

2017 FORUM INFO

Dates: SLEDNY Forum: April 28-29, 2017
NYSSA Annual Meeting: April 30, 2017

Location: Conference Center at Lake Placid
2608 Main Street, Lake Placid, NY 12906

Hotels: Art Devlin's, Golden Arrow, Hampton Inn
*Reservations: **Must be made through Convention & Visitors Bureau** – print form at www.slednyforum.com or Reserve online: Room block ends: March 24, 2017*

<https://reservations.meetingslakeplacid.com/?i=49>

Registration: \$80 til 3/31; \$100 til 4/10/17.
Annual Meeting Only: \$15.
Registration closes April 10.
Forum Packet 1 contained the registration form & is available online at www.slednyforum.com.

Forum Registration is online at

<https://www.regonline.com/2017-forum>

Enclosed are:

- Important dates;
- Proposed Bylaw Changes;
- Director Certification forms; we urge clubs in those areas who did not have Directors this season, to find someone to represent them! The Director seat can be shared (Director, Alternate Director);
- Officer Nomination Forms & bylaws pertaining to.

Important Dates from the NYSSA By-Laws
Annual Meeting: April 30, 2017

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

(By: January 30, 2017)

- Standing Committees submit budget requests to the Budget and Finance Committee.
- Proposed By-Law Changes must be submitted to the Parliamentarian for review. The Parliamentarian 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: March 1, 2017)

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

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

(By: March 31, 2017)

- Districts complete Director elections.
- Club delegates count for Annual Meeting determined by club and the NYSSA Office.
- NYSSA Office mails or electronically mails 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: May 20, 2017

to be held at the Rusty Rail, 3231 Seneca Turnpike, Canastota, NY 13032

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

F) AT LEAST 3 MONTHS AFTER THE ANNUAL MEETING:

- BOD may appoint interim District Directors.

The following information has been excerpted from the NYSSA Bylaws.

ARTICLE XIV. AMENDMENTS

Amendments of these By-laws shall be presented to the Association by the By-laws Committee for action and approval of the Board of Directors, after which the club delegates at the Association Annual Meeting shall vote on the amendments. A two-thirds vote is needed to amend these By-laws. All member clubs must be notified in writing of By-laws changes at least sixty (60) days prior to the Annual Meeting at which the changes will be voted on. All changes to the By-laws will take effect following the conclusion of the Annual Meeting at which the changes were approved by the voting delegates of the member clubs of the Association.

2017 Bylaw Changes and Report of the Ad Hoc Committee for Bylaws Review

Chair: Kelly Grammo

Members: Gary Broderick, Jason Kowalczyk, John Occhino, Randy Phillips, Jamie Warner, Rosanne Warner (Ex officio).

**Staff: Executive Director Dominic Jacangelo, Trails Coordinator Jim Rolf, and General Manager Anne O'Dell.
Changes reviewed by STEVEN T. ANDERSON, Professional Registered Parliamentarian.**

Since the summer of 2016 the Ad hoc Committee for Bylaws Review met numerous times to discuss and recommend changes to the Bylaws. Meetings were either in person or via "Go To Meeting" conference call. The goal of the committee was to recommend changes to the Bylaws where needed to bring them up to date, clarify certain provisions, fix typo or grammatical errors and/or to institutionalize the common practices of NYSSA.

The Bylaw changes recommended by the committee are presented as a group of non-substantive changes; and then each substantive change is presented as a separate amendment. The committee feels that these changes will result in smoother operations of the Association and reduce confusion relative to the meaning of certain Bylaw clauses.

Please be aware that there is a full set of the current Bylaws at

<http://nysnowmobiler.com/wp-content/uploads/2016/09/Bylaws-as-Amended-5-1-16.pdf> .

Should a change be modified at the Annual Meeting by a successful motion to amend by a delegate, the change to the Bylaw may not be considered until the 2018 Annual Meeting since bylaw changes must be distributed 60 days prior to the meeting.

All the changes to the Bylaws were approved by the Board of Directors on 2-4-17 by a unanimous vote and are advanced with their recommendation.

Deleted language is shown as ~~strike through~~.

New language is shown as underline.

The Changes

Group A: Technical and Non-substantive To be offered as a single amendment.

Amendment # 2017-1.

Article I is amended as follows:

Section 2

The purposes of the Association are:

- (a) To further and improve the sport of snowmobiling in New York State by promoting the safe, lawful, and responsible use of snowmobiles for recreation, commerce, and public safety.
- (b) In furtherance of (a), to coordinate the efforts of persons affiliated with snowmobiling, including without limitations, individuals, Industries, Chambers of Commerce, landowners, snowmobile clubs, dealers, government officials, and other state ~~and~~-national and international organizations.
- (c) To work toward making more private and public areas open to snowmobiling.
- (d) To assist local snowmobile clubs, county and district associations and state agencies in all manner possible with the development and maintenance of a statewide network of snowmobile trails.
- (e) To minimize the detrimental effects of the use of snowmobiles upon our environment.
- (f) To foster a close relationship with, and appreciation and recognition of the landowners of New York State.
- (g) Ensuring the effectiveness of trail development and maintenance funding.

Justification: Amendment recognizes that NYSSA works with the International Snowmobile Congress and that our membership expects the organization to undertake oversight of the trail development and maintenance fund.

Article IV, Section 6 is amended as follows:

Section 6

Any District may elect, designate, or choose an Alternate Director(s) to represent the District at Association meetings. Alternate Directors would represent the District only in the event the duly elected Director is not able to attend an Association meeting. Alternate Directors shall not be eligible to represent the District Director until the elected Director has been officially seated as a member of the Board of Directors.

Justification: P6. Section 6 adds an "s" to alternate director (s) so as to clarify that a district may have more than one alternate director. Some districts have been sending more than one alternate to meetings for years.

Article V, Section 2(b) is amended as follows:

(b) Any Officer or Director may be removed from their office or as a Board of Director member for lack of performance of their office or duties as a Director or conduct unbecoming an officer or member of the Board of Directors of NYSSA with a seventy-five percent (75%) vote of all directors that are present at any board of directors meeting that has a voting quorum of Directors and Officers. The Board shall use the Code of Conduct in the Policy Manual for direction. A member of the Board of Directors or Officer must be allowed to address the Board of Directors before a vote for their removal is put before the Board of Directors for anything other than lack of attendance at three (3) consecutive meetings as stated in Section 2(a) of these By-Laws. If a member has been removed under Section 2(b) of the By-Laws they will not be allowed to serve as a Director or Officer of the Board in the future.

Justification: The Code of Conduct defines in detail conduct unbecoming an officer, director or staff of the organization.

Article VII, Section 2 is amended as follows:

Section 2

The Board of Directors may designate up to three (3) Directors-at-large, who will not be assigned a specific District, but will be available to offer assistance wherever possible. To be elected ~~at a~~ a Director-at-large, candidates must secure a majority vote of the Board of Directors at the Directors meeting following the Association Annual Meeting.

Justification: Grammatical repair.

Article XI, Section 2 is amended as follows:

Section 2

The Officers of this Association shall be elected by the club delegates at the Association Annual Meeting, with member clubs being notified in writing at least thirty (30) day prior to the Annual Meeting of a proposed slate of officers as presented by the Nominating Committee. Officers of this Association shall hold office beginning at the conclusion of the Annual Meeting at which the Officer was elected. The term of office for the Officers of this Association shall be 2 years or until their successor is elected. Elections for President / Secretary will occur on alternative years of Vice President and Treasurer, providing ~~and an~~ an election of ~~2 officer~~ officers at each annual meeting.

Justification: Grammatical repair.

Article X, Section 4 is amended as follows:

Section 4

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 designate shall deposit all sums received in any bank which shall be designated by the Board of Directors in the name of the Association. He/she shall disburse the funds of the Association under the direction of the Board of Directors. He/she shall cause a certified audit prepared by an independent CPA to be made at least annually and submitted to the membership at their Annual Meeting. The Treasurer shall serve on the Budget and Finance Committee.

Justification: Clarifies that the audit is professionally prepared by a CPA who is independent of the Board of Directors.

Article XI, Section 6 is amended as follows:

Section 6

Employees of the association shall ~~utilize their respective committees to present their budget needs to the Board of Directors. Executive Director shall use the Executive Committee. The Trails Coordinator shall use the Trails Funding and Development Committee.~~ submit a budget request in accordance with the process in the Association's Policy Manual.

Justification: The process for submitting budget requests is now in the Policy Manual.

Group B: Substantive Changes

Amendment # 2017-2

Article VI is amended by adding a new Section 3:

Section 3

All pass-through donations collected shall be transferred to the respective organizations after approval at each meeting.

Justification: NYSSA collects funds for the clubs as well as Charities including SLEDNY. This language will ensure that monies are turned over by NYSSA to the respective organization in a timely manner and are not considered funds of the corporation.

Amendment #2017-3

Article VIII, Section (1) is amended as follows:

(a) ~~Appoint an Executive Director and determine compensation, if any~~ Hire and appoint staff as needed in accordance with the approved annual budget.

(b) ~~Appoint a Trails Coordinator and determine compensation, if any~~ (Reserved for future use).

Justification: It was the opinion of the committee that references to specific job titles is not appropriate for the bylaws since staff is not assigned any independent authority by the bylaws. The positions are created through the adoption of the budget and job duties are fully described in the Employee Handbook.

Article VIII, Section 3 is amended as follows:

Section 3

The Board of Directors shall enter into contract for the purpose of performing services on behalf of the Association, or authorize an Officer or ~~the Executive Director~~ designated staff to enter into a contract on behalf of the Board.

Justification: Individual staff members have expertise in specific areas of operation of the Association and should be able to execute and manage a contract consistent with that role.

Article X, Sections 5 and 6 are amended by deleting language relating to the job duties of the Executive Director and Trail Coordinator.

Justification: Job duties are now fully described in the Employee Handbook. In addition neither position is considered an Officer of the organization since neither position is delegated powers independent of the Board.

Amendment #2017-4

Article VIII, is amended by adding a new Section 4 to read as follows:

Section 4

Directors-at-large shall provide a report to the Board of Directors regarding the clubs they have contacted for the October meeting, for the January meeting and provide an annual report for the forum book.

Justification: The committee felt it was important to provide clear guidance to directors-at-large relative to reporting on their activities.

Amendment #2017-5

Article X, Section 2 is amended as follows:

Section 2

The duties of 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 shall serve as chairperson of the Executive Committee.

Justification: It has been common practice over the last several years to have the vice-president serve as chair of the Executive Committee. This change will institutionalize the position and responsibility.

Amendment #2017-6

Article XIII, Subsection 2(d)(1) is amended as follows:

~~(1) Association Budget. If the budget is not approved by a majority of the member club delegates, discussions will be undertaken to resolve the issues preventing support by a majority of the club delegates present at the Association Annual Meeting. If agreement is not reached, the Board of Directors shall operate under the previous year's budget.~~ The Association budget for the fiscal year shall be approved by a majority of the delegates present at the annual meeting of the corporation. The proposed budget shall be presented and voted upon. If the proposed budget does not achieve a majority vote for approval, amendments may be offered, and each considered for inclusion in the draft budget by a majority vote. Following consideration of all amendments, the amended fiscal year proposed budget shall be presented once again to the delegates for consideration. No motion to adjourn shall be considered until a budget for the fiscal year is adopted by a majority vote of the delegates present.

Justification: If a budget was not adopted in 2016, it would have resulted in a severely out of balance fiscal plan. Each standing committee, the Budget and Finance committee, and the Executive committee, work diligently to present a balanced budget which addresses in a fair way all the needs of the various committees and staff. The amendment will require the overall budget to be considered prior to the consideration of any amendments. The new language will also require a budget to be adopted prior to adjourning the Annual Meeting.

Amendment #2017-7

Article **XIII**, 2(e) and (j) are amended as follows:

~~(e) The number of delegates calculated for each member club of the Association shall be calculated by the number of NYSSA memberships sold by that club members as defined by Article VI, Section 1(a). A club having a member who also belongs to another NYSSA club may count him/her in their NYSSA delegate representation, provided NYSSA membership is documented by the member shall have that member counted for the purpose of calculating delegates. Modification of club dues structure to meet this end shall be a function of the club.~~

~~(j) All members that are not paid members of the Association shall not be counted in club counts for voting at the annual meeting. Consistent with 2(e) above every paid member of the Association shall be counted in club counts for delegates at the annual meeting. A free club or Association membership shall not be counted.~~

Justification: Subsection (e) of Section 2 is amended to clarify that every paid member of a club is used to calculate the number of delegates each club is entitled to for the annual meeting. For many years secondary members have been counted in club memberships for the purpose of calculating the number of delegates a club may bring to the annual meeting. This new language will ensure that every paid member is counted. Subsection (j) of section 2 is amended to reinforce the intention of subsection (e), that free memberships will not count toward the number of delegates each club is entitled to send to the annual meeting.

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.

ARTICLE IX. OFFICERS

Section 1

The Officers of this Association shall be the President, Vice-President, Recording Secretary, and Treasurer. Each Officer shall be a member of the Association, a member of a local club, and a resident of New York State.

Section 2

The Officers of this Association shall be elected by the club delegates at the Association Annual Meeting, with member clubs being notified in writing at least thirty (30) day prior to the Annual Meeting of a proposed slate of officers as presented by the Nominating Committee. Officers of this Association shall hold office beginning at the conclusion of the Annual Meeting at which the Officer was elected. The term of office for the Officers of this Association shall be 2 years or until their successor is elected. Elections for President / Secretary will occur on alternative years of Vice President and Treasurer, providing an election of 2 officers at each annual meeting.

Section 3

Any compensation accorded an officer shall be recommended by the Board of Directors and voted on at the Annual Meeting by the club delegates present.

Section 4

No person shall simultaneously act as an employee of the Association and either an officer or director of the Association.

Section 5

Unexpired terms of any vacated office may be filled by appointment by the Board of Directors, except a vacancy in the office of the President shall automatically be filled by the Vice President.

Section 6

An individual may serve as President for a maximum of two consecutive terms. After one term has passed, a past-President may be a candidate for President of the Association.

ARTICLE X. DUTIES OF OFFICERS

Section 1

The duties of President are to preside at Board of Director meetings, serve as chairman of the Board of Directors, (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 more than one special project committee, and shall not chair any Standing Association committee, to provide active leadership for the Association, to carry out the recommendations and policies set by the Board of Directors, appoint members to standing and temporary committees as are necessary with the advice and consent of the Board of Directors, and to ensure the right of all visitors to speak to the Board of Directors at each meeting of the Board of Directors during the part of such meetings assigned to public comment.

Section 2

The duties of Vice-president are to officiate in the absence of the President and to assist the President in carrying out his/her duties.

Section 3

The duties of the Recording Secretary are to keep a permanent record of the minutes of all Annual, Special, and Regular Meetings of the Board of Directors. The Recording Secretary shall serve on the Events and Promotions Committee.

Section 4

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 designate shall deposit all sums received in any bank which shall be designated by the Board of Directors in the name of the Association. He/she shall disburse the funds of the Association under the direction of the Board of Directors. He/she shall cause a certified audit to be made at least annually and submitted to the membership at their Annual Meeting. The Treasurer shall serve on the Budget and Finance Committee.

Section 5

The duties of Executive Director shall be to perform all duties prescribed to the position by the Association Board of Directors.

Section 6

The duties of Trail Coordinator shall be to perform all duties prescribed to the position by the Association Board of Directors through the Trails Funding and Development Committee. The Trail Coordinator shall serve on the Trails Funding and Development Committee.

Section 7

It is the duty of all officers to carry out assigned and designated tasks at the direction of the Association Board of Directors.

See you in Lake Placid!

For registration: <https://www.regonline.com/2017-forum>

Book a hotel online: <https://reservations.meetingslakeplacid.com/?i=49>

The most up to date info is always at: www.slednyforum.com

NEW COURSE ADDITION:

Glenn Hayton, Schoharie County Director, will be demonstrating various safety equipment Friday afternoon, April 28, on the 3rd floor "Lookout Gallery". This demo is included with your Full-Forum Registration.

Don't forget: *Friday Night Costume Party!*

Olympic Passports available for \$15 (price was incorrect in earlier material).

- Admission to the Olympic Sports Complex
Available Thursday, April 27 - Saturday, April 29, 2017
9:00am - 4:00pm
- Elevator & Skydeck at the Olympic Jumping Complex
Available Thursday, April 27 - Saturday, April 29, 2017
9:00am-4:00pm
- Lake Placid Olympic Museum
Available Thursday, April 27 - Saturday, April 29, 2017
10:00am-5:00pm

*All activities and venues are subject to change based on weather and unforeseen circumstances.

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, fax or email it to the NYSSA Office or deliver it to the Nominating Ad Hoc Committee by using this email: nom-com@nysnowmobiler.com.

The 2017 Nominating Committee consists of:

Ray Head, Chautauqua County Director; Bob Jennings, Tioga/Chemung Director; Darlene Lombardo, Director at Large; Roger McCabe, Wyoming County Director; John Winterton, Madison County Director.

Positions being elected in 2017 are **Treasurer** and **Vice President**. Each will serve a two-year term.

All persons completing the Nomination Form must be considered as a candidate for office. The Nominations Ad Hoc 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.

(March 15, 2017)

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: **March 15, 2017** Date Filed: _____ Date Received: _____

Office Being Sought: _____

Candidate Name: _____

Address: _____

Phone: _____ Cell _____

Email _____ Member ID _____

Signature: _____

Nominated by: _____