

POLICIES AND PROCEDURES

NORTHERN VERMONT REGION

EASTERN DIVISION

NATIONAL SKI PATROL SYSTEM, INC.

Adopted June 28, 2004
As amended June 1, 2022

POLICIES AND PROCEDURES OF THE NORTHERN VERMONT REGION

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POLICIES & PROCEDURES
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EASTERN DIVISION
NATIONAL SKI PATROL SYSTEM, INC.

ARTICLE I.

CONDUCT OF ELECTIONS

The Election Committee shall be responsible for conducting the voting for Regional Director and Section Chiefs and such other matters that may require input from the Voting Members. The election shall conform to the requirements of the Eastern Division By-Laws for Regional Director, RD.

Within 14 days of selection of the Election Committee the names and contact information for the Committee shall be posted on the Region Web page along with a call for candidates and other election notices.

Nominations for Regional Director and/or Section Chief shall be submitted in writing to the Election Committee at least 60 days prior to the first balloting. Nominations shall include the nominees name, biography and position statement.

Prior to balloting the Committee shall receive nominations for Region Director and/or Section Chief, and determine the eligibility of the candidates. At least 45 days prior to the first balloting, the committee shall post the eligible nominees names, biographies and position statements on the Region Web page. Voting members for the Region shall be members of all regular patrols and members of the Professional Patrols from Jay Peak, Smugglers Notch, Middlebury College Snow Bowl, Mad River Glen, and Sugarbush. The Regional Director shall make copies of all the voting members from the National Ski Patrol Database and send the member list to the Chair of the election committee to be included in the Voter Checklist. This compiled list shall comprise the Master Voter Checklist.

On the day of balloting the Election Committee representative shall:

- Supervise the voting.
- Ensure that each voter is on the Voter Checklist, and that their name is checked off when they cast their ballot.
- Secure the ballots.

The Election Committee shall make available absentee ballots for voting members who are not able to access the internet.

Ballots shall be retained for 60 days from the time of counting, in case there is call for a re-count. After 60 days the election shall be certified as final and the ballots may be disposed of. The certified results will be sent by the Election Committee Chair to the Chair of the Division Nomination and Election Committee and to the Executive Committee.

ARTICLE II.

FINANCES

The Region fiscal year shall coincide with the Division fiscal year. The Region uses the Division EIN and must submit IRS form 990's to the parent organization based upon the fiscal year. Any Patrol using the Division EIN must file 990's with the region treasurer to include in the report to division.

It should be a guiding principle that the Region should have funds equal to no less than one and no more than two year's expenses on hand. All Region programs should strive to operate on a cash neutral basis, and the aggregate of all programs should be as close to cash neutral as possible. Should, over time, it become apparent that the Region

is either generally accruing or disbursing funds then either the program fees or the Region dues should be adjusted accordingly.

The Treasurer shall be the Chief Financial Officer of the Region, shall have general responsibility for the care and custody of all money and securities of the Region.

The RD and the Treasurer shall each be signatories on all Region bank accounts.

ARTICLE III.

[EXPENSE REIMBURSEMENT POLICY

- Receipts for expenses, including meals, lodging, travel and miscellaneous expenses, must accompany all reimbursement requests. **The receipts must show the items and date purchased.**
- Members are strongly urged to contact the RD before spending any of their personal funds to be sure the cost is considered a reasonable expense that will be reimbursed by NVT Region.
- Members are strongly urged to select the most economical and appropriate means of transportation for the activity being conducted.
- The Northern Vermont (NVT) Region will reimburse an individual for economy class or equivalent airfare.
- The NVT Region will reimburse an individual for travel to and from a meeting or event at the rate per mile specified on the Eastern Division website.
- The NVT Region will reimburse Patrollers for reasonable costs for meals during events and necessary meals while traveling to and from events. These expenses must be accompanied by a receipt showing the actual food and beverages purchased to obtain reimbursement. Reimbursement for alcoholic beverages will not be approved by the Regional Director.
- The NVT Region will reimburse Patrollers for reasonable costs for lodging expense while attending NSP sponsored events, when costs are not covered by others such as National, any Division or Local Patrol. If events do not include lodging at a negotiated rate, it is assumed that Patrollers will do their best to avoid excessive lodging costs, typically the Region will reimburse for ½ the cost of a double room.

- That any expense report submitted to the Treasurer for reimbursement that is more than 60 days after the event is completed will not be reimbursed unless the program advisor and Reginal Director approves the payment. All expenses incurred in a fiscal year must be submitted within 30 days after the end of the fiscal year. (June 30th)
- Authorization for expenses:

Expenses for Title	Approved by Title
Regional Director	Senior Section Chief
All others	Region Director or his/her designee

- All expense reimbursement requests must be approved before payment can be made.

ARTICLE IV.]

AMENDMENT

Proposed amendments to these Policies and Procedures shall be submitted in writing to the Region Director at least 30 days prior to the meeting at which action or such amendments are to be taken. The Region Director shall transmit the proposal amendments to the Executive Committee at least 15 days prior to the meeting. The affirmative vote of a plurality of all the Executive Committee shall be required to adopt any amendment.

Amended May 21, 2004

Amended August 16, 2010

Amended June 1, 2022