



## **POLICIES & PROCEDURES**

This document outlines the Policies and Procedures (P&P's) of PSIA/AASI-Intermountain, and is based on the proposals and motions passed by the Board of Directors from 1987-to-date. In some instances, the P&P's provide clarifications of the Division's By-Laws. This document will be reviewed and revised periodically, and is dated to keep current with the activities of the Division.

NOTE: The Division's Articles of Incorporation and By-Laws take precedent over these P&P's.

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**Version History**

<b>Version</b>	<b>Date</b>	<b>Updates</b>
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# PSIA/AASI-INTERMOUNTAIN POLICIES & PROCEDURES

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# PSIA/AASI-INTERMOUNTAIN POLICIES & PROCEDURES

## Mission Statement

Provide our members with high quality educational resources and well-defined national standards to enhance their professional skills and satisfy the needs of Snowsports customers. *(October 31, 2014)*

## Establish Organization of AASI-I

The Board shall establish the organization of the American Association of Snowboard Instructors, Intermountain Division (AASI-I). This change will finalize and integrate AASI-I registration name and function within PSIA-Intermountain. *(June 2, 2001)*

## General Membership Meeting

General membership meeting shall be held in conjunction with the Spring Clinic or Ed College, and be publicized in *The Instructor's Edge*. *(May 18, 1997)*

## **MEMBERSHIP STATUS**

### Standards for PSIA/AASI Member Schools

*(From ASEA Policies & Procedures 6.8.2, revised June 2005)*

### **Member Schools**

#### **Standards for PSIA/AASI Member Schools**

There are two classes of PSIA/AASI Snowsports member schools: (1) Certified Member Schools, and (2) Registered Member Schools. The standards for each class have been ratified by the ASEA Board of Directors.

#### Certified Member School Standards

- Teach skiing and/or snowboarding as a primary business and operate under an IRS Employer
- Identification Number (EIN)
- Produce verification of an approved venue of operation
- The person in charge of training instructors for the school, on-staff, or contracted, shall hold Level III PSIA or AASI certification in good standing
- The School accepts and incorporates into its training and programs, the fundamental teaching philosophies as contained in educational materials developed and distributed by PSIA/AASI
- The school is required to provide in-service training for all instructor staff
- The Director, or other person designated to be in charge of training, is required to attend a national or divisional educational event on an annual basis

### Registered Member School Standards

- Teach skiing and/or snowboarding as a primary business and operate under and IRS Employer Identification Number (EIN)
- Produce verification of an approved venue of operation
- The school accepts and incorporates into its training and programs the fundamental teaching philosophies as contained in educational materials developed and distributed by PSIA/AASI
- The school is required to provide in-service training for all instructor staff
- The Director, or other person designated to be in charge of training, is required to attend a national or divisional educational event on an annual basis

### Process

Division offices will receive all applications for membership and will clear qualifications. Applicants are required to meet any Division requirements that are in addition to the National Standards before acceptance for national membership. All applicants for both member school classes are required to become both Division and National member schools, and to pay required dues for both organizations. The Division office will collect the total dues required, assure proper completion of all necessary forms, and forward PSIA/AASI dues to the national office on a regular basis.

## **Members**

### Registered Member

Individuals who desire to become members may obtain Registered status in the Division by paying PSIA/AASI-I and PSIA/AASI dues. All Registered members will receive all the publications of the Division, and may attend all meetings and clinics of the Division subject to prerequisites. These members are classified as voting members (By-Laws).

### Affiliate Member

Any person or corporation interested in supporting and promoting snow sports, Snowsports instruction, and the professional Snowsports teacher is eligible for Affiliate Membership. Affiliate members will pay PSIA/AASI-I dues as well as PSIA/AASI dues. These members are classified as voting members (By-Laws). *(November 8, 2013)*

### Honorary Membership in Intermountain Division

The division shall reactivate the honorary member's status within the Division as described in the By-Laws of PSIA-I. The Division may recognize individuals who are or could be contributing significantly to PSIA/AASI-Intermountain. Honorary members shall not be required to pay dues, but will not be recognized or supported in the national database, nor receive national publications or benefits. These members are classified as non-voting members (By-Laws). *(June 2, 1996)*

### Lifetime Membership in PSIA/AASI Intermountain

A biography must be submitted for any candidate recommended for Lifetime membership in our Division – along with two letters of recommendation prior to a Board meeting. *(April 1986)*

### 40-Year Member Lifetime Status

That upon individual review by the Board, individuals who have been members for 40 years or more, who have continued to teach, pay dues and attend clinics, be given Lifetime membership in the division. These individuals would be recognized at Spring Clinic. The Board of Directors may, at its discretion, forward the names of those who have been members for 50 years to the national organization for recognition for Lifetime membership in PSIA-AASI national. *(October 13, 1996; Amended Sept 2010)*

### Alumni Members

There will be an Alumni status for members who are Certified Level 1, 2, or 3, who by application to the Board of Directors request alumni status. Alumni members shall be allowed to attend all functions of the Division. Alumni members shall pay Divisional annual dues equal to one-half (1/2) of the regular dues of Certified 1, 2, or 3, and PSIA/AASI dues as currently specified. Alumni Members have no voting rights in regards to the national association, are not eligible to hold national office, and do not maintain certifications. To regain active status, Alumni members must recertify or follow Intermountain's reinstatement policy. These members are classified as voting members in Intermountain (By-Laws).

### Inactive Status

Inactive status guidelines were discussed and amended as follows (*September 1982*):

- Members must apply in writing to the Division Office.
- If inactive status is granted, the following requirements shall be observed:
  - Dues must be paid during inactive status
  - The inactive period must be no longer than three (3) seasons
  - In order to return to active status a member must attend two (2) clinics the year of return
  - Members will receive all mailings while in an inactive status. Member should not take advantage of pro forms and lift discounts during this period
  - Clinic requirements will be waived

### Reinstatement Policy

The Division will provide a form of amnesty to members whose membership has lapsed longer than four (4) seasons. The lapsed member will submit to the office a written request expressing their interest in returning to the Division. The member shall pay the current year's dues, a CEU waiver fee, attend two (2) required clinics approved by the Discipline Managers and fall back one level from previously held discipline certifications. All fees will be paid up-front. This will be a one-time offer for *Intermountain* members only. (*November 8, 2003; Amended September 18, 2004*)

### Hall of Fame

The Hall of Fame was set up to recognize outstanding Division contributions to ski teaching. It is a special recognition beyond Lifetime membership status. The Past Presidents Council will forward nominations to the Board of Directors for their consideration. (*June 4, 1989*)

There will be no set number of recipients per year. The status will be given as necessary, but need not be given every year. The award should not become perfunctory.

The Hall of Fame will be displayed at the Joe Quinney Winter Sports Center / Alf Engen Ski Museum at the Utah Olympic Park. The display area is an area of high visibility to tourists, which will help to market PSIA/AASI-I. The display will include a title banner, the PSIA & AASI shields, and some background information on PSIA/AASI-I. (*Amended September 18, 2004*)

## DUES

### Back Dues: Late Fee

The Office shall be given discretion to accept back dues - plus late fee, waiver fee(s) and current dues. Exception: Anyone serving in an official capacity, i.e., Board members, committee people, examiners and clinicians. These people must have their dues paid for the current year in order to serve in their respective capacities. *(September 1979)*

### Billing Date

Dues invoicing will be sent 30 days prior to the end of the fiscal year (June 30) with late fees in effect after July 1. *(September 2011)*

### Student Discounted Dues

Any member who is a full time student in a recognized institution of learning, and who is 23 years of age or under, shall receive a discount in divisional dues of \$10.00 per year. A matching discount is available on National PSIA/AASI dues. The member **must apply** for this discount in writing yearly and include proof of enrollment in an institution of learning. *(May 18, 2002)*

### Senior Discounted Dues

Any member who has been a member in good standing for ten (10) or more consecutive years shall receive a \$10.00 reduction in PSIA/AASI-Intermountain dues upon obtaining the age of 75. A matching discount is available on National PSIA/AASI dues. *(May 18, 2002)*

### Active Duty Waiver

PSIA/AASI-Intermountain shall waive dues and education credit requirements for a member who is otherwise in good standing while that member is unable to be active as a Snowsports instructor because of active United States military service. *(January 11, 2006)*

## CLINICS

### Continuing Education (CEU) Requirements

**This policy will take effect on July 1, 2017:**

PSIA/AASI-I requires the accrual of twelve (12) hours clinic credit by a member every two dues cycles – unless a member has applied for inactive status as described under “*Inactive Status*”. Failure to accrue twelve (12) hours of education credit (CEU) within this period will result in the following penalties, if the delinquent member wants to remain current:

- First “dues cycle” penalty following a CEU delinquency: An assessment fee of two times (2x) the current daily clinic fee
- Second “dues cycle” penalty following a CEU delinquency: An assessment fee of three times (3x) the current daily clinic fee

If a member does not pay the delinquent assessment fees when due, and subsequently accrue 12 hours of education credit, the member’s certification will become null and void. No further “delinquent education” penalty fees will be allowed; recertification will be required. Should a member pay dues after this point, they will be a Registered member.

NOTE: Clinic credit will not be printed publicly, but will be made available to the delinquent member(s) and the Board of Directors. *(November 15, 2015; Amended June 18, 2016)*

#### Continuing Education Units (CEU)

Any person in the Division who is involved in an education function, exams and accreditations included, whether attending or teaching (except exam observers), will be given full hourly credit as outlined for that function. Members shall be credited the total hours accrued at any function hosted by PSIA/AASI National or another PSIA/AASI division event (6 hours credit per day).

Members may be given full hourly credit - as outlined for that function - for attending other events such as USSA certification or clinics - as authorized by the Discipline Managers.

NOTE: Clinic credit will not be printed publicly, but will be made available to the member(s) and the Board of Directors. *(June 1985; May 7, 1994; September 18, 2004; November 2, 2014; Amended June 18, 2016)*

#### Lecture Series

Discipline Managers shall have the authority to determine the content, the number, and the schedule of events comprising the Lecture Series. All indoor "live" lecture sessions will be priced at fifty percent (50%) of the current on-snow (6-hour) daily clinic rate. Participants will receive three (3) hours clinic credit through attendance (50% of the on-snow clinic hour credit). *(September 18, 2004; Amended August 2015)*

#### Foreign Clinics or Courses

Clinic credit for foreign clinics or courses shall be evaluated individually. There will be no set policy. *(April 1986)*

#### Division Trainers

Division trainers from other divisions may be invited to PSIA/AASI-Intermountain's training sessions; the times, dates, number of people invited will be monitored by the Discipline Managers. *(January 24, 1992)*

#### Self-Sustaining Programs

The education and certification programs must be self-sustaining. *(March 28, 1993)*

#### Clinic/Assessment Refund Policy

- Notice before deadline - Full refund
- Notice after deadline, but before event - 50% refund
- NO notice given to office before event - No refund

#### Clinic and Assessment Applicant Late Fees and Change Fees

All PSIA/AASI-I clinics and exams have a two (2) week registration deadline. All applications must be in the Division Office two weeks prior to the date of the event. A late fee as established by the Board of Directors will be charged after the deadline. All late sign-ups are subject to availability. A fee will be charged for switching clinics/exams past the deadline.

#### Participant Release Form

All clinic and assessment participants will sign a release form. *(May 7, 1994)*



### Minimum Participants for Events

Unless otherwise specifically stated, clinics, assessments and accreditations will be subject to a minimum registered attendance of four (4) members. *(June 26, 2004; Amended September 18, 2004)*

### Ceilings on Clinic/Assessment Participants

That a ceiling of seventy-five (75) participants be allowed to attend all Education and Certification events with the exception of multi-day events, e.g. Ed College and Spring Clinic. *(November 4, 1994)*

### Requested Clinics/Assessments

Snowsports Member Schools may request pop-up clinics, accreditations or assessments, but must guarantee a Discipline minimum. The request must be at least three (3) weeks prior to the proposed date, and is contingent upon approval of the Discipline Manager and the availability of a clinic/examiner leader. *(January 23, 1998; Amended September 18, 2004)*

### Special Order Snowsports School Clinics

Special Order Clinics provide a customized product for a host Snowsports School's staff. Since participants are not paying for the clinics individually, they do not carry clinic credit. Schools may find that utilizing services offered by PSIA/AASI-I will allow them to better accomplish their training goals. *(May 15, 2010)*

Policy recommendations:

- October 1: "Special Order" Snowsports School clinic request due date
- Confirmation will be provided by November 1
- Discipline Managers will handle requests for Special Order Snowsports School Clinics, assigning staff and confirming rates and payment with requesting schools
- Schools can request specific curriculum and/or staff
- Payment in full will be due by 4 weeks prior to the event (credit card deposit is acceptable)
- Discipline Manager reserves the right to say 'No' for various reasons, such as, if it will dilute other clinics, DECL staff are busy
- No clinic credit will be awarded to participants

### Division Specialty Clinic/Assessment Event Approval

Any Division specialty clinics, certificate events, or assessments – that entail non-standard expenses such as out-of-division clinicians, extraneous lodging or travel, et al. - need to be brought to the Board of Directors' attention at one of their meetings for approval. These events must generate a minimum of twenty percent (20%) gross margin to be considered for approval. *(August 22, 2015)*

### Clinic Rebate Program

The Division may provide a Clinic Rebate Program. The parameters of this program will be reviewed from time to time by the Board of Directors. Current terms of use will be posted on the Division's website. PSIA/AASI-I will stand by the posted policies to protect the Division's privileges with its host areas. *(Sept 24, 2011; Amended August 22, 2015)*

## **CERTIFICATE PROGRAMS**

### Children's Specialist 1 (CS1)

Details on the process, prerequisites, and costs will be updated, and available through the Office and on the Division's website. *(January 23, 1998)*

### Children's Specialist 2 (CS2)

The Children's Specialist 2 (CS2) program shall be accepted as presented. The curriculum will be constantly evaluated and changed when necessary. Candidates for CS2 must be Level 2 certified, and have successfully completed and passed the CS1 program. Details on the process, prerequisites, and costs will be updated, and available through the Office and on the Division's Website. *(January 26, 1999; Amended Sept 24, 2011)*

### ACE 3

The Division shall accept the Accredited Children's Educator 3 (ACE 3) program as a means of developing and certifying persons to administer the CS1 and CS2 assessment-based certificate programs, and to lead clinics specific to the needs of children and children's instructors. Details on the process, prerequisites, and costs will be updated, and available through the office and on the Division's website. *(May 20, 2000)*

### ACE to Children's Specialist (CS) Nomenclature Change

Accept the nomenclature "Children's Specialist 1 & 2" (CS) in lieu of "Accredited Children's Educator I & II" (ACE). Accept the updated Children's Specialist course outline documents as presented, including the National Standards. *(October 2, 2010)*

## **ACCREDITATIONS**

### AASI Freestyle Accreditation

A freestyle accreditation for Intermountain division shall be created to recognize those instructors who specialize in freestyle instruction. This accreditation gives credit to those who can demonstrate their prowess both riding and coaching freestyle. Details on the process, prerequisites, and costs will be updated, and available through the office and on the Division's website. *(May 18, 2002)*

### Alpine Park and Pipe Accreditation

The Division shall develop an alpine park & pipe accreditation in consultation with Snowsports area managers, trainers, and the current Certification Chair. The Park and Pipe Accreditation will be three consecutive days. There will be a minimum requirement of nine participants. Two (2) DECL's will administer the event each day, and will be paid as clinicians the first two days and as examiners the final day. Details on the process, prerequisites, and costs will be updated, and available through the office and on the Division's website. *(February 11, 2003; Amended November 8, 2003)*

## CERTIFICATION

### Written Process

All disciplines will provide current written descriptions of the process for assessments, accreditations, and DECL selection. *(September 18, 2004)*

### Assessment Deadlines

All candidates applying for assessments must have all requirements completed at least two (2) weeks prior to the assessment. *(November 4, 1994)*

### Assessment Results

It will be the policy of PSIA/AASI-Intermountain that results for all assessments, accreditations, or DECL hiring be given to the candidates at the termination of the event. *(September 18, 2004)*

### Certification Process Eligibility

- All candidates must be a current Intermountain member in good standing
- All candidates must adhere to PSIA/AASI-I's Member Code of Conduct
- Education prerequisites are required to be from acceptable PSIA/AASI-I curriculum
- All components of the certification process must be satisfactorily completed within PSIA/AASI-I events

Exceptions to this policy must be approved by the appropriate PSIA/AASI-I Discipline Manager or the Executive Committee (ExCom). *(November 15, 2015)*

### Division Reciprocity

PSIA/AASI-Intermountain shall offer reciprocity to all PSIA/AASI divisions for Certified Level 1, 2, and 3, and CS1 & CS2 - as outlined in the National American Snowsports Education Association's (ASEA's) Policies and Procedures, Section 2: Certification and Education. *(May 7, 1994; Amended 2004)*.

### Allow Certification for Members Not Currently Affiliated with a Snowsports School

Level 1 & 2 members in good standing may continue in the certification process even if they are not currently affiliated with a member school. *(May 5, 2005)*

### Price for Alpine Level 1

The price for Alpine Level 1 shall include a portfolio, workbook, clinic and assessment. The Level 1 process shall schedule back-to-back prep clinics and assessments. This schedule will be posted on the Divisional calendar so candidates and Snowsports schools can plan for the days needed to attend. *(November 3, 2001; Amended May 18, 2002)*

### Nordic Structure

Nordic certification process:

- Section 1. Level 1 Certified Instructors (Alpine/Snowboard) will be allowed to participate in a Nordic assessment in any discipline, provided that they attend two clinics, one general Nordic clinic and one specific Level 2/3 prep clinic prior to the assessment. Nordic Level 1 will remain the same, requiring a prep clinic prior to taking an assessment.
- Section 2. Nordic assessment candidates will be allowed to certify at the level at which they pass. *(April 15, 1999)*

### Nordic Downhill Level 3 Exception

Alpine Certified Level 3 members will be allowed to by-pass Nordic Downhill Level 1 and Level 2 assessment, and take Nordic Downhill Level 3 assessment. *(May 7, 1994)*

### Snowboard Level 1 Prep Clinic

An AASI-I Level 1 Prep Clinic shall be mandatory prior to taking the Snowboard Level 1 Assessment. *(May 18, 2002)*

### Foreign Certification: International Reciprocity Policy

For the purpose of fulfilling prerequisites for participation in clinics, accreditations, or certification by PSIA/AASI-I:

- Instructors presenting documentation of current certification at any level from any country will be acknowledged as comparable to our PSIA or AASI Level 1. As such, they would not have to retake our Level 1 assessment.
- Instructors presenting current documentation of certification from countries with two (2) levels of certification will be acknowledged as comparable to PSIA or AASI Level 2, or Level 3, respectively. Such members will be recognized as a “registered” member until successfully meeting all certification requirements for the comparable PSIA/AASI certification level.
- Instructors presenting current documentation of certification from countries with three (3) levels of certification will be acknowledged as comparable to PSIA or AASI Level 1, Level 2, or Level 3, respectively. Such members will be recognized as a “registered” member until successfully meeting all certification requirements for the comparable PSIA/AASI certification level.
- If an instructor fails an assessment, they simply must retake the assessment at the same level, subject to the same prerequisites as domestically certified candidates. *(June 13, 2003)*

### Recognize USSA Level 1

PSIA/AASI-Intermountain shall recognize USSA regional members as equivalent to Level 1 certification status within PSIA/AASI-I for the purpose of allowing them to take the next level of certification from PSIA/AASI-I. *(June 4, 1995; Amended September 2011)*

## **BOARD OF DIRECTORS / CORPORATE GOVERNANCE**

### Board Meeting Dates

The Division Fall Board Meeting will be held the second weekend in November. The Spring Board Meeting will be held the third weekend in June. The January Board meeting remains an optional meeting set at the discretion of the Board. *(October 24, 1999; Nov. 8, 2003; Amended November 2, 2014)*

### Attendance

Regarding attendance at Board of Directors meetings, no more than two (2) absences per term (3 years) will be allowed. After two absences, the Board of Directors will take action as to dropping the board member. The board may take some discretionary action after looking at the cause or reason for the absence. This policy should be published in *The Edge* near election time to inform candidates of the time expectations. *(August 1984)*

### BOD Minutes

Board of Directors meeting minutes will be compiled by the Office staff and circulated amongst the Board members by e-mail within thirty (30) days of a meeting for their review – with corrections and approvals submitted within an additional ten (10) day period. Upon approval, the minutes will be published on the Division’s Website for member review no later than one (1) business week after final approval. *(May 2013)*

### Timely Communication

The PSIA/AASI-I Office, the Executive Committee, and any Board member tasked with acting on behalf of the Board are required to pass on communications (i.e., letters, e-mails, etc.) addressed to the Board within five (5) business days of being received. If the information is deemed important by the Executive Committee or an individual BOD member, and felt to require further discussion as a body, then it should also be included in the Board packet for the next meeting or, alternatively, a conference call should be scheduled. *(September 14, 2013; November 2, 2014; Amended June 18, 2016)*

### Email Updates

Board activities will be communicated periodically to the membership to provide brief information updates, etc. on current issues via the Division’s Website, Facebook, et al. *(September 14, 2013; Amended November 2, 2014)*.

### Notification of Intent to Seek Presidency

Board members seeking the Office of President should notify the Board at least two (2) weeks prior to the meeting at which the election will take place. Suggested content would include, but need not be limited to background and experience, and one’s vision for direction of the Division. An appropriate procedure could be including this within the mailing of the packets containing the proposals and agenda. *(September 18, 2004)*

### ASEA Representative

The PSIA/AASI-Intermountain representative to the National ASEA Board of Directors shall be a separate leadership position on the PSIA/AASI-I Board, and is chosen by Intermountain’s Board. The PSIA/AASI-I National Representative is to be a member of the PSIA/AASI-I Executive Committee. *(May 7, 1994)*

### Immediate Past President

The immediate Past President of the division shall be made an "ex officio" member of the Board of Directors. This person will have no voting privileges. *(May 7, 1994)*

### BOD to Attend Free Clinic

The members of the Board of Directors are invited and encouraged to attend one (1) division clinic each season at no expense - to better interact with and gauge the concerns and needs of the members. *(April 15, 1999)*

### ‘At Large’ BOD Candidates Need Not Be Affiliated With Resort

Non-Affiliated members in good standing will have the same rights and opportunities to run for an ‘at-large’ position on the Board of Directors as affiliated members. All members, to the highest extent possible, will have the same benefits and opportunities. *(September 16, 2006)*

### Proposals Must Be Authored and Sponsored by Current Members of the Board of Directors

The proposal process requires familiarity with the Division’s By-Laws and Policies and Procedures (P&P’s) as well as proper proposal submission protocols. All proposals submitted to the BOD must be authored and sponsored by current members of the Board of Directors. *(November 4, 2014)*

## **Board of Director Elections**

### Notice of Election

In the Fall issue of "The Edge", notice will be given of the Board members whose terms are expiring. In the Winter issue, procedures for running for election to the Board will be outlined, and notices will be sent to Snowsports School Directors to post. Applications are to be received in the office by February 15; ballots posted on the Division's website by March 1, ballots submitted or returned by March 15, and counted within one (1) week of the election. *(March 1986, amended August 2015)*

### Election Ballots

Any mailed ballot not signed on the outside return envelope is deemed invalid. Any mailed ballot not having a ski/snowboard school named or listed as unaffiliated will be deemed invalid. This guideline will be written up for The Edge prior to election time in February. *(May 5, 2005)*

### Online Voting

Electronic voting for Board of Director elections was implemented during the 2013-2014 season to supplement the existing Election Ballot process. Members have been encouraged to vote online through the Division's Website. As part of the validation process, members must verify their Division membership and their Snowsports School or representation status (i.e., unaffiliated members). Paper ballots will still be accepted for those who wish to vote in this manner. Instructions provided for filling out and returning ballots must be strictly adhered to for ballots to be accepted as valid. *(November 2, 2014)*

## **Board Member Code of Conduct**

The PSIA-AASI Intermountain Board (hereafter "Board") expects of itself and its members ethical, professional and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly, without limiting the duties owed pursuant to law:

1. Duty of Care: Board members are to discharge their duties honestly and in good faith. Board members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in similar circumstances. Board members and officers are entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by:
  - A. One or more officers or employees of the corporation whom the Board member or officer reasonably believes to be reliable and competent in the matters presented;
  - B. Legal counsel, a public accountant, or another person as to matters the Board member or officer reasonably believes are within such person's professional or expert competence;
  - C. In the case of a Board, a committee of the Board of Directors of which the Board member is not a member, if he/she reasonably believes the committee merits confidence. A Board member or Officer is not acting in good faith if he/she has knowledge concerning the matter in question that makes such reliance unwarranted.

2. Duty of Loyalty: Board members are to ensure that they act in a manner that furthers the purposes for which PSIA-AASI Intermountain was formed. Board members' ultimate loyalty to the interests of PSIA-AASI Intermountain must also supersede any conflicting loyalties such as to family members, advocacy or interest groups, resort affiliation, staff, other organizations or any personal interests as a consumer of PSIA-AASI's services. Board Members At-Large have a duty to all members regardless of region. Regional Board Members have a duty to all members with a specific duty to their regional members.
3. Duty of Obedience: To fulfill their fiduciary duty of obedience, Board members must abide by PSIA-AASI Intermountain's mission and purposes as expressed in the Articles of Incorporation, By-Laws, Policies and Procedures, and these Governing Policies. Vigorous debate around the Board table is expected and encouraged, but Board members are obliged to support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.
4. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
  - A. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
  - B. When the Board is to decide an issue about which a member has an actual or potential conflict of interest, that member shall disclose the conflict to the Board and absent herself or himself without comment from not only the vote, but also from the deliberation.
    - i. A conflicting interest exists when PSIA-AASI Intermountain is about to enter into any business transaction directly or indirectly with a Board member or officer, and any member of his/her family, or any entity in which she or he has any legal, equitable or fiduciary interest or position, including without limitation as a director, officer, shareholder, partner, beneficiary or trustee, as well as if the Board member or a related party has a beneficial financial interest in the transaction of sufficient significance that it would reasonably be expected to exert an influence on that Board member's judgment if he or she were called upon to vote on the matter. Related parties include the Board member's spouse, parents, children, siblings, siblings of the parent or spouse, and all other persons or entities in which the Director has an interest, partner, agent, or employee, or exerts control or influence, either directly or indirectly.
    - ii. In case of a dispute regarding the existence of a real or perceived conflict of interest, the Board shall vote as to whether a conflict is present, and the vote of the Board shall be final. The individual with the potential conflict of interest shall not vote.
  - C. Board members must not use their Board positions to obtain staff employment for themselves, family members or close associates. Should a Board member apply for staff employment, he or she must first resign from the Board. Board members must not attempt to exercise individual authority over the organization.
  - D. Board members' interactions with PSIA-AASI Intermountain's President, other members of the Executive Committee, or with staff must recognize the lack of authority vested in individuals except when explicitly stipulated by the Board.

- E. Board members' interaction with the media, public or other entities must recognize that Board members are not to speak for PSIA-AASI Intermountain's President, Executive Committee, or for the Board, except to repeat explicitly stated Board decisions.
  - F. Board members will not publicly express individual judgments of PSIA-AASI Intermountain's President, Executive Committee, or the performance of individual employees, other than when participating in the Board's monitoring functions.
5. Board members will treat one another and staff members with respect, civility and transparency.
  6. Board members must respect the confidentiality appropriate to issues of a sensitive nature.
  7. Board members must demonstrate respect for PSIA-AASI and PSIA/AASI Intermountain's relationships with other industry partners.
  8. A Board member aware of credible information that suggests that a PSIA-AASI Intermountain Board policy has been violated by either the Board or a Board member, has an affirmative obligation to bring the concern to the President. If the President is the subject of the concern, it should be brought to the Administrative Vice President.
  9. If a Board member is alleged to have violated this Code of Conduct:
    - A. The President (or Administrative Vice President, if the President is the subject of the concern) will have an informal discussion with the individual whose action(s) are questioned. If this is not successful in resolving the concern, then:
    - B. The President will put the issue on the agenda for closed session. The respondent Board member will be allowed to present his or her views prior to the Board determining whether or not the action violated this Code of Conduct.
    - C. A Board Member found by the Board (by majority vote) to have violated this Code of Conduct may be subject to subsequent censure or other Board action
    - D. A violation of any part of this Code of Conduct may be determined by a two-thirds (2/3) majority of the Board, and may result in the removal "for cause" of a Board Member under Article III, Section 8 of the Bylaws.
  10. All Board members are required to sign an acknowledgement of this policy.



## **COMMITTEES**

### Calendar Review Committee

A Calendar Committee has been formed to develop an Operations calendar for upcoming year's events, and to act as a review committee for events that have been scheduled. This committee will be comprised of the Discipline Managers, President, Communications Vice-President, and Division Office. (May 18, 1997)

### Snowboard Committee

A Snowboard Committee has been formed in PSIA/AASI-I with the following goals:

- Further develop examiner training
- Provide learning programs for the Education College and Spring Clinic
- Provide teaching clinics for division members (May 31 - June 1, 1990)

### SIRC Committee

The Board ratifies the existence of the Snowsports Instructors Representative Committee (SIRC). The committee may use Division office supplies, which would include postage, duplicating and printing. The Committee was asked to submit a budget to the Division Office that would be included in the Division budget for review.

The Snowsports Instructors Representative Committee's (SIRC's) mission statement is as follows:

*“To facilitate interactive communication and representation between members,  
PSIA/AASI-Intermountain's Board and Committees”*

The SIRC Committee will operate independently of the PSIA/AASI-I Board (May 15-16, 1992; Amended September 14, 2013)

### Compensation Committee

The Board may empanel a Compensation Committee made up primarily of non-Board members and members who are not in the employ of the Division (e.g. SIRC) to advise the Board on compensation for the Division's employees (e.g. DECL's). (May 15, 2010)

## **SCHOLARSHIPS**

### Scholarship Guidelines & Procedures

PSIA/AASI-I's tax status requires that we have clear guidelines and for disbursement of funds to members. An ad hoc Scholarship Committee with the authority to approve scholarship application criteria and to evaluate and award scholarships to applicants shall be established. Committee members will be nominated by the Snowsports Instructors Representative Committee (SIRC), or in the absence of such, by the PSIA/AASI-I Board. The Scholarship Committee will operate independently of the PSIA/AASI-I Board. (May 15, 2010)

Criteria and 501(c) 6 guidelines to be approved by the Division's CPA:

- Amount of money for each scholarship – recommend not to exceed \$400.00
- Total of funds available for scholarships – in any season will not exceed 50% of the account balance

Suggested Criteria:

- Letter from recipient – goal and intention
- Endorsement from a manager, trainer or supervisor
- Scholarship to be used for education for certification (not assessments)
- Recipient must be an active member in good standing, registered, and current with dues
- Optional – recipients are encouraged to write an article for *The Edge* about the results of their scholarship.

#### Scholarship Requirements

Explicitly may include the single day clinic fee toward a Level 1 process in the available scholarship categories. *(May 10, 2012)*

#### Scholarship Limit

The Board empowers the SIRC with deciding the funding per applicant. The total of scholarship funds cannot exceed the budgeted amount for scholarships each season. *(May 5, 2013)*

#### Scholarship Requirement Changes

Scholarship to be used for the education portion of certification, accreditation or certificate-based programs in all disciplines, including CS events. Scholarships may not be used for assessments. *(May 5, 2013)*

## **BUDGET / FINANCE**

#### Financial Committee

The Division will establish a Financial Committee with the Administrative V.P. and three to five members to advise the board at each Spring meeting with recommendations for investment options for the Intermountain Division. *(September 7, 2014)*

#### BOD Review of Dues

The BOD will discuss member dues increases annually. Any changes to member dues will be acted upon and confirmed at the Spring Board Meeting so that the membership can receive notification at least twelve (12) months prior to the application of the increase. *(August 22, 2015)*

#### BOD Review of Budget

The President and Executive Committee will review the proposed annual budget in depth prior to the Spring Board meeting and submit a simplified preliminary budget proposal to Board members prior to the Spring Board meeting. The preliminary budget will be voted on at the Spring meeting with a final approval vote during the Fall meeting. *(November 3, 2001; amended September 2014)*

#### Budget

A line item should be added to the Budget to include travel expenses for the all Disciplines (Alpine, Nordic, Snowboard, Children's Specialist and Adaptive) to attend Board meetings *(March 28, 1993; Amended November 1, 2014)*

#### Division Credit Card

The Division office is authorized to obtain a credit card in the name of the Division. The card is to be used by the office personnel only for the Division's business as outlined by the Administrative VP. *(June 26, 2004)*

### Electronic Expense Form

The Division office will create a web based electronic expense form for all Division employees to use.  
(November 15, 2015)

### Checks Paid Over Amount Owed

That when a check is received for \$5.00 or less - over the required amount owed - no refund be made.  
(June 3, 1989)

### Special Projects Fund

A minimum \$1,000 per year line item to the Budget shall be made to accumulate funds for future use for unanticipated capital expenditures the board may from time to time see fit to fund outside of the normal budgeting process (e.g. occasional unforeseen expenses may need to be made to fund a reconstruction of the display at the Joe Quinney Winter Sports Center / Alf Engen Ski Museum at the Utah Olympic Park). This bank account will be discrete from the normal daily operating account, and will be reviewed for continued funding at each Spring Board meeting to maintain an appropriate balance. (May 15, 2010 Amended June 18, 2016)

## **TRAVEL REIMBURSEMENT**

### Division Payment Schedule

PSIA/AASI-Intermountain's Payment Schedule for Division employees (including DECL's), contracted parties, volunteers, and Board members is as follows:

- All payment vouchers and expense reports must be submitted using the guidelines defined under "Timely Expense Submittal", no later than the 10th and 25th of each month for a check to be processed within a specific payment cycle.
- All checks will be mailed out no later than the 15th and 30th of each month

(July 29, 2003; Amended November 2, 2014)

### Timely Expense Submittal

All parties submitting for expense reimbursement need to have their Expense Report turned into the Office within thirty (30) days of the expense or they will not receive reimbursement for their expenses  
(September 14, 2013; Amended November 2, 2014)

### Reimbursement for Examiners from Outside the Division

A maximum of six hundred (600) miles will be paid for members coming in from out-of-state. The Division has approved an expenditure maximum of \$500.00 for a working examiner from outside the Division. Any amount in excess of \$500.00 must be approved by the Executive Committee.

### Division Mileage Policy

Division clinic leaders, examiners, Board members, and other divisional representatives will be reimbursed for the actual mileage driven to sanctioned events at a *per mile* rate to be set by the Board of Directors:

- Events held *within* a fifty (50) mile round-trip of an employee or representative's place of departure will be paid at the flat rate of \$10.00
- Events held *beyond* a fifty (50) mile round-trip of an employee or representative's place of departure will be paid \$0.42/mile - with no cap for a single event
- Out-of-Division requests (over 600 miles) must be pre-approved by ExCom
- Parking fees for general resort parking will be reimbursed, only if there is a fee; parking fees for VIP parking, underground, or preferred parking will not be paid

The Division strongly encourages carpooling in support of the environment that we all work and play in. (*May 7, 1994; April 1999; May 2002; June 2004; September 2004; Amended November 2015*)

### Division Per Diem

The Division will pay a per diem to DECL's, employees or representatives conducting sanctioned on-snow events to cover meal expenses. The Board will establish daily limits; with specific amounts for breakfast, lunch and dinner. On a travel day to a sanctioned event, only dinner will be covered. On a travel day from a sanctioned event, only breakfast will be covered. For events worked within a fifty (50) mile round-trip of a DECL's place of departure, only lunch will be covered. (*November 15, 2015*)

### Lodging Reimbursement Policy

Division employees and representatives will stay in accommodations arranged or approved by the Division - or at the discretion of the Executive Committee. The Division will provide a per-diem to reimburse staff for their lodging if that employee or representative so chooses. If the per-diem is used, staff will be responsible for arranging their own lodging. The current per-diem rate is \$50.00 per person per night for multi-person lodging at the location the employees or representatives are assigned to travel. Employees or representatives may choose the per-diem rate for any assigned travel with authorization by the Office prior to travel. (*October 6, 2012; Amended November 2015*)

## **DIVISION EDUCATION AND CERTIFICATION LEADER (DECL)**

### DECL's Need Not Be Affiliated

DECL's will not be required to be affiliated with a Member School. (*May 5, 2005*)

### DECL Tryouts

The Discipline Managers shall consider mandatory DECL tryouts every five years, and yearly DECL tryouts on a needs basis. (*March 23, 1993; Amended September 18, 2004*)

### DECL Performance Standards

The DECL Performance Standards shall be accepted. Updated standards will be published in the DECL Handbook/Resource Book. (*November 7, 1993*)

### DECL and Emeritus Leave of Absence

PSIA/AASI-I may at the discretion of the Discipline Manager(s) grant an exception to DECL-required commitment minimums without need for Board approval (*November 4, 1994, Amended September 6, 2014*)

### DECL Emeritus Position

Create an emeritus position, for current DECL's. Emeritus is defined as "one retired from professional life, but permitted to hold the rank of last office, as an honorary title". The new position would be DECL-E. Emeritus status will be granted to DECL's who have met the requirements of their DECL position for a minimum of ten (10) years. DECL's must submit a written request to the appropriate Discipline Manager for approval. Those receiving this status will be recognized with a plaque or a certificate of appreciation at the Spring Clinic or a similar event. *(November 4, 2000)*

### DECL Free Clinic

Any PSIA/AASI-I DECL shall be entitled to six (6) hours of education or accreditation per season at no cost, and will fill out an application form for such an event. DECL's shall pay any clinic surcharges, late, or cancellation fees applicable. Unpaid clinic participation will be on a space available basis. Approval will be subject to the discretion of the Division Office. *(September 18, 2004)*

The purpose is that DECL's will:

- Improve teaching skills by shadowing other clinicians
- Diversify talents into multiple disciplines
- Receive Children's Specialist certificates
- Earn credit hours through clinics other than those they lead
- Help to generate more excitement and camaraderie in the Division

### DECL CS Requirement

All current DECL's should have their CS2 as part of the qualifications to remain a DECL. *(May 10, 2013)*

## **PUBLICATIONS AND WEBSITE**

### Subscription for "The Edge"

The Division will charge non-members for a yearly subscription to the "The Instructors Edge" ("The Edge"). Notice will be published in "The Edge". *(April 1986)*

### Articles for "The Edge"

All Board members, Chairpersons and DECL's will write at least one (1) article per year for "The Edge". *(May 15-16, 1992; Amended Sept 2011)*

### BOD Names in "The Edge"

The name, region, and terms of all Board members shall be published in each issue of "The Edge". *(May 17, 1998; Amended Sept 24, 2011)*

### Division By-Laws on Website

The Division's By-Laws shall be placed on the Division's Website in PDF format. *(November 2, 2002)*

### Clinic Descriptions on Website

All clinic, exam, and accreditations will be posted on the PSIA/AASI-I website in a summary format including clinic title, prerequisites, content, and costs. The Discipline Managers will oversee this project. *(November 8, 2003)*

### Division Policies & Procedures on Website

The Division Policies & Procedures (P&P's) shall be placed on the Division's Website in PDF format. *(November 2, 2014)*