



STANDARD OPERATING PROCEDURES

(November 2015)

INTRODUCTION

OBJECTIVE

The objective of this SOP is to contribute to the effective functioning of the Coquihalla Summit Snowmobile Club, (CoqSnow), so that a quality and consistent mechanism for representing the membership of the society is put in place, through the actions of the Executive, Board of Directors and internal Committees.

ROLE OF COQSNOW

CoqSnow will protect and enhance the sport of Snowmobiling within the Province of British Columbia on behalf of its members, pursuant to its Mission Statement, Constitution and Bylaws. It will at all times, fairly address the concerns of its members and represent their majority best interests at all times. CoqSnow will offer leadership in Safety and Stewardship programs, as well as developing other proposals and programs for the benefit of the membership. CoqSnow will abide by the terms and conditions set forth in the Management Agreement between CoqSnow and the Minister of Forest, Lands and Natural Resource Operations at all times.

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PURPOSE

- The purpose of these operating procedures is to establish basic working guidelines for the administration of the activities of the CoqSnow not specifically set out in the society's Bylaws.
- The Guidelines set forth in these Standard Operating Procedures shall not take precedent over anything contained in the Society Act of BC, The Constitution of the Coquihalla Summit Snowmobile Club or the bylaws of the CoqSnow, in the event of any conflict of actions.
- "Standing 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
- 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 bylaws. Proxy voting will only be accepted on official numbered CoqSnow Proxy Voting Forms, and must be submitted prior to start of related meeting. Official forms can be obtained from any CowSnow 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 to 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 CoqSnow with regard to conduct.
 - d) In addition, all directors will exhibit a common sense approach while discharging their duties on behalf of the Coquihalla Summit Snowmobile Club, and will adhere strictly to the governance of the society.
 - 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 CoqSnow 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 society, pursuant to the bylaws of the society.

DEFINITIONS

- AGM: Annual General Meeting
CoqSnow: Coquihalla Summit Snowmobile Club
ABCSC: ABC Snowmobile Clubs
SOP: Standard Operating Procedures
User: Will define a snowmobile owner/operator.
Society (As referred to in this document): CoqSnow

MEMBERSHIP TYPES & FEES

- The membership fees of CoqSnow will be set at the AGM.
- Memberships will expire same date as BCSF's memberships (currently October 1st of each year).
- All fees set at A.G.M. must include the BCSF's membership fee, (where applicable) and the CGL insurance fee.

MEMBERSHIP TYPES: (all Membership include Seasonal Trail Pass)

Primary Membership Rate decided at Annual General Meeting

Secondary Membership, generally 50% of Primary rate (Spouse or son / daughter over 16 years of age)

Child Membership generally 25% of Primary rate (son / daughter under the age of 17 years)

Senior Membership same as Secondary rate (Any individual club member 65 years of age or over)

Volunteer Membership same as Secondary rate (Any club who member 65 years of age or over)

Dealer / Corporate Memberships - decided by Board of Directors

Note : don't have to do exact percentages... best to round-up to nearest \$20

Secondary and Child memberships only for family living at same residence as Primary

TRAIL FEES:

- To be collected at designated Collection Hut (Fee is per sled)
 - Trail Fee Rates set by Minister of Forest, Lands and Natural Resource Operations
- CoqSnow Members get free Seasonal Trail Pass** with membership

FINANCIAL

- The Financial fiscal year-end of CoqSnow is August 31st. An Annual Financial Report will be prepared by the Treasurer for presentation to the membership at the AGM.

EXPENSE ALLOWANCES

Allowable expenses will be determined by the Treasurer with the approval of the executive. Expense allowances will normally follow BC Snowmobile Federation's rates unless changed at a Club Meeting. 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. CoqSnow membership has increased Mileage rate

- Vehicle Mileage - \$0.50** cents/km
- Meal Allowance - \$17.00** each
- Hotel** is reimbursed at cost. Mid-range hotels are to be used
- Any expenses to be incurred over approved limits must receive prior board approval. Any expense over \$1,000.00 (beyond budgeted) 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 CoqSnow but who are not claiming reimbursement are requested to fill out and submit an approved Expense Form noting that the associated costs are a donation to CoqSnow.

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 society, 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.

1st Vice President

The 1st. 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 society as required. The 1st. Vice-President should consider the nomination for President following the term of the current President. The 1st. Vice-President shall serve on committees, as required.

2nd Vice president

Shall carry out the duties of the President during his and the 1st Vice President's absence or as requested and shall assist in the administration of the affairs of the society, as required. The 2nd Vice-President shall serve on committees as required.

Past President

The Past-President in good standing will get a honorary director position of the society for a period of one year immediately following his or her term in office and will have all of the rights and privileges afforded an elected director for that period. This privilege is revoked if the Past President resigned or was removed from the President position.

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.

Treasurer

The Treasurer shall be responsible for the financial affairs of the society, which will include the preparation of Operating Budgets, all financial record keeping in compliance with any and all governing statutes of the society 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 Annual General Meeting.

Director

A director shall keep apprised of the activities of the society 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 were 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 society in a professional manner and will be an ambassador for the society, representing the goals and ambitions of the society, 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 (eg. District Forest Recreation Officer), or Snowmobile Federations (eg. ABC Snowmobile Clubs) shall be attended by at least two directors if possible. General Manger is authorized to attend such meetings in addition to or in place of a director.

NUMBER OF DIRECTORS

The bylaws stipulate a minimum of 5 and a maximum of 20 (which includes Executive)

NOMINATION OF DIRECTORS

Nomination reminders/forms will be emailed and posted on Website 4 weeks prior to scheduled AGM. Signed Nomination forms must be submitted to any current directors 7 days prior to AGM.



Nomination Form

For a Position as a Director/Executive of the Coquihalla Summit Snowmobile Club

Submit to any current Director/Executive by hand or email (see coqsnow.com website for current contact info)

The undersigned wish to nominate the following individual to be a Director/Executive of the Coquihalla Summit Snowmobile Club (must be a member in good standing)

Nominator's Name _____

Address _____

City _____ Postal Code _____

Phone _____ Email Address _____

All Nominations must be submitted to any current director of the Coquihalla Summit Snowmobile Club seven days prior to Scheduled AGM, and each nomination form must be signed.

I, _____ (Nominee's Name) accept the nomination outlined above for the position of director for the Coquihalla Summit Snowmobile Club. I understand and agree with the Society Bylaws, and Standard Operating Procedures of Coquihalla Summit Snowmobile Club.

Signed _____ Date _____

COMMITTEES

As committee structures may change from time to time, a separate sheet listing the committees will be given directors, as required.

FINANCE COMMITTEE

Duties and Responsibilities will be assigned / addressed by current executive.

MEMBERSHIP COMMITTEE

Duties and Responsibilities will be assigned / addressed by current executive.

SAFETY COMMITTEE

Duties and Responsibilities will be assigned / addressed by current executive.

GROOMING/TRAIL COMMITTEE

1. Only Operators approved by the grooming committee will operate the equipment
2. Grooming operators shall conduct a full vehicles pre-trip inspection prior to any grooming procedures (The details of Pre-Trip inspections and Maintaining Grooming Equipment are found in the **IASA Guidelines for Snowmobile Trail Groomer Operator Training**, a copy of which will be provided each approved Groomer Operator)
3. Grooming operators shall record all grooming activities in an authorised **LOG Book**, which will be provided by CoqSnow and which will include Date, Times, Areas Groomed, Fuel Consumption and any defects in the Groomer noted by the operator at time of use.
4. Groomer defects or damage will immediately be reported to the Grooming Committee Chairman for further action.
5. Grooming Operator shall only operate the Groomer on approved trails which will be designated by the Grooming Committee and which will be outlined on a map provided to the Groomer Operator.
6. Grooming operator shall place "Grooming in Progress" banners (provided by CoqSnow) on Main trail heads during their shifts to notify trail users that active grooming is taking place.
7. The Grooming Committee is Authorised by CoqSnow Executive for \$500.00 per Month as Operating expenses.
8. Grooming operator shall submit any groomer expense's with all Receipt's prior to any reimbursement.
9. Grooming Chairman must get PRIOR approval from Executive on any expenditure over \$3,000. All repairs in excess \$10,000.00 must be presented and approved by the membership at a General Meeting, or emergency meeting called by the executive. These limits also apply to parking lot clearing Equipment.
10. The grooming committee shall present to the Treasurer its FULL Monthly Expenses in a Timely manner each month following the previous months grooming activities.
11. The Grooming Operators' agree to abide by these terms presented to them for their written acceptance prior to operating any groomer on behalf of CoqSnow.
12. All Groomer Operators must be CoqSnow members (re: Insurance requirement).
13. Grooming is to be done in evenings as much as possible, due Safety reasons. Groomed trails also "setup" much better at night, and when there's no traffic to disturb the freshly groomed trails.
14. Groomer operator must inform webmaster of trails done to keep website up-to-date.
15. The chairman of the Grooming Committee and Executive share sole discretion as to the choice of Operators acting on behalf of CoqSnow, and maintain the right to remove any operator who fails to abide by the terms set out above.

MEMBERSHIP

- Club Membership shall expire on Oct 31st of each year (must match Snowmobile Federation's dates)
- To be approved as a Member of the Coquihalla Summit Snowmobile Club in good standing, the applicant must comply with the established registration process set out by CoqSnow 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.

CORRESPONDENCE

- All correspondence sent from/to any Director shall be made available to any Director at a Board meeting with Prior notice. The correspondence will be received by a motion of the Board.
- All correspondence, by directors, on behalf of, or representing CoqSnow, may on occasion require prior approval from the Board and will be copied to the Executive upon completion of task, in addition to the above.
- On specific issues, which will be individually identified, the approval of the Executive may be required on the correspondence, following review and approval
- On all other communications the correspondence will record it being cc'd to the Executive upon completion of the task. All Board members agree to retain their emails and may be required upon the request of the board to present them with prior notification to board meetings. Working committees shall also retain their emails but are not required to forward such emails until completion of proposal is submitted to the executive. Only the proposal is required and not the process used to complete the task.
- Correspondence will be filed by date received/sent. It shall be scanned and filed electronically.

MEETING PROCEDURES

- Executive will call a club meeting at least 5 times a season, starting Sept or Oct, ending March or April.
- 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 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).
- Motions can only be made on topics / items listed on Agenda.
- If there's a Motion, the meeting shall stop to see if there's a Secunder. If motion is Seconded, then a discussion to follow on topic of motion, then finalized by a vote... majority vote required to pass Motion.
- Motions can be amended... but amendment also requires a Secunder and majority vote.
- Motions can be Tabled to be discussed later in the meeting.
- If Executive feels motion requires time to proceed, they will ask for motion to be Postponed until next meeting (which also requires a Secunder and majority vote), and put on Agenda for next meeting, giving all members chance to see the motion and come to next meeting to vote on motion.
- General Question Period is for discussions / questions and ideas... no "major" motions allowed.
- Executive can put motions on Agenda, but best to make a agenda item stating, "Executive recommends..." and let members make the motions.

SEARCH and RESCUE PROCEDURES

- Maintain a good working relationship with Hope Search and Rescue. They are closest to our area and know our area best
- Maintain an up-to-date Emergency contact list in cabins. First note on list should state any serious injury would require calling 911 and asking for help from Hope Search and Rescue. Our location is Britton Creek Exit #228. Should state we are unable to move injured sledder so S&R shows up with sled crew.
- Emergency contacts & phone numbers should state who has AST-1 training
- If a sledder is lost, should shut down mountain (no more people up). This reduces confusion and makes it easier to co-ordinate. Our club members who are willing to help with search should wait for S&R to show up and co-ordinate with S & R. Most likely, our members would be paired with their people. They have radios, equipment, first-aid and searching skills, we have knowledge of trails/area/terrain.
- V.H.F. channel we use (Groomer Operators & Hut Operator & Handheld) is LAD 4, unless industry is plowing FSR, then it would be RR-8 while on plowed Tulameen or Britton Creek FSR's.
- Groomer/Hut/Handheld radios have been programmed with PEPSAR1 which is Hope's S & R channel, which is only to be used during Search and Rescue operation. The more communications the better.

END OF DOCUMENT