



NEW HAMPSHIRE SNOWMOBILE ASSOCIATION

Rules of Business

Revised March 21, 2023

NHSA RULES OF BUSINESS

Table of Contents

1. MEETINGS.....	1
2. DISCIPLINE	2
3. AMENDMENTS	3
4. COMMITTEES	3
5. GENERAL BUSINESS	4
6. MEMBERSHIP.....	4
7. DUES	5
8. CASH MANAGEMENT POLICIES	5
REVISIONS.....	11

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. Electronic meetings of the Board of Directors may be called by the President due to natural disaster, state of emergency or severe weather. The board of directors will hold at least one in person meeting per quarter, other meetings may be held virtually. Electronic meetings of committees may be held as the chair sees fit.
- f. 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.

- g. All cell phones must be placed on the meeting table in front of the Directors and/or Assistants in either off or vibrate mode.
- h. The NHSA Advisory Board shall host an annual dinner on or before the January 31st of each year.
- i. Annual Meeting - The NHSA office shall send clubs a list of their members in good standing by March 31 of that year. Clubs must report their Delegates and Alternates in writing to the NHSA office by the registration deadline of April 15 of that year in order to be eligible to vote at the Annual Meeting. There shall not be more than one club Alternate for each Delegate registered for the Annual Meeting. Any registered Delegate or Alternate may represent and register to vote for a maximum of one club. One member is allowed one vote for the club they declared themselves to be a delegate for. All registered Delegates and Alternates must sign-in 10 minutes prior to the call to order to be recognized as a voting participant.

2. DISCIPLINE

- j. 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.

- k. 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 forty-five (45) 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 access to any NHSA events.
- b. Any correspondence provided to the board shall also be provided to the Advisory Board.
- c. All standing members of the Advisory Board shall be entitled to attend Executive Sessions.
- d. 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 in good standing.
- 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

- a. Annual club membership dues shall be \$30.00 if club registration forms are not received at the NHSA office by June 15 for the upcoming year.” In addition, member clubs shall be assessed \$10 per club membership transaction.
- b. County Organization or Association dues shall be \$30 annually.

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

8. CASH MANAGEMENT POLICIES

I. PURPOSE

The NH Snowmobile Association faces multiple risks related to cash, cash equivalents, and checks and credit card machines that are received for the NHSA by any event, fundraiser, or any normal day to day business transaction. The greatest of which is loss or theft of funds of the NHSA. The best way to mitigate this risk is to have controls in place and all funds deposited in an NHSA bank account as quickly as possible, typically within three (3) working days. Documentation of the delay must be recorded with the documents on file at headquarters. This practice also enables the NHSA to maximize its ability to operate and use minimal capital funds.

II. POLICY

All funds collected by any committee or fundraiser of the NHSA must be kept in a secured manner until deposited into an authorized NHSA bank account as outlined in Section I. This policy will protect NHSA funds as well as facilitate proper cash management. All currency deposits must be in U.S. dollars, and either the President or Treasurer are authorized to make any exceptions to this policy.

Each NHSA department or committee that makes or receives monies for the NHSA is responsible to deposit monies and to have a supporting deposit sheet and provide

as much information for internal controls as well as deposit methods, by whom and location.

A. DEPOSIT LOCATIONS

The New Hampshire Snowmobile Association is the primary Office for activities related to the general business of the NHSA. Fundraiser events such as the Grass Drags, may use the same financial institutions, banks, etc. that are in a more reasonable location to the event are allowable pending approval from the Treasurer. Only Officers, Chairs and persons approved by the Executive committee that are assigned to these accounts shall be the people preparing and assigning the deposit(s) to the designated bank. Officers, Directors and Chairs assigned to the account, have authority to review/audit the deposit at any time necessary.

B. HANDLING CONTROLS

The NHSA must follow proper procedures and exercise internal controls when handling the collection and deposit of cash and checks and any equivalents (money orders, treasurer checks, credit card payments, etc.) An effective system of internal controls is designed to provide reasonable assurance that errors will be detected and corrected in the normal course of activities. Necessary components of this system include

1. Segregation of duties between personnel who issue billing/receivables, receive funds, deposit funds, and those who reconcile transactions.
2. Written procedures and documented controls for issuing billing/receivables, receiving funds, depositing funds, and reconciling transactions.
3. Controlled access to resources such as cash, checks, cash equivalents, deposit supplies, credit card machines as well as account information and personal information.
4. Verification and reconciliation of financial information is overseen by management/appropriate supervision.
5. Management approval of refunds when refunds issued in same form as receipted funds; (a manager is any Executive Committee member, or an assigned Chair or person assigned by the Executive Committee).

A series of important process steps are outlined below for establishing NHSA funds management controls within three main cash handling internal control activities: Receiving Funds; Depositing Funds; and Accounting and Reconciliation

6. Receiving Funds

- a. Only authorized personnel are authorized to receive funds, and ensure all personnel are properly trained on NHSA procedures.
- b. Ensure money is counted and verified by a second person, and a pre-numbered receipt is issued and documented. (Once cash is counted, both sign off as verified.)
- c. Ensure funds, credit card machines and credit card information and information are always safeguarded.

7. Depositing Funds

- a. Only personnel authorized by the executive committee are to deposit funds. All authorized personnel are to be properly trained on NHSA procedures.
- b. Deposit all funds into NHSA only approved bank account in a timely manner, as outlined in Section I unless circumstances prevent this. Reasons of the delay must be recorded with the documents at the NHSA office.
- c. Ensure funds and information are always safeguarded under reasonable circumstances.
- d. Refunds should always be attempted to be given in the same form as originally paid, i.e., Cash is refunded in cash, Credit cards should always be refunded to the same credit card originally paid to recoup exchange fees, and checks should always be refunded by a check to ensure the original check cleared the account.

8. Accounting and Reconciliation

- a. Ensure deposits post to the appropriate chart of accounts and are reconciled by a segregated bookkeeper.
- b. The Bookkeeper must reconcile receipts/deposits with statement of activity and the month end bank statement. Bank statements and files to remain at headquarters. At any time, the bookkeeper shall not be a person that is assigned with receiving and depositing funds of the NHSA, nor shall the NHSA bookkeeper be working (or volunteering) at an event which accepts monies.

C. CASHIER'S OFFICE FUNCTION

The Office Cashier is only authorized to accept cash, checks or credit card payments for NHSA accounts, and not on behalf of any other entity. Custodians of NHSA cash may not use any other cash deposit account outside the NHSA for future

reimbursement, or to fund another benefiting organization. Cashing of any personal checks, is not permitted.

Credit card machines shall fall under similar safeguarding of assets and be always treated as an asset. Credit card machines shall be batched out at the end of any operating day which has transactions. The credit card machine or a controlling device, such as a computer shall be password protected, and both shall be treated as NHSA assets.

The Grass Drags does not accept cash from Event vendors, sponsors etc. Cash deposits for any event (vendors, sponsors etc.) are not allowed and only accept check or credit card payments.

NH SNOWMOBILE ASSOCIATION TRANSACTIONS

Payments for supplies, fees and other miscellaneous charges may be made to the NHSA Office, by cash or credit/debit card.

D. ACCEPTANCE OF FOREIGN CURRENCY, CREDIT CARDS, CHECKS, AND MONEY ORDERS

The NHSA is a single entity that which only NHSA monies are to be deposited for. Only the President and/or Treasurer and/or Board designees are to be listed on the bank account. The bank account must always contain a two-signature authority to open, close or transfer an account balance. No other Director or individual may establish or use any other account outside of the NHSA to accept/expend funds on behalf of the NHSA, nor be used as a temporary holding location of NHSA funds.

Accepting checks issued from foreign banks (non-U.S.) presents unique challenges in the collection of the funds. Unlike domestic checks that are cleared through the United States Federal Reserve, foreign-issued checks must be presented and cleared through a variety of channels depending on the banking system associated with the country of origin. Potential impacts due to the more complex clearing process for foreign checks include significant delays; additional layers of fees which could be substantial; and foreign exchange risk that could result in less than full payment after conversion to the US Dollar.

This has been an ongoing challenge with GD Vendors. It has been a big challenge to get a credit card

Anyone requiring assistance with payment alternatives for foreign payments may contact the NHSA office for more information.

E. PETTY CASH

The NHSA office will have a petty cash fund to fund daily operations. Petty Cash must be kept in a secure location, and a sheet to account for the transactions that are funded with Petty Cash. At any time, the petty cash can be verified as reviewed for accounting accuracy. The disbursements and funding of the petty cash account are to be approved by the Treasurer. The bookkeeper shall enter the transactions into the NHSA accounts.

F. START-UP CASH (EVENTS)

During the opening hours of any event, there will be a need to fund the cashier function of the event with cash to offer proper change and open the event accordingly. The office will provide the assigned “Cashier” or “Director” of the event with the amount necessary to open. Cash will be withdrawn from a NHSA bank account. The start-up cash will also be included with the deposits of the event, and total receipts must deduct or back out the total deposits of the event, to return the start-up cash to the account of the NHSA. All cash handling rules apply. The request for start-up cash must be made to the President and/or Treasurer at least one week in advance.

G. BLANK CHECKS

There can arise a need to have a vendor or person that requires payment to be made due to circumstances that are approved by both the on-site event chair and an Executive Committee member or “appointee” of the President or Treasurer (if unavailable). The necessity of the payment must outweigh the normal vendor payment process and must be approved by either the President, Treasurer or an appointed “chair” of the event. Checks that are blank are never to be signed in advance of the event, and stored in a secure manner. When checks are provided, the numbers or series of check numbers must be separately recorded to be reconciled to any payment made by the bookkeeper for entry into the accounting records of the NHSA. All unused checks are to be returned to the NHSA Office at the conclusion of the event.

H. EXCHANGE POLICY

The NHSA does not accept exchange value of gifts, Bitcoin, crypto-currency, or any alternative form of internet payment which may be a similar payment as “Venmo”, or a peer network payment. In addition, the NHSA does not accept any goods and services in lieu of any payment due. No authorization shall be granted to anyone at the NHSA to allow the receipt or payment of any online crypto-payment or Peer-To-Peer (P2P) transactions. The NHSA forbids the use of crypto currency; due to the fact that these forms of payments are restricted, unverifiable, and subjugate the controls that this very document establishes.

REVISIONS

Dues: May 19, 2020 Minutes of the NHSA Board of Directors

Meetings: June 30, 2020 Minutes of the NHSA Board of Directors

Meetings: September 21, 2021 Minutes of the NHSA Board of Directors

General Business, Membership, Dues: October 15, 2021 Minutes of the NHSA Board of Directors

Cash Management Policies: April 19, 2022 Minutes of the NHSA Board of Directors

Meetings, Amendments: March 21, 2023 Minutes of the NHSA Board of Directors