



Rules of Business

Approved June 19, 2018

NHSA RULES OF BUSINESS

Table of Contents

1. MEETINGS	1
2. DISCIPLINE	2
3. AMENDMENTS	2
4. COMMITTEES	3
5. GENERAL BUSINESS	3
6. MEMBERSHIP	4
7. DUES	4

1. MEETINGS

- a. The President shall submit an agenda to the Board before each meeting.
- b. All petitions and correspondence that requires an answer by the Board of Directors must be in the hands of the President seven (7) days prior to the Board meetings.
- c. Guests wishing to comment on items being discussed by the Board may do so with permission of the President.
- d. Board Meeting attendance is an expectation of the Officers and Directors serving on the New Hampshire Snowmobile Association Board of Directors. Officers, Directors and Assistant Directors will not be allowed to miss more than four (4) regularly scheduled meetings of the NHSA Board of Directors during the fiscal year which runs from July 1st through June 30th. Lack of compliance of this rule shall be considered a voluntary resignation from the New Hampshire Snowmobile Association Board of Directors and will require no further action by the board.
- e. Anyone requesting an expenditure that is not part of the day-to-day operations of the association shall submit the request in writing at a Board of Directors meeting; the request will not be voted on until a subsequent meeting. This shall give the treasurer time to evaluate the money request. This does not preclude the board from making expenditures on an emergency basis.
- f. All cell phones must be placed on the meeting table in front of the Directors and/or Assistants in either off or vibrate mode.
- g. The NHSA Advisory Board shall host an annual dinner on or before the January 31st of each year.

2. DISCIPLINE

- a. 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 Board of Directors reserves the right to censure any officer, director, alternate, delegate or member for bringing discredit to NHSA. NHSA is the face of organized snowmobiling in New Hampshire and as such, must uphold standards. Examples of reasons for censure include (but not limited to) representing NHSA while intoxicated, breaking laws while representing NHSA and unauthorized contact on behalf of NHSA. Written notice of the alleged offense will be sent to the individual at least seven (7) days prior to the meeting which the censure is to be considered. Censure requires a majority vote of the Board of Directors on a motion containing the individual's name, nature of alleged offense, and proposed disciplinary action. The subject individual of the censure motion has the right to defend himself to the Board of Directors prior to the vote on the censure motion. If an individual is censured, the Association and member clubs in his county will be notified in writing by the NHSA Office of the reasons for censure and the disciplinary action(s) taken.
- b. Just Cause: Misconduct or some other relevant event of a Club or individual club member, Director or Executive Officer may justify immediate termination. This may include but is not limited to these examples: theft, dishonesty, violence, willful misconduct, disobedience, conflict of interest, or habitual neglect of duty.

3. AMENDMENTS

- a. Any member of the Board of Directors or any Executive Officer may propose amendments to the New Hampshire Snowmobile Association Rules of Business. Amendments must be presented to the Board of Directors in writing. Amendments shall be voted on at a meeting of the Board of Directors held at least sixty (60) days after the amendment(s) are submitted. Amendments must be adopted by a vote of five (5) Board of Directors or a 2/3 majority vote, whichever is larger.

4. COMMITTEES

- a. The President shall appoint committee chairs and it shall be their responsibility to provide reports of their meetings to the Board of Directors.
- b. The President shall have the ability to appoint all members of a committee.
- c. At least one member of each committee shall be a Director.
- d. Each committee chair must prepare and submit a budget to the Finance Committee at least ninety (90) days prior to the budget meeting.
- e. Each committee chair shall prepare a written report to be presented at the annual meeting.

5. GENERAL BUSINESS

- a. All members of the NHSA Advisory Board shall be given a standing invitation to any NHSA events.
- b. The Code of Ethics, Conflict of Interest policy, and Confidentiality clause of the NHSA will be reviewed annually by the Board of Directors. Said documents shall be acknowledged by signature by each Director on an annual basis.

6. MEMBERSHIP

- a. The NHSA shall provide an annual agreement to member clubs.
- b. Good Standing: Annual dues are paid; its per membership dues are paid per club agreement;
- c. Not in Good Standing: Delinquent annual dues; delinquent per membership dues; failure to complete required documentation.
 1. When a club loses its good standing status, all individual members of said club are no longer considered in good standing.
- d. In the event that a club falls out of compliance, the Association shall send a letter to inform the club that they are no longer a member in good standing.
- e. Reinstatement of Good Standing: A member club may provide a written request to the Board of Directors to have its good standing status reinstated upon proof that it has met all requirements.
 1. A 2/3 majority vote by the Board of Directors is required for the good standing status of the member club to be reinstated.

7. DUES

Annual club membership dues shall be \$30. In addition, member clubs shall be assessed \$10 per club membership transaction.

Note: When circumstances dictate, any wording that applies to male may be substituted to apply to female.