



Moose Jaw Sno-Drifters Snowmobile Club Inc.

STANDARD OPERATING PROCEDURES

INTRODUCTION

Objective

The objective of this SOP is to contribute to the effective functioning of the Moose Jaw Sno-Drifters Snowmobile Club Inc., (Sno-Drifters), so that a quality and consistent mechanism for representing the membership of the Corporation is put in place, through the actions of the Executive, Board of Directors and Internal Committees.

Mission Statement

The Moose Jaw Sno-Drifters Snowmobile Club Inc. is an organization made up of citizens from Moose Jaw and the surrounding area.

We as a club promote safe, responsible snowmobiling by attending and hosting various community events. Our main goal is to raise funds to establish a groomed trail system.

A groomed trail system will provide a safe place to ride without any risk of damage to private and public property.

Purpose

- ◆ The purpose of these operating procedures is to establish basic working guidelines for the administration of the activities of the Sno-Drifters not specifically set out in the Corporations Bylaws.
- ◆ The Guidelines set forth in these Standard Operating Procedures shall not take precedent over anything contained in the Saskatchewan Snowmobile Association Inc. Bylaws or in the Bylaws of the Sno-Drifters, in the event of any conflict of actions.
- ◆ “Standard Rules” (see next section) shall be only those rules, which shall be adopted by a majority vote at any meeting. Prior notification with regard to the presentation of standing rules to be addressed at any meeting is not required.
- ◆ Following the adoption of Standing Rules at any meeting, a 2/3 vote is required to amend or rescind these rules and 2/3 of Directors or Officers.
- ◆ Standing Rules may be adapted from time to time, as required.

Standing Rules

1. Unless agreed by majority vote, all meetings will be conducted following Robert’s Rules of Order.
2. Proxy voting will be permitted as specified in the bylaws. Proxy voting will only be accepted on official numbered Sno-Drifters Proxy Voting Forms, and must be submitted prior to the start of regular meeting. Official forms can be obtained from any Sno-Drifters director.
3. The following rules outline the expected standards of ethical behaviour and any possible conflicts of interest by all directors:
 - ◆ Any purported or real violation of ethical standards or conflict of interest, on the part of a Director or Member, which is brought to the attention of the board, will cause the Executive to have a verbal discussion with the person in question, pointing out the misconduct.
 - ◆ In the event of any recurrence, a written directive will be sent to the person by the Executive, outlining the problem and suggesting the appropriate actions be taken to rectify it.
 - ◆ Every director will adhere to the duties assigned to his or her position.
 - ◆ Directors and Members shall display appropriate behaviour and conduct at all times, and will:
 - a) Never consume alcohol while operating a snowmobile.
 - b) Obey all rules and regulations pertaining to the operation of a snowmobile in all areas in which you ride.
 - c) Adhere to all policies set forth by the Sno-Drifters with regard to conduct.
 - d) In addition, all directors will exhibit a common sense approach while discharging their duties on behalf of the Moose Jaw Sno-Drifters Snowmobile Club Inc., and will adhere strictly to the governance of the Corporation.
- ◆ Any report of a director or member exhibiting behaviour unbecoming shall be investigated by the board and dealt with accordingly.
- ◆ Any real or perceived conflict of interest on the part of a director shall be reported to the board, for investigation and remedy.
- ◆ Any offer of any gift or gratuity to a director which may be related to his or her position with the Sno-Drifters must be presented to the board for review, prior to accepting same.

- ◆ Any director, who feels they may be in a position of conflict of interest, must report this to the board at the first opportunity.
- ◆ Any Director or Member found in violation of acceptable behaviour or conflict of interest may be suspended from the club, pursuant to the bylaws of the Corporation.

Definitions

ISC: Information Services Corporation

AGM: Annual General Meeting

Sno-Drifters: Moose Jaw Sno-Drifters Snowmobile Club Incorporated

SSA: Saskatchewan Snowmobile Association

SOP: Standard Operating Procedures

User: Will define a snowmobile owner/operator.

Corporation (As referred to in this document) Sno-Drifters

Inc.: Incorporated

Membership Types & Fees

- ◆ The membership fees of the Sno-Drifters will be set at the AGM.
- ◆ Membership year will begin December 1st and expire on November 30th of each year.
- ◆ Family Membership (2 votes, currently \$30)
- ◆ Single Membership (1 vote, currently \$20)

Financial

The Financial fiscal year-end of the Sno-Drifters is December 31st. An Annual Financial Report will be prepared by the Treasurer for presentation to the membership at the AGM and submitted to the Department of Justice Corporation Branch (ISC) for incorporated purposes.

Expense Allowances

Allowable expenses will be determined by the Treasurer with approval of the executive, and will be issued on a separate page to the directors. Expense allowances will be reviewed from time to time. Meal and Travel allowances will only be valid for events with the majority approval and discretion of the Board of Directors prior to any reimbursement.

- ◆ Vehicle Mileage - \$0.30/km over 50 km.
- ◆ Meal Allowance - \$10.00/meal
- ◆ Hotel is reimbursed at cost. Mid-range hotels are to be used.
- ◆ Any expenses to be incurred over approved limits must be receive prior board approval. Any expense over \$1000.00 must be approved by the majority of the members at a General Meeting.
- ◆ All reimbursements must be accompanied by actual receipts of expenses.
- ◆ Directors who incur expenses on behalf of Sno-Drifters but who are not claiming reimbursements are requested to fill out and submit an approved Expense Form noting that the associated costs are a donation to the Sno-Drifters.

Roles & Responsibilities of Executive Positions

President

The President shall preside over all meetings and shall oversee the Executive and Directors in the administration of the Corporation, at the direction of the board. The President shall be a member of all committees but shall not be required to attend meetings other than at his or her discretion. The President shall not serve a term of office in excess of 3 years.

Vice-President

The Vice-President shall carry out the duties of the President during his or her absence, or as requires and will assist the president and the board in the administration of the affairs of the club as required. The Vice-President should consider the nomination for President following the term of the current President. The Vice-President shall serve on committees, as required.

Secretary

The Secretary shall maintain control of all minutes and insure that the minutes of all meetings are recorded properly, and shall maintain these records in an orderly and accurate manner. The Secretary shall forward the meeting minutes via email to the members. The Secretary shall also email a Notice of Meeting reminder to the membership.

Treasurer

The Treasurer shall be responsible for the financial affairs of the club, all financial record keeping in compliance with any and all governing statutes of the Corporation and including those required by Federal and or Provincial Legislation. Further, the Treasurer shall render financial reports to the board from time to time and shall prepare and issue the financial report at the AGM.

Director

A Director shall keep apprised of the activities of the club and shall participate in all board meetings, as required. In addition a director may be asked to represent specific committees with regard to rendering assistance where needed. In the event a director is unable to attend a meeting, he or she will be required to obtain and review all information coming out of the meeting. Directors will represent the club in a professional manner and will be an ambassador for the club, representing the goals and ambitions of the club, at all times. In the event that a director does not meet the obligations of his or her office, they will be ineligible for re-election the following year.

Major Meetings

Any club meetings with Government Officials or Snowmobile Associations shall be attended by at least 2 directors.

Membership

- ♦ Club Membership shall expire on November 30th of each year.
- ♦ To be approved as a Member of the Sno-Drifters Snowmobile Club in good standing, the applicant must comply with the established registration process set out by the Sno-Drifters with regard to Membership and Insurance coverage, and must agree to operate under the conditions set forth in the Insurance Coverage.
- ♦ Membership data will be collected and collated monthly and reported to the Board in the manner set out by the Secretary and Treasurer.

Committees

Committees shall consist of a minimum of one chairperson and 2 committee members. Special events may be added as necessary at any time and must be approved by the club at a regular general meeting.

All committee chairs are responsible to present a projected budget for club approval a minimum 3 months prior to event. They are also responsible to create an agenda for each committee meeting. Minutes of each committee meeting will be taken and reported on at the following general meeting. Any funds collected on behalf of Moose Jaw Sno-Drifters Snowmobile Club Inc. will be submitted to club treasure at the earliest convenience.

Meeting Procedures

- ◆ Executive will call a club meeting once a month starting in September and ending in June.
- ◆ The Corporation's New Executive Members will be voted in at the AGM in January. Their position will take effect April 1st.
- ◆ Executive will present a yearly event agenda at the April meeting and assign /develop committees (ie. chair-person & committee members)
- ◆ Committee Chair-persons' will present proposed event dates at the May meeting for the General Membership to vote upon.
- ◆ Roll-call should be passed around and signed by all members present. Any non-members should be identified. Number of members and non-members to be noted in the minutes. Non-members are not allowed to speak at meetings unless pre-arranged by the Executive.
- ◆ Chair-person should have a gavel to interrupt members who don't have the floor (should only be one person talking at a time).
- ◆ If there's a motion, the meeting shall stop to see if there's a seconder. If motion is seconded, then a discussion to follow on topic of motion, then finalized by a vote... majority vote required to pass a motion.
- ◆ Motions can be amended... but amendment also requires a seconder and majority vote.
- ◆ Motions can be tabled to be discussed later at a following meeting.
- ◆ If executive feels motion requires time to proceed, they will ask for motion to be postponed until the next meeting (which also requires a seconder and majority vote), and put on the agenda for the next meeting, giving all members a chance to see the motion and come to the next meeting to vote on the motion.
- ◆ General question period is for discussions/questions and ideas... no motions allowed.
- ◆ Executive can put motions on the agenda, but best to make an agenda item stating, "Executive recommends..." and let members make the motions.

END OF DOCUMENT