NYSSA Members that NYSSA receives consideration for. This consideration assists NYSSA in stabilizing dues while living within its budget parameters. Each member is able to 'Opt-Out' through the NYSSA Online Membership System by un-checking the box next to the following verbiage:

The NYSSA default is that this member will receive occasional offers and promotions by U.S. Mail directly from NYSSA Sponsors and he or she is at least 18 years of age. If he or she does not wish to receive promotional mailings or is under 18 years of age please uncheck this box.

Un-checking this box does not remove a member from the mailing list for Official NYSSA Publications.

Only members are authorized to make this decision as each individual is also a member of NYSSA. Clubs are not authorized to 'Opt-Out' members unless each member individually requests the 'Opt-Out' of NYSSA Non-Official/Sponsorship mailings.

What is an Official NYSSA Publication?

An official NYSSA Publication are items including the Membership Card Kit that members receive after renewing, The New York Snowmobiler Magazine (print editions), etc. along with other mailings as approved by a majority vote of the NYSSA Board of Directors. (1/09 superseded by current)

ADOPTED 2-5-2011

NYSSA OFFICER NOMINATION FORM

Any individual interested in running for a NYSSA Office, as governed by the NYSSA By-Laws, may do so by completing this form and either mail it to the NYSSA Office or deliver it to the Chair of the Nominating Committee.

All persons completing the Nomination Form must be considered as a candidate for office. The Nominations Committee may recommend its slate from the candidates, but all candidates must be listed on the ballot for election.

Each nomination form must be completed and signed by the date approved by the BOD.

At the NYSSA Annual Meeting, all candidates must make an election statement to the voting delegates prior to the actual voting for that office.

NOMINATION FORM

Date Due: _____ Date Filed: _____ Date Received: _____

Office Being Sought: _____

Candidate Name: _____

Address: _____

Phone: _____

Signature: _____

Nominated by: _____

NYSSA BEREAVEMENT POLICY

It is the policy of NYSSA to extend bereavement support to its employees, directors and officers, along with contracted staff (Bookkeeper, Lobbyists, etc.) in the event of death of an immediate family member (Someone living in the same household: parent/spouse/child/children/siblings, etc.).

The amount to be spent on a single bereavement event will be \$200 either in floral arrangements or in lieu of flowers as requested by the family.

Due to the short amount of time for decision making in this situation, the President will make a decision on bereavement support and will ask the closest director, officer or staff member to make arrangements for floral delivery. For monetary donations, the President will contact the Treasurer and direct payment as required.

In the case of a special circumstance not adequately covered in this policy, the President, in the interest of time, will poll the Executive Committee for direction.

NYSSA Website Forums/Message Board Policy

The NYSSA Website Forums and Message Boards are for informational purposes. The following User Agreement (agreed to by each user prior to being granted access) will be adhered to:

You agree not to post any abusive, obscene, vulgar, slanderous, hateful, threatening, sexually-oriented or any other material that may violate any applicable laws. Doing so may lead to you being immediately and permanently banned (and your service provider being informed). The IP address of all posts is recorded to aid in enforcing these conditions. You agree that the webmaster, administrator and moderators of this forum have the right to remove, edit, move or close any topic at any time should they see fit. As a user you agree to any information you have entered above being stored in a database. While this information will not be disclosed to any third party without your consent the webmaster, administrator and moderators cannot be held responsible for any hacking attempt that may lead to the data being compromised.

The Executive Director and the Webmaster will have 'Administrator Permissions'. Each Officer and 2-3 Directors/Alternate Directors (as appointed by the President) will be designated as 'Moderators' and will have

permissions to edit and/or delete posts and threads on the message forum in accordance with the User Agreement.

Any posts or threads that are considered ‘bashing’, insulting or otherwise in violation with the User Agreement will have the content removed and replaced with the following text:

‘Post edited due to violation of the Message Board User Agreement’

Any thread titles considered bashing, insulting or are otherwise in violation of the User Agreement will be removed by the Administrators or Moderators.

Users that continually violate the User Agreement will be banned from use of the Message Boards/Forums at the discretion of the Administrators with the concurrence of the President.

NYSSA Letter of Understanding with Clubs

Letter of Understanding

April 20XX

20xx-20xx Season

In accordance with NYSSA by-laws , this Letter of Understanding must be signed and returned to the NYSSA office by May 1st annually. By signature, this club reaffirms its commitment to comply with NYSSA by-laws. This includes agreement to minimum dues of \$30 (NYSSA membership included) and to enroll all their members as NYSSA members at \$5/member. To become a member of NYSSA and to receive all the benefits, each member of your club will become a member of NYSSA.

Only NYSSA member clubs in good standing will be allowed to issue vouchers. To remain in good standing, clubs must pay NYSSA membership dues for their members within 90 days of invoice date. All season dues must be reconciled and paid to NYSSA by June 30th of each year.

A sample membership application showing information that must be obtained for NYSSA membership is available on-line where this letter is generated. You may modify the sample membership application to suit your club's additional needs. Club applications should include a 'negative check-off' for the New York Snowmobile Political Action Committee (PAC) donation of twenty-five (25) cents to be used to help protect and insure visibility of snowmobile related issues at the state government level. An example is contained on the sample membership application.

NYSSA Trail Defender is an optional donation. The additional \$20 is used to support the NYSSA Mission Statement, preserving and protecting snowmobile trail access and support the Trail Defender Fund.

Please provide the contact information requested below. Correct Email addresses are important.

Club _____

Address _____

City _____ **State** _____ **Zip** _____

Tel _____ **Club**
Email _____

District _____

District
Director _____

Club Web
site _____

Officers

President _____

Tel _____ **Fax** _____

Email _____

Vice
President _____

Tel _____ **Fax** _____

Email _____

Treasurer _____

Tel _____ **Fax** _____

Email _____

Secretary _____

Tel _____ **Fax** _____

Email _____

**Trail
Coordinator** _____

Tel _____ **Fax** _____

Email _____

**Membership
Administrator** _____

Tel _____ **Fax** _____

Email _____

Agreements

Yes/No This club agrees to supply all the required NYSSA membership information as shown on the sample club application.

Yes/No This club will pay 2015-2016 membership dues invoices to NYSSA within 90 days of the invoice date and further agrees to reconcile and pay membership dues by June 30th of this membership year.

Yes/No This club agrees to add a 'negative check-off' PAC section as in the sample membership application or similar wording to their club membership

Yes/No This club agrees that only the individual member has the ability to opt-out of the PAC donation.

Yes/No This club agrees that only the individual (NYSSA) member has the ability to opt-out of mailings as per the NYSSA Privacy policy.

Yes/No This club agrees to produce membership vouchers via only the NYSSA Online Membership System.

Yes/No This club will offer NYSSA Trail Defender in it's membership application.

Yes/No This club agrees to use only the official Safe Trails Education Program (STEP) Powerpoint presentation, available from the NYSSA Trail Coordinator, for all trail signage training.

Yes/No This Club agrees that all club trails recognized and maintained by clubs that are open to the public and unfunded must follow the same guidelines as any state funded trail.

Yes/No This club will comply with the NYSSA by-laws. If NO please explain below.

Name

Date
(Signature of Club President)

Please sign and date and then mail to the NYSSA Office. Questions?
Contact the NYSSA Office.
New York State Snowmobile Association TOLL FREE: (888) 624-3849
PO Box 1040 FAX: (888) 317-2441
Pine Bush NY 12566-1040 EMAIL: nyssaoffice@nysnowmobiler.com

Failure to Submit LOU

The LOU is expected to be signed and returned to the NYSSA office by April 1 (one) in order to participate in the On Line Member System and to issue valid vouchers for the registration year. The NYSSA Office will send weekly reminders to delinquent clubs throughout May. On June 1, NYSSA will prevent clubs from selling vouchers online until their LOU is received. NYSSA will continue to send weekly reminders to delinquent clubs throughout June, with phone calls made on the last week of June. On July 1, access to the Online Membership System would be completely prevented. Hardcopy letter would be sent to delinquent clubs notifying them. Access to be reinstated on receipt of LOU. (4/2008, 5/7/11)

TRAIL DEFENDER GRANT PROGRAM APPLICATION PROCESS

Objective:

The Trail Defender Fund was established to assist NYSSA member clubs by providing grants to defray the legal costs of preserving and protecting snowmobile trail access at the local level. Any NYSSA club in good standing may apply for grant assistance.

Any grant awarded shall have the recommendation of the executive and Trails committees and be approved by a 2/3 majority vote of the Board of Directors. Club may apply jointly but at no time will a grant be awarded in the instance of one club suing another. Grants will also not be awarded to clubs seeking to purchase trail access permission, to sue a landowner, or to reimburse a landowner for property damage. (Revised 10/15)

Grant amounts shall not exceed more than 20% of available trail defender funds. Preference will be given to possible precedent setting outcomes.

NYSSA retains the right to access these funds in the event of major legal action or precedent setting legislation.

How to Request Grant:

Complete the grant application form legibly. Grant forms are available from the NYSSA Office.

Grant Guidelines:

Provide layout and content-some visual representation of the project.
Funding for the project from other sources is important criteria considered by the committees

NYSSA Trail Defender Grant Application

Organization

Name _____

Address _____

Phone # _____ Fax # _____

Date of Request _____

Contact Person _____ Tel # _____

Email Address _____

Project Title _____

Project Description: *(please give specific description of this project)- Specific background information to support the project is required. Please attach relevant supporting documents. Please attach separate sheet(s) as necessary*

Project Benefits and Goals: *Please attach separate sheet(s) if necessary*

Project Timetable/Critical Dates: *Please attach separate sheet(s) as necessary*

Total Amount of Funds Requested

(Attach Itemized Project Budget)

Funds to be Received by (if there is a specific deadline)

Amount Contributed from Other Sources

List other sources and specific amounts from each source

Source	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List all attached documents:

Send Application to:

**NYSSA
Trail Defender Grant
P.O. Box 1040
Pine Bush, NY 12566-1040**

The NYS Snowmobile Association's (NYSSA's) **POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARASSMENT**

SECTION 1: PURPOSE

NYSSA believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, NYSSA is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment or participation in NYSSA activities without subjugation to harassment or discrimination in the workplace or at NYSSA events and activities. It is NYSSA's policy to provide an environment free from harassment and discrimination based on sex.

A. Scope of Policy

This Policy applies to all officers, directors, employees and volunteers and all personnel in a contractual or other business relationship with NYSSA including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, volunteers, visitors, or member clubs. Depending on the extent of NYSSA's exercise of control, this Policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of NYSSA officers, directors, employees and volunteers in the workplace. This Policy applies with equal force to NYSSA sponsored events, programs, and activities that take place anywhere.

B. Policy Objectives

By adopting and publishing this Policy, it is the intention of the NYSSA Board to:

- (1) notify officers, directors, employees and volunteers about the types of conduct that constitute sexual harassment and discrimination prohibited by this Policy;
- (2) inform employees, officers, directors and volunteers about the complaint procedures established by NYSSA that enable any officer, director, employee or volunteer who believes (s)he is the victim of harassment or discrimination to submit a complaint which will be investigated by the NYSSA;
- (3) clearly advise all officers, directors, employees and volunteers that sexual harassment and discrimination is strictly prohibited and no person associated with NYSSA possesses the authority to harass or discriminate; and

(4) notify all officers, directors, employees and volunteers that NYSSA has appointed a Compliance Officer who is specifically designated to receive complaints and ensure compliance with this Policy.

SECTION 2: DEFINITIONS

“Prohibited Discrimination of officers, directors, employees and volunteers” Prohibited discrimination of officers, directors, employees and volunteers can take the form of any negative treatment of an officer, director, employee or volunteer, by either a NYSSA officer, director, employee or volunteer, or a third party engaged in activities sponsored by NYSSA which: (a) negatively impacts an officer’s, director’s, employee’s or volunteers employment opportunities and/or employment benefits or ability to participate in NYSSA events and activities; *and* (b) is based upon the employee’s sex. Prohibited discrimination of officers, directors, employees and volunteers can also take the form of harassment. The phrase “prohibited discrimination” as used in this Policy includes all forms of prohibited sex discrimination, and “Sexual Harassment” as defined below:

“Sexual Harassment”

Sexual harassment is prohibited including, but not limited to inappropriate forms of behavior described by the Equal Employment Opportunity Commission as follows:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or participation in NYSSA events and activities;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting such individual (e.g., promotion, transfer, demotion, termination, or inclusion in volunteer activities); or
- (3) Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual’s performance, or of creating an intimidating, hostile or offensive working environment.

Specific forms of behavior NYSSA considers sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

Verbal

Abusive verbal language including jokes, comments, teasing or threats related to an officer’s, director’s, employee’s and volunteer’s sex, sexual activity and/or body parts whether or not said in that person’s presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature; sexual propositions; threats; comments on a person’s appearance that make the person feel uncomfortable because of his or her sex; continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; sexually oriented comments about an employee’s anatomy that are unwelcome, unreasonably interfere with an employee’s work performance, or create an intimidating, hostile or offensive

work environment; and unwelcome sexual advances or demands for sexual favors.

Nonverbal

Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries; luring or obscene gestures in the workplace; staring at a person's body in a sexually suggestive manner; sexually-related gestures or motions; sending sexually graphic material through NYSSA's email system or other electronic communication devices (e.g. voice mail) or using the NYSSA's mail or computers to view such material.

Physical

Unwelcome physical conduct, including but not limited to: petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, assault, persistent brushing up against a person's body, unnecessary touching and flashing or other unwelcome physical conduct.

While a single incident of these types of behavior may not create a hostile working environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in NYSSA events and activities, such conduct constitutes prohibited sexual harassment.

SECTION 3: POLICY

NYSSA prohibits harassment and discrimination based sex and will not tolerate any form of unlawful discrimination or harassment. NYSSA will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/ or harassment in the workplace.

All officers, directors, and employees including but not limited to, NYSSA officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited harassment and discrimination. All officers, directors, employees and volunteers will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of sexual harassment or sex discrimination. Officers, directors, employees and volunteers are encouraged to report violations to one of the Compliance Officers listed in this Policy in accordance with the Complaint Procedure set forth in this Policy. Officers, directors, employees and volunteers must take immediate and appropriate corrective action when instances of prohibited harassment and/or discrimination come to their attention to assure compliance with this Policy.

Each officer, director, employee and volunteer is assured pursuant to Section 6 of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in this Policy.

SECTION 4: POLICY ENFORCEMENT

A. Complaint Procedure for officers, directors, employees and volunteers

1. Notification Procedure: Prompt reporting of complaints or concerns is required so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination shall contact a Compliance Officer listed in Section 10 of this Policy, or another member of the Executive Committee.

2. Making a Complaint: The complainant should report the matter directly to the Compliance Officer. If the complainant feels uncomfortable reporting the harassment to the compliance officer, s/he should immediately report the matter to any other member of the Executive Committee. NYSSA will not tolerate violations of this policy and strongly encourages victims of sexual harassment to report such harassment as soon as it occurs. Complainants are expected to cooperate with NYSSA's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

3. Time for Reporting a Complaint: Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions outside of this Policy.

4. Confidentiality and Privacy: In recognition of the personal nature of discrimination and/or harassment complaints and the emotional impact of the alleged acts, NYSSA shall keep complaints as confidential as is consistent with a thorough investigation. For the protection of all individuals who make complaints or are accused of prohibited harassment and/or discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, NYSSA may be required by law to contact and cooperate with the appropriate law enforcement authorities.

SECTION 5: INVESTIGATION

NYSSA will investigate all allegations of discrimination and harassment prohibited by this Policy as promptly as possible.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Retaliation is strictly prohibited by this Policy and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made.

Complaints of retaliation should be brought directly to a Compliance Officer, or the Executive Committee. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

SECTION 7: APPEALS

Any complainant or accused party who wishes to appeal the procedures which NYSSA followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Executive Committee by submission to the Secretary. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. The Board's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Executive Committee, or its designee, shall render a decision. The Board's decision shall be final.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal NYSSA's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the NYSSA at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

SECTION 8: RECORD KEEPING

NYSSA shall maintain a written record of all complaints of sex discrimination and/or sexual harassment for a period of at least six years. NYSSA shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. NYSSA shall also maintain these documents for, at a minimum, six years.

NYSSA's records regarding alleged discrimination shall be maintained separate and apart from personnel records.

SECTION 9: QUESTIONS

Any questions by employees of NYSSA about this Policy or potential harassment or discrimination should be brought to the attention of the NYSSA Compliance Officer.

SECTION 10: COMPLIANCE OFFICERS

Executive Director, 888-624-3849 ext.104
P.O. Box 1040
Pine Bush, NY 12566

President, (In the case the Executive Director is implicated)

Vice President, (In the case the Executive Director and President is implicated)

SECTION 11: EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be upon adoption by the NYSSA Board of Directors. The Executive Director shall ensure that this Policy is adequately disseminated and made available to all officers, directors, employees and volunteers of NYSSA. This Policy shall be posted on the official NYSSA web site. In addition this Policy shall be included in the NYSSA Policy Manual.

Duly adopted this 9th day of July, 2011

Recorded and attested to by:

Ginny Ivison

Secretary

NYSSA

NYSSA ANTI-HARASSMENT AND DISCRIMINATION POLICY

SECTION 1: PURPOSE

NYSSA believes in the dignity of the individual and recognizes the rights of all people to equal opportunities in the workplace and NYSSA events and activities. In this regard, NYSSA is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment and participate in NYSSA events and activities without subjugation to harassment or discrimination. As with discrimination based on sex and sexual harassment, it is NYSSA's policy to provide an employment environment free from discrimination and harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, gender orientation and veteran or marital status.

A. Scope of Policy This Policy applies to all officers, directors, employees and volunteers and all personnel in a contractual or other business relationship with NYSSA including, for example, applicants, temporary or leased employees, independent contractors, vendors, consultants, volunteers and visitors. Depending on the extent of NYSSA's exercise of control, this Policy may be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of officers, directors, employees and volunteers in the workplace. This Policy applies with equal force at NYSSA sponsored events, programs, and activities that take place off Municipal premises.

B. Policy Objectives By adopting and publishing this Policy, it is the intention of the NYSSA Board to:

- (1) notify officers, directors, employees and volunteers about the types of conduct that constitute discrimination or harassment prohibited by this Policy;
- (2) inform officers, directors, employees and volunteers about the complaint procedures established by NYSSA that enables any officer, director, employee and volunteer who believes (s)he is the victim of discrimination or harassment to submit a complaint which will be investigated by NYSSA;
- (3) clearly advise all officers, directors, employees and volunteers that discriminatory treatment based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status of officers, directors, employees and volunteers is strictly prohibited and no person affiliated with NYSSA possesses the authority to harass or discriminate; and
- (4) notify all officers, directors, employees and volunteers that NYSSA has appointed a Compliance Officer who is specifically designated to receive complaints of discrimination based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status, and ensure compliance with this Policy

SECTION 2: DEFINITIONS

“Prohibited Discrimination” Prohibited discrimination of officers, directors, employees and volunteers can take the form of any negative treatment of an officer, director, employee or volunteer, by either a municipal employee or official, or a third party engaged in sponsored activities which: (a) negatively impacts an officer’s, director’s, employee’s and volunteer’s employment opportunities and/or employment benefits or participation in NYSSA events and activities; *and* (b) is based upon the employee’s race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status. The phrase “prohibited discrimination” as used in this Policy includes all forms of “prohibited harassment” (defined below).

“Prohibited Harassment” Harassment can constitute a form of prohibited discrimination under this Policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual’s performance, or creating an intimidating, hostile or offensive working environment. Such harassment of officers, directors, employees and volunteers is prohibited by this Policy if it is based upon race, color, creed, religion, national origin, disability, age, sexual orientation, arrest record, and veteran or marital status. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

“Prohibited Behavior” While it is impossible to list all of the possible forms of unlawful harassment, the following is a list of *examples* of conduct that may constitute harassment:

- Using slurs or derogatory terms based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status;
- Telling derogatory jokes or stories based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest record, and veteran or marital status;
- Displaying graffiti or other derogatory or insulting writings based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status;
- Making degrading comments about a person and/or his or her appearance based on race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status;
- Demeaning or criticizing an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status;
- Sabotaging, damaging, or interfering with an individual’s work because of that individual’s race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status;
- Threatening or intimidating an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, and veteran or marital status. As set forth above, this list is not intended

- to be all-inclusive. Furthermore, while a single incident of these types of behavior may not create a hostile working environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits or participation in NYSSA events and activities, such conduct constitutes prohibited discrimination and/or harassment.

SECTION 3: POLICY

As with discrimination based on sex and sexual harassment, NYSSA prohibits discrimination based on race, color, creed, religion, national origin, disability, age, arrest record, and veteran or marital status and will not tolerate any form of unlawful discrimination or harassment. NYSSA will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment in the workplace.

All officers, directors, employees and volunteers, including but not limited to, officers and supervisory personnel, are responsible for ensuring a work environment free from prohibited discrimination and harassment. All officers, directors, employees and volunteers will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of sexual harassment or sex discrimination. Officers, directors, employees and volunteers are encouraged to report violations to the Compliance Officers listed in Section 9 of this Policy in accordance with the Complaint Procedure set forth in this Policy. The Compliance Officer must take immediate and appropriate corrective action when instances of prohibited discrimination and/or harassment come to their attention to assure compliance with this Policy.

Each officer, director, employee and volunteer is assured pursuant to Section 6 of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in this Policy.

SECTION 4: POLICY ENFORCEMENT

A. Complaint Procedure for Officers, Directors, Employees and Volunteers

Notification Procedure: Prompt reporting of complaints or concerns is required so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or

discrimination shall I contact a Compliance Officer listed in this Policy, or another member of the Executive Committee.

Making a Complaint: The complainant should report the matter directly to the Compliance Officer. If the complainant feels uncomfortable reporting the harassment to the compliance officer, s/he should immediately report the matter to any other member of the Executive Committee. NYSSA will not tolerate violations of this policy and strongly encourages victims of sexual harassment to report such harassment as soon as it occurs. Complainants are expected to cooperate with NYSSA's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

Time for Reporting a Complaint: Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions outside of this Policy.

Confidentiality and Privacy: In recognition of the personal nature of discrimination and/or harassment complaints and the emotional impact of the alleged acts, NYSSA shall keep complaints as confidential as is consistent with a thorough investigation. For the protection of all individuals who make complaints or are accused of prohibited harassment and/or discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, NYSSA may be required by law to contact and cooperate with the appropriate law enforcement authorities.

SECTION 5: INVESTIGATION

The NYSSA will investigate all allegations of discrimination and harassment prohibited by this Policy as promptly as possible.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Retaliation is strictly prohibited by this Policy and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made.

Complaints of retaliation should be brought directly to the Compliance Officer, or the Executive Committee. Such complaints will be promptly

investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

SECTION 7: APPEALS

Any complainant or accused party, who wishes to appeal the procedures which NYSSA followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the NYSSA Executive Committee by submission to the Secretary. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. NYSSA's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, NYSSA, or its designee, shall render a decision. NYSSA's decision shall be final. The appellant shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal NYSSA's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, NYSSA at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

SECTION 8: RECORD KEEPING

NYSSA shall maintain a written record of all complaints of illegal discrimination and/or harassment for a period of at least six years. NYSSA shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. NYSSA shall also maintain these documents for, at a minimum, six years.

NYSSA records regarding alleged discrimination shall be maintained separate and apart from personnel records.

SECTION 9: QUESTIONS

Any questions by employees of NYSSA about this Policy or potential discrimination should be brought to the attention of the Compliance Officer.

SECTION 10: COMPLIANCE OFFICERS

Name: Executive Director, 888-624-3849 ext.104
P.O. Box 1040
Pine Bush, NY 12566

NYSSA President (If the Executive Director is implicated.)

NYSSA Vice President (If both the Executive Director and President are implicated)

SECTION 11: EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be upon adoption by the NYSSA Board of Directors, 2011. The Executive Director shall ensure that this Policy is adequately disseminated and made available to all officers, directors, employees and volunteers of NYSSA. This Policy shall be posted on the official NYSSA web site. In addition this Policy shall be included in the Official Policy Manual of NYSSA.

Duly adopted this 9thday of July, 2011

Recorded by:
Ginny Ivison
Secretary

NYSSA Code of Corporate & Staff Conduct

Jurisdiction

The provisions of this Code of Corporate & Staff Conduct are provided as a supplement to the various provisions of the NYSSA Policy manual guiding the conduct of NYSSA, its officers, directors and staff. Any conflict between this code and the Policy Manual shall be resolved by the Board as a whole.

Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past members, both in terms of expected confidentiality, and the protection of all personal information received in the course of providing membership services. We extend the same standards to all our staff, suppliers and associates.

Duty of Care

Officers, directors and staff actions and advice will always conform to relevant law.

Conflict of Interest and Disclosure

All officers, directors and staff shall abide by the NYSSA Conflict of Interest and Disclosure Policy.

Contracts

To the extent possible NYSSA will always seek out services which are provided pursuant to a written contract in a form that provides sufficient detail to determine costs, timescales and deliverables.

Intellectual Property

NYSSA retains the moral rights in, and ownership of, all intellectual property that has been created on NYSSA's behalf to serve our membership's needs.

Quality Assurance

NYSSA is committed to operating as a not for profit organization utilizing the the best management techniques for the operation of the organization as a whole. NYSSA will undertake regular reviews of its corporate structure and operations, maintain its financial records as required by law and make such available for review by any NYSSA member in good standing or any government agency having jurisdiction over the operation of the organization. NYSSA shall submit its books and financial transactions to review by both an internal audit conducted by the members of the Board of Directors and from time to time by an accredited accounting firm or individual.

Professional Conduct

NYSSA , its officers, directors, and staff will conduct all activities professionally and with integrity.

Equal Consideration

NYSSA is an equal opportunity corporation and does not discriminate for employment or membership on the basis of race, gender, religious belief, national origin or physical ability. NYSSA will at all opportunities encourage diversity in its membership, members of the board and contractors. No position shall be granted to any person in service to the organization based upon that person's personal relationship to any officer or member of the board of directors. All personal relationships to an officer or member of the board of directors, such as but not limited to spouse, life partner, child, sibling, cousin, club member, etc. shall be disclosed prior to any appointment by the board to a non elected position within the organization, compensated or not.

Staff / Director Conduct

- NYSSA , its officers, directors, and staff shall refrain from behavior unbecoming a member of the organization. Such behavior may include public intoxication at an official

event or while representing the organization, cursing or swearing during public meetings, or conviction of a crime of moral turpitude.

- NYSSA , its officers, directors, and staff shall strive to conduct themselves in a professional matter recognizing that what they say and do is a direct reflection on the organization whether such actions are undertaken in an official capacity or not.
- NYSSA , its officers, directors, and staff shall not act in a manner that demeans any officer, director, staff or volunteer of the organization in any open forum. Director' issues shall be brought to the attention of a supervisor, officer of the organization or brought to the Executive Committee.
- Staff will contribute to directors' discussions by bringing professional advice.
- Any complaint regarding a staff member shall be provided to the staff member's supervisor and shall be compliant with the anti harassment policy of the Association. Any complaint regarding an officer, director or member shall be provided to the Executive Director and shall be compliant with the anti harassment policy of the Association. Any complaint regarding the Executive Director shall be brought to the President or Vice President.
- Upon request, NYSSA shall consider and financially support requests by staff to become members of organizations or to attend conferences and programs which advance the purposes of the association and /or contribute to that staff member's professional development.
- Every staff member shall keep an honest record of their time and attendance while on association business. The Office shall follow the Federal schedule of official holidays.

Enforcement

NYSSA , its officers, directors, and staff members recognize that the Executive Committee has the right to bring charges to the Board against any person who violates the NYSSA Code of Corporate and Staff Conduct and may move to have such person removed from the organization following an opportunity to be heard by the Board. These enforcement provisions are in addition to any other remedy which has been afforded to the board by past measures contained in the NYSSA Policy Manual.

Adopted at a meeting of the Board of Directors on 5-31-2014
Rosanne Warner Secretary

BOARD RESOLUTION OF NYSSA
ACKNOWLEDGING ADOPTION OF NY STATE
Minority / Women's Business Enterprise (M/WBE) POLICY

WHEREAS, NYSSA has an unwavering commitment to adhering to ethical, unbiased and legal standards in all of its activities, as set forth in its Code of Conduct;

WHEREAS, NY State requires all contractors and subcontractors to adhere to M/WBE regulations and policies in order to enhance MBE and WBE participation in NY State-funded projects;

THEREFORE, BE IT RESOLVED, that this Board of Directors has reviewed the NY State M/WBE legislation and hereby endorses its adoption as follows:

NYSSA will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations. Request a list of State-certified M/WBEs from the contracting State agency and solicit bids from them directly.

Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs. Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.

Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. NYSSA will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.

Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

FURTHER RESOLVED, that the Executive Director is appointed Compliance Officer, to be responsible for insuring adherence to all contract participation goals as set forth by the contracting State Agency; and

THEREFORE, BE IT RESOLVED, that, periodically, the Compliance Officer shall report on organizational compliance, as deemed appropriate, to the Board of Directors; and

BE IT RESOLVED, that the members of the Board of NYSSA are, and each acting alone is, hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this Resolution and any such prior actions are hereby ratified; and

Duly adopted by the NYSSA Board of Directors at a meeting of the Board on May 31, 2014.

CONFLICT OF INTEREST AND DISCLOSURE POLICY

As a publicly supported charitable organization New York State Snowmobile Association, Inc. (the "Corporation") has a special obligation to uphold the public trust. Every director, officer, committee member and key staff member of the Corporation shares responsibility to ensure that the Corporation satisfies all legal requirements and operates in accordance with its charitable mission. The directors, officers, committee members and key staff members of the Corporation seek to conduct the affairs of the Corporation in a manner that avoids impermissible private benefit, or the appearance of such private benefit. This obligation requires that any individual who has authority to make decisions on behalf of the Corporation, such as a director, officer, committee member or key staff member, take steps to inform the Board of Directors of any personal interest he or she might have in a transaction or contract between the Corporation and the third party. If in doubt ask!

Duty of Loyalty and Intermediate Sanctions

Under the New York Not-For-Profit Corporation Law, directors and officers have a duty of loyalty to the Corporation obligating them to make decisions for the benefit of the Corporation with undivided commitment to the Corporation and without regard to personal interests. Furthermore as a public charity, the Corporation is subject to the "intermediate sanctions" provisions of the Internal Revenue Code. Intermediate sanctions impose penalty taxes on any director, officer, committee member or key staff member, among others, who engages in an "excess benefit transaction" with the Corporation. An excess benefit transaction is any transaction with the Corporation in which one or more directors, officers or other insiders receive an economic benefit that exceeds the value of the services, property or payment the Corporation receives in return.

Directors, officers, committee members and key staff therefore may not use their positions within the Corporation to unfairly further their own financial interests or otherwise derive personal advantage. While the duty of loyalty and intermediate sanctions do not precludes the Corporation from entering into contracts and transactions with its directors, officers, committee members and key staff, the Board of Director or relevant committee should be informed of any potential conflict of interest and authorize such transactions only after determining that they are both reasonable and in the best interests of the Corporation.

Conflict of Interest

Although the circumstances establishing a conflict of interest under the duty of loyalty and intermediate sanctions do interest, the two sets of law also differ in significant respects. For that reason, this Conflict of Interest and Disclosure Policy, which is designed to ensure that all duties and obligation with respect to conflict situations are met, adopts a definition of "conflict of interest" that is a synthesis of the situations addressed by both the duty of loyalty and intermediate sanctions.

A conflict of interest will arise whenever the Corporation considers entering into a contract or transaction (including a compensation arrangement) with any individual or entity that has a substantial influence over the affairs of the Corporation or has authority to make decisions on its behalf Such "interested persons" include, but are not limited to, the following individuals:

- i. Directors and officers of the Corporation;
- ii. Members of a committee of the Board of Directors;
- iii. Key staff members responsible for the day-to-day management and operation of the Corporation;
- iv. A founder of the Corporation;
- v. A substantial contributor to the Corporation;

vi. A family member of any director, officer, committee member key employee, founder or substantial contributor;

vii. An entity of which any director, officer, committee member, key employee, substantial contributor or an immediate family member of any such individual is a director, trustee, officer, committee member or key staff member;

viii. An entity in which directors, officers, committee members, substantial contributors and family members have a substantial financial interest through either ownership or managerial control.

While such transactions are not per se prohibited, certain disclosures and decision making procedures must be followed to ensure that the duty of loyalty is upheld and that interested persons do not receive an excessive benefit.

With respect to transactions involving compensation of an interested person, a conflict of interest additionally will exist where a director or committee member approving the compensation arrangement stands in any one of the following relationships with such interested person:

i. The interested person is a Board or committee member or a family member thereof;

ii. The Board or committee member is in an employment relationship subject to the direction or control of the interested person;

iii. The Board or committee member receives compensation or other payments subject to the approval of the interested person;

IV. The interested person in return has or will approve a transaction that will provide an economic benefit to the Board or committee member;

v. The Board or committee member has a material financial interest affected by the compensation.

Disclosures

Whenever any director, officer, committee member or key staff member of the Corporation becomes aware that the Corporation is considering (or has considered) a transaction that potentially creates a conflict of interest, he or she is obligated to notify the Board of Directors or relevant committee thereof and to disclose all material facts relating to his or her interest in the transaction. The Board of Directors or committee will determine whether an actual conflict of interest exists. The interested person may not be present when the Board or committee makes its determination other than to answer questions. If no conflict of interest is found to exist, the minutes of the meeting must record the basis of the Board or committee's determination.

Withdrawal and Abstention

If the Board of Directors or committee determines that a transaction would create a conflict of interest, the transaction must be approved in advance by only those Board or committee members who do not have a conflict with respect to the transaction. Any interested person therefore must recuse him or herself from consideration of the transaction. He or she may not vote on the transaction or be present when the vote is taken. He or she furthermore may not be present during

Any discussion of the transaction other than to answer to questions. Interested persons, however, may be counted for the purpose of determining whether a quorum exists at the meeting even though they are temporarily absent while the transaction is considered.

Comparability Data

In determining whether the transaction or arrangement is in the Corporation's best interests, the Board or committee will review available information regarding the cost or benefit of comparable transactions or arrangements, if any and may investigate whether the Corporation should and is able to obtain with reasonable efforts a more advantageous transaction or arrangement that would not give rise to a conflict of interest. The Board or committee may appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

Documentation

The minutes of any meeting at which a conflict of interest transaction is considered must reflect that the interested person made adequate disclosures, withdrew from consideration of the transaction and abstained from voting. The minutes therefore must detail the terms of the transaction, the date the transaction was approved, the Board or committee members present during the debate and who voted on the transaction, any data the Board or committee relied upon in determining that the transaction is reasonable and in the best interests of the Corporation, how such comparability data was obtained, the disclosures made by the interested person, and whether the interested person otherwise participated in any discussions or proceedings, (i.e. to answer questions). As with all minutes, the minutes documenting a conflict of interest transaction must be reviewed and approved by the Board or committee at its next meeting.

Relationships with Grant Applicants / Paid consultants / Vendors

Directors and members of any committee with the authority to nominate or select grantees / consultants / vendors paid are additionally required to disclose any relationship between themselves and any grant applicant / consultant / vendor under consideration and/or any special interest they may have in an applicant or the particular project proposed. Such directors and committee members may participate in discussions of the application / hiring of the consultant / retention of the vendor for services or products purchased (unless, under the particular circumstances, the Board or committee decides otherwise) and may vote on the applicant / hiring of the consultant / retention of the vendor for services or products purchased only if their votes do not affect the outcome of the Board or committee's decision. There is no prejudice against the applicant / consultant / vendor nor is an applicant / consultant / vendor disqualified due to any such disclosure.

Annual Statements

Each director, officer, committee member and key staff must sign annually a statement which affirms that such person: (a) has received a copy of this Conflict of Interest and Disclosure Policy, (b) has read and understands this Policy, and (c) has agreed to comply with this Policy.

Each director, officer, committee member and key staff member additionally must complete and submit to the Secretary a disclosure statement naming (1) all entities in which the individual or a member of his or her immediate family holds a position as director, trustee, officer, committee member, advisory committee member, advisory director, advisor or key staff member and (2) all entities that do or may do business with the Corporation and in which the individual or a member of his or her immediate family has a substantial financial interest (i.e., ownership interest or managerial control). The Secretary will review the information and periodically distribute reports to all directors.

Periodic Reviews

To ensure that the Corporation operates in a manner consistent with its charitable purposes and its Federal tax exemption, the Board of Directors will conduct periodic reviews, in appropriate cases, to determine whether compensation and benefits arrangements and other transactions are reasonable and the result of arms-length negotiation.

Violations of the Conflict of interest and Disclosure Policy

If the Board of Directors or a committee has reasonable cause to believe that an interested person has failed to disclose an actual or possible conflict of interest, it will inform the interested person of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose. If, after hearing the response and making such further investigation as may be warranted in the circumstances, the Committee determines that the interested person has in fact failed to disclose an actual or possible conflict of interest, it will take appropriate action which may include recommendation to the Board for removal from the Board or termination of employment, as well as reconsideration of whether the transaction or arrangement was in the best interests of and fair and reasonable to the Corporation at the time it was undertaken. If it is determined that the transaction was not fair and reasonable to the Corporation, the Corporation, in its discretion, may void the contract and/or require the interested person to restore the Corporation to the financial position it would have been in if such person had been dealing under the highest fiduciary standard. Where the latter remedy is employed, the interested person will be required to make payments of cash or property to the Corporation in amounts equal to the value of the excess benefit he or she received plus interest. Any interested person who violates this Policy also may be liable for taxes proposed under the Federal intermediate sanctions regulations.

Conflict of Interest and Disclosure Policy

This conflict of Interest and Disclosure Policy is designed to assist directors, officers, committee members and key staff members of the New York State Snowmobile Association, Inc. ("Corporation") in meeting their ongoing responsibility to disclose business or personal interests that may create a conflict of interest. Below is an acknowledgment stating that you have received a copy of the Corporation's Conflict of Interest and Disclosure Policy, have read it and understand it, and agree to comply with it. The attached Disclosure Statement includes a list of entities that do or may do business involving \$500 or more with the Corporation and requests that you indicate those entities (i) in which you or an immediate family member holds a position as director, trustee, officer, committee member, advisory committee member, advisory director, advisor or key staff member and (ii) all entities that do or may do business with the Corporation and in which the individual or a member of his or her immediate family has a substantial financial interest (i.e., ownership interest or managerial control). Please complete the Acknowledgement and Disclosure Statement and return the signed statements to the Secretary.

Acknowledgment

I hereby acknowledge that I have received a copy of the Corporation's Conflict of Interest and Disclosure Policy and that I have read it and understand it. I hereby agree to abide by and comply with the procedures contained in the Conflict of Interest and Disclosure Policy.

Date:

Name:

Signature:

Disclosure Statement

In the space below, please list

(1) all entities in which you or a member of your immediate family holds a position as director, trustee, officer, committee member, advisory committee member, advisory director, advisor or key staff member and

(2) all entities that do or may do business with the New York State Snowmobile Association, Inc. (the "Corporation") and in which you or a member of your immediate family has substantial financial interest (i.e. ownership interest or managerial control).

1. All entities in which you or a member of your immediate family holds a position as director, trustee, officer, committee member, advisory committee member, advisory director, advisor or key staff member.

List name of family member and relationship (if applicable), name of entity and position held.

2. All entities that do, or may do, business with the Corporation and in which you or a member of your immediate family has substantial financial interest (i.e. ownership interest or managerial control):

List name of family member and relationship (if applicable), name of entity and position held:

The Above information is correct and complete to the best of my knowledge.

Date:

Name:

Signature:

List of known entities engaged in business involving \$500 or more with New York State Snowmobile Association, Inc.

Attach list of consultants / vendors.

Return to: NYSSA Secretary, PO Box 1040, Pine Bush, NY 12566-1040
Fax: 888-317-2441 Email: nyssaoffice@nysnowmobiler.com

Purchase Request Form



PURCHASE REQUEST FORM New York State Snowmobile Association, Inc.

P.O. Box 1040
Pine Bush, New York 12566
(888) 624-3849
E-mail dominic@nysnowmobiler.com
www.nysnowmobiler.com

PO #	PO Date

Committee Number
Expense Acct Number

Vendor: _____

Ship To: _____

Bill To: _____

Item	Quantity	Description	Price/Unit	Total Cost

_____ Total Cost _____
Approval(s) _____

Explain Justification:

Purchase order number must be shown on all correspondence, invoices and package.
A separate invoice must be rendered for each shipment. No invoice shall cover goods/services included on more than one purchase order.
Purchase Order Form is required under the following guidelines:
\$0 - \$1,000 No Purchase Order required
\$1,001 - \$ 2,500 Purchase order required with Executive Director approval
\$ 2,501 - \$5,000 Purchase order required with Executive Director and Budget and Finance Chair approvals
\$ 5,001 and above Purchase order required with Executive Director and Budget and Finance Chair approval along with 3 quotes.
Note: Supplies used by the office are excluded.

Instructions for filling out Purchase Request Form

PO#- Is to consist of two letters, two digit number, dash and a 3 digit number.
First two letters is for committee name-ie: BF Budget and Finance
Next two digit number is for the year.
Last three digits is the numerical number of the PO.

PO Date- Date of request

Committee Number-Actual number from Quickbooks chart of accounts

Expense Account Number-Actual number from Quickbooks chart of accounts

Vendor-From who purchased

Ship To-Actual location of purchase

Justification-Why this purchase is necessary.

(Adopted November 5, 2011, Motion 2011-11-05)

Letter of Understanding between NYSSA & SLEDNY



New York State Snowmobile Association

P.O.Box 1040

Pine Bush, NY 12566.

Tel: (888) 624-3849 Fax (888) 317-2441

Email: dominic@nysnowmobiler.com

www.nysnowmobiler.com

Executive Director

Dominic Jacangelo

The following is a letter of understanding between the New York State Snowmobile Association (NYSSA) and SLEDNY relative to monies collected by the NYSSA online membership system to be remitted to SLEDNY.

SLEDNY is a 501(c)(3) corporation established in 2012 for the charitable purposes of (a) promoting the safety and welfare of the general public and educating the general public in the recreational use of snowmobiles and (b) preserving a safe and publicly available environment for snowmobile trails for public recreational use. The sole member of SLEDNY is NYSSA.

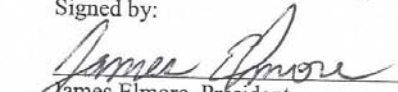
NYSSA is a 501(c)(4) corporation originally organized in 1975 and incorporated in 1976 as the New York Snowmobile Coordinating Group and renamed in 1995 as NYSSA. NYSSA acts as an umbrella organization for the 230 plus snowmobile clubs and the over 90,000 snowmobile families who are involved with the New York State Snowmobile Trail System. NYSSA advocates on behalf of the sport in all venues within the state.

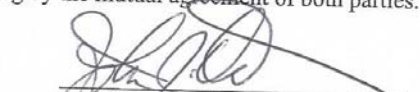
At the 2015 Annual NYSSA meeting, the delegates voted on behalf of NYSSA to collect a \$1 donation for each paid NYSSA membership on behalf of SLEDNY. Such dollar would start to be collected and accounted for in the 2015-16 membership year beginning in mid May. The online membership and club accounting system has now been fully updated to collect this dollar and provide for its pass through to SLEDNY. The online system clearly states that the \$1 collected is for SLEDNY purposes.

By signing this letter of understanding both parties agree to the following:

1. Each one-dollar donation to SLEDNY collected by NYSSA through the online membership and club accounting system is the sole property of SLEDNY and shall not be considered NYSSA income. "
2. Each month NYSSA shall ensure that monies collected by NYSSA on SLEDNY's behalf shall be deposited to SLEDNY's bank account at the same time club accounts are reconciled.
3. SLEDNY and NYSSA agree that credit card charges shall be proportionately assessed against online donations collected and shall be retained by NYSSA to cover credit card processing charges. These fees are set at 3% at the time of executing this agreement. When greater experience is gained with the credit card processing service the percentage may be adjusted to reflect actual credit card processing costs.
4. This agreement shall remain for any period in which NYSSA collects funds on behalf of SLEDNY and may be amended in writing by the mutual agreement of both parties.

Signed by:


James Elmore, President
NYSSA


John Occhino, Treasurer
SLEDNY

Approved by BOD on October 3, 2015.