



**POLICIES & PROCEDURES**  
**OF**  
**PROFESSIONAL SKI INSTRUCTORS OF AMERICA**  
**AMERICAN ASSOCIATION OF SNOWBOARD**  
**INSTRUCTORS**  
**INTERMOUNTAIN**

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. This document will be reviewed and revised periodically to keep current with the operational activities of Intermountain. In the event of any conflict between the P&P's and Intermountain's Articles of Incorporation or By-Laws, the Articles of Incorporation or By-Laws shall take precedent.

## Version History

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2.3	<i>October 1, 2017</i>	<i>Board Meeting Dates Ceilings on Clinic/Assessment participants Clinic and Assessment Applicant Late Fees, Change Fees and Refunds Board of Director Elections</i>
2.4	<i>February 5, 2018</i>	<i>Vision Statement Amending Intermountain's By-Laws and P&amp;P's Notification of Intent to Seek Position on ExCom Inactive Status ExCom &amp; employee job descriptions</i>
2.5	<i>October 14, 2018</i>	<i>P&amp;P's amended or deleted that were in conflict with the Articles of Incorporation or By-Laws National Code of Conduct &amp; Disciplinary Processes Region Mileage Policy</i>
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2.7	June 15, 2019	<i>P&amp;P's amended or deleted that were in conflict with the Articles of Incorporation or By-Laws Resort member additions BOD Election process amendments Executive Committee term limit amendment Employee helmet conflict of interest, document retention &amp; whistleblower policies</i>
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2.72	August 13, 2020	<i>Administrative fee/deposit for Outreach Clinics Change and cancellation policy amendment</i>
2.8	August 13, 2021	<i>Calendar Committee Deletion Hall of Fame Past Presidents Advisory Committee Deletion Board Meeting Date change SIRC Committee replacement CEU Management Policy Scholarship Requirements</i>
2.9	June 12, 2022	<i>Helmet policy Cross Discipline Certification Policy</i>
3.0	October 7, 2022	<i>Member School Definitions IMES CS2 Requirement</i>
3.1	May 1, 2023	<i>Member School Regionality Regional Elections Snowboard Committee</i>
3.2	May 19, 2023	<i>Adjust "Division" to "Region"</i>
3.3	May 28, 2024	<i>Scholarship guidelines Adjust DECL to IM Ed Staff</i>
3.4	June, 2024	<i>Operational Deletions: Travel, mileage, event approval, school affiliation</i>

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**SNOWBOARD INSTRUCTORS INTERMOUNTAIN**

Vision Statement

*Creating lifelong adventures through education.*

Mission Statement

*Provide our members with high quality educational resources and consistent standards  
to satisfy the needs of Snowsports customers.*

**MEMBERSHIP CLASSIFICATIONS**

Per the ASEA affiliation agreement, PSIA/AASI Intermountain's geographical region is defined by postal zip codes.

**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:

**Member School Application Process**

The Regional Office shall receive all applications for membership and will clear all qualifications. Applicants are required to meet any Regionl requirements as well as the National Standards before an applicant's acceptance can be approved for national membership. All applicants for both member school classes are required to become both Region and National member schools, and to pay required dues for both organizations.

**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 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

Intermountain educational event on an annual basis

### **Member Classifications**

As defined in the By-Laws, the Region shall have the following classifications for members:

- Registered Members
- Certified Members
- Alumni Members
- Honorary Members
- Certified Lifetime Members
- Affiliate Members

The rights and privileges of each class of members are set forth in the By-Laws.

### **Certified Lifetime Members: Guidelines**

Certified Lifetime Member recognition is a way for PSIA-AASI to recognize members who have contributed as a volunteer or exceptional leader. This member should be known and respected for their long-term contributions to the Snowsports industry and demonstrate a lifetime of dedicated service to PSIA-AASI Intermountain. Members nominated for this recognition must be a member for a minimum of ten (10) years.

The Board of Directors may recommend one (1) certified or previously certified alumni member per year to the National Board for Certified Lifetime Recognition:

- A formal nomination form is required to be submitted along with two (2) letters of recommendation
- Additional letters of support or supporting documentation should be included for the Board's review and is required by the National Board
- The Board shall accept nominations for review on an annual basis, but must finalize and approve any nominees by November 1
- The Region's nominee shall be submitted to the National Board on November 1 for approval at the National Board's Winter Meeting

Starting the following fiscal year after the approval process is complete, Certified Lifetime Members shall not be required to pay Intermountain or National dues or maintain continuing education credits.

### **Region Honorary Member: Guidelines**

The Board shall have the authority to bestow Region Honorary Membership upon any person who has rendered meritorious service to the sport and/or profession of Snowsports instruction. Honorary members shall be allowed to attend all functions of the Region, receive Regional publications, and shall receive an "Honorary Membership" card from the Region. 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.

## **CONTINUING EDUCATION (CEU) GUIDELINES**

### **Continuing Education (CEU) Management Policy**

A Certified Member must take a minimum of 6 continuing education units (CEUs) every membership year. A membership year begins July 1 and ends June 30.

If a member takes more than 6 CEUs in one membership year, those additional hours will be applied towards the CEU requirement for the next membership year. Please note that extra CEUs will carry over for just one membership year.

Certified Lifetime Members are exempt from the CEU policy.

If a Certified Member does not meet the above CEU guidelines:

- The primary PSIA-AASI region will assess you a delinquency fee at the end of every membership year that the member does not meet the CEU requirements. This fee will appear on your membership dues renewal.
- The primary PSIA-AASI region will update membership status to reflect certified inactive status until the member obtains the required amount of CEUs. When CEUs are completed, the member will return to certified active status.

A certified inactive status member has 4 years to achieve their CEU requirements. To return to certified active status, the member will obtain this number of CEUs per year:

- 1 year: 12 CEUs
- 2 years: 18 CEUs
- 3 years: 24 CEUs
- 4 years: 24 CEUs

If a member is unable to obtain enough CEUs to move back into the certified active status at the end of 4 years, the PSIA-AASI region will change their membership type to Alumni Member.

### **Continuing Education Unit (CEU) Credit**

- Any member who is involved in PSIA/AASI Intermountain education events, including exams, accreditations, lectures, and certificate programs, whether attending or teaching/leading (except event observers), shall receive full hourly credit (“CEUs”) as outlined for that event - up to 6 hours credit (CEUs) per day.
- Any member who attends an event hosted by PSIA/AASI National or another PSIA/AASI region shall receive full hourly credit (CEUs) as outlined for that event - up to 6 hours credit (CEUs) per day.

NOTE: Clinic credit will not be printed publicly but will be made available to the member(s) and the Board of Directors.

### **CEU Credit for External Events**

Members may receive up to six (6) CEUs every two seasons for qualifying educational events taken outside of PSIA/AASI. In order to obtain credit, a member must send the Intermountain Office



documentation confirming successful completion of the event. Events are subject to approval by the appropriate Discipline Program Manager, and a processing fee will apply, if approved.

### **Nationwide Reinstatement Policy**

The following reinstatement process gives former PSIA-AASI members a path to return to active certified membership. This process outlines how to re-activate your certification and is applicable for all regions across the country. The reinstatement process can occur at any time during the year and is standardized for all disciplines.

**This process is not required if educational units (CEUs) are current at the time of reinstatement.** Members also have the option of going through the certification process if they would like another way to become an active certified member.

### **Reactivation:**

#### **1-Year Membership Lapse**

- Members who have missed a year of membership dues will be required to pay last year's membership dues (+ a late fee) as well as the current year's membership dues and continue to follow CEU requirements

#### **2-4 Year Membership Lapse**

- Members will be required to pay a \$200 reinstatement fee as well as the current year's dues
- Members will be required to earn six (6) CEUs for each year they have not paid dues
- Members who wish to become an Inactive Certified Member must fulfill guidelines for Inactive Members
- The person's membership card will indicate updated status

### **Recertification:**

#### **5 Years or More Lapsed Membership:**

- Members will be required to pay a \$300 reinstatement fee as well as the current year's dues.
- Members will be required to earn twenty-four (24) CEUs within two seasons. Members will be responsible for working with – and getting approval from – their Region for their personal recertification plan.
- The person's membership card will show Inactive Certified status until their personal recertification plan is complete.

Individuals wishing to re-join PSIA-AASI can do so as an Alumni Member if they meet qualifications or as a Registered Member.

## **DUES & FEES**

### **Back Dues: Late Fees**

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

### **Dues: Billing Date**

Dues invoicing shall be sent thirty (30) days prior to the end of the Region's fiscal year (June 30) with late fees in effect after July 1.

### **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 of \$10.00 per year in Intermountain dues. A matching discount is available for PSIA/AASI National dues. However, a member *must apply for this discount in writing on an annual basis* and provide proof of enrollment in an institution of learning.

### **Active Duty Waiver**

PSIA/AASI-Intermountain shall waive dues and education credit (CEU) 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 military service.

### **Clinic and Assessment Applicant Late Fees, Change Fees, and Refunds**

- If you cancel your registration two (2) weeks before the date of the event, there is a \$5.00 cancellation fee. There is no change fee.
- If you change or cancel your registration after the registration cutoff date (two weeks prior) you will be assessed a 50% fee.
- If you change or cancel your registration within one (1) week of the event without a valid medical or bereavement reason in writing, or if you give no notice that you will not attend, then there shall be NO refund.
- Cancellations can be sent by email, phone call or phone message,

## **CLINIC POLICIES**

### **Helmet Policy**

All Intermountain employees and participating members must wear a helmet when sliding on snow using lift-accessed terrain while working for IM, or participating in and IM event. If an employee does not own a helmet, they can obtain one from a resort rental/retail outlet and add the cost of the rental to their expense report for that event.

### **Lecture Series**

Discipline Program 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).

### **Foreign Clinics or Courses**

Clinic credit for foreign clinics or courses shall be evaluated individually by the Discipline Program Managers. Please refer to “CEU Credit for External Events” for more details.

### **Self-Sustaining Programs**

All Intermountain education and certification programs must be self-sustaining.

### **Participant Release Form**

All Intermountain clinic and assessment participants shall sign a release form.

### **Minimum Participants for Events**

Unless specifically stated, all Intermountain clinics, assessments and accreditations will be subject to a minimum registered attendance of four (4) members.

### **Ceilings on Clinic/Assessment Participants**

Member resorts may set the maximum number of total participants for Intermountain

events on a given day when the calendar is published. The Office will obtain these event limits when soliciting feedback on the yearly event calendar.

### **Requested Clinics/Assessments**

Member Schools may request pop-up clinics, accreditations or assessments, but must guarantee a discipline minimum. The request must be sent in writing at least three (3) weeks prior to the proposed date and is contingent upon approval of the Discipline Program Manager and the availability of a clinic/examiner leader.

### **Outreach Clinics**

Outreach Clinics provide an additional training product at Member Schools with fewer than two (2) IM Ed Staff Members on their staff. Participants can be any staff member at the Snowsports School, and the clinic is not limited to members of PSIA/ASSI:

- Schools may request up to two (2) clinics per year. The clinics must be in different disciplines.  
Snowsports Schools should request their Outreach Clinics by October 15. Confirmation will be provided in a timely manner.
- Snowsports Schools shall provide a \$200 credit card deposit to the Office to confirm the Outreach Clinic. The card will be not charged at this time.
- The Executive Director or Events Manager will handle requests for Outreach Clinics, assigning staff and confirming dates with requesting schools.
- The Office shall contact the resort's Snowsports School Director at least seven (7) days in advance of the Outreach Clinic to reconfirm the event.
- If the Outreach Clinic is cancelled by the School within seven (7) days of the clinic day or the Director fails to respond, the School will be assessed the \$200 administrative fee/deposit at that time.
- If the Outreach Clinic is held, no fees will be incurred.
- Additional Outreach Clinics may be requested on a cost plus basis plus an administrative fee.
- Schools can work with the assigned IM Ed Staff member to request a specific curriculum. Best efforts will be made to accommodate the request.
- No CEU credit will be awarded to participants unless a member participant pays the regular clinic fee to PSIA-AASI Intermountain. It is the responsibility of the member to call the Intermountain Office to arrange payment.

### **Regional Trainers**

Regional trainers from other regions may be invited to PSIA/AASI-Intermountain's training sessions; the times, dates, number of people invited will be monitored by the Discipline Program Managers.

### **Clinic Rebate Program**

Intermountain 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 Intermountain website. PSIA/AASI-I will stand by the posted policies to protect the Region's privileges with its host areas.

### **Participant Dismissal from Events**

Intermountain employees, representatives, or designates shall have the authority to exclude or discipline a participant if, in their professional opinion, the member's continued presence or actions impedes the progress of an event. This includes, but is not limited to the following:

- Effective delivery of content such as a clinic topic or assessment
- Concerns for the safety of themselves, the members, or the general public
- If a participant creates an unprofessional environment for an employee or participant at any time during and/or after an event

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

*The number, tenure and qualifications of the Board of Directors is set forth in the By-Laws.*

### **Board of Directors Election Process**

By January 15 via Regional communication, notice will be given as to procedures to be followed for Board nominations. This notice shall be communicated via the Intermountain website, and electronic communications, including but not limited to e-mail, social media, and other appropriate channels. Notice will also be sent to member Snowsports School Directors for posting.

The notice should include the following:

- Applicants must be a Certified member in good standing
- Applicants will be required to have a background check
- Applicants must submit a black and white or color photograph no smaller than 2” X 2” (Passport picture is acceptable)
- Applicants must submit a short biographical sketch, which shall include education, past/present employment, regional involvement, and years of membership along with a statement of expectations and goals for the Region
- Applicants must submit a petition signed by five (5) certified members in good standing in the Region
- Applications are to be received postmarked in the Intermountain office by February 15

Elections:

- Candidates must be a Certified Member in good standing of PSIA/AASI-Intermountain
- Candidates must pass a background check and be free from Code of Conduct violations
- Voting for each candidate will be done by the full membership who are eligible to vote as determined by the By-Laws.

In regard to voting and reporting procedures:

- By March 1:
  - Applicant biographical sketches and photographs will be posted on the Intermountain website
  - E-copies of this information will be sent to the Member School Directors for posting
- March 1: Voting opens
  - Member voting procedures and ballots will be posted on the Intermountain website
  - Members may stop by the Intermountain Office to vote in-person
- March 15: Voting closes
  - All ballots must be submitted electronically or returned to the Intermountain Office by the end-of-business, March 15
- Within one (1) week of the election’s closure:
  - Counting of ballots will take place with results communicated via the Intermountain website and electronic communications, including but not limited to e-mail, social media, and other appropriate channels.

### **Board of Directors Candidates Need Not Be Affiliated with A Resort**

Non-affiliated Certified Members in good standing will have the same rights and opportunities to run for a position on the Board of Directors as affiliated members. All Certified Members, to the highest extent possible, will have the same benefits and opportunities.

## **Board of Director Election Procedures**

### **(Mailed) Election Ballots**

Any mailed ballot not signed on the outside return envelope is deemed invalid. Any mailed ballot not having a Member School named or listed as unaffiliated will be deemed invalid. This guideline will be communicated via the Intermountain website and electronic communications, including but not limited to e-mail, social media, and other appropriate channels prior to election time.

### **Online Voting**

Electronic voting for Board of Director elections was implemented during the 2013-2014 season to supplement the existing Election Ballot process. Members are encouraged to vote online through the Intermountain Website. As part of the validation process, members must verify their Intermountain membership and their Member 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.

### **Election Tie-Breaker Guidelines**

The following guidelines will be used in case of a Board of Directors election vote tie:

- The election results will be revalidated. In a follow-up review, a member's name and number must match for a vote to be valid. Invalid entries will automatically be eliminated.
- If the vote still remains a tie, the tie will be broken by the canvassing/election board which oversaw the election.

### **Executive Committee Elections: Guidelines**

#### **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. Candidates should submit a letter of intent and resume outlining their background, experience and vision for direction of Intermountain. These documents will be included in the board packets containing the meeting proposals and agenda.

#### **Notification of Intent to Seek Position on ExCom**

Current, non-expiring term board members seeking positions on Intermountain's Executive Committee (ExCom): The Administrative VP, Communications VP, and ASEA Representative must notify the Board of their intent at least two (2) weeks prior to the meeting at which the election will take place.

The ASEA Representative must be a current or ex-officio board member. Candidates will notify the Board of their intent at least two (2) weeks prior to the meeting at which the election will take place.

The President may nominate board members for these positions, but this is not a requirement.

All candidates should include a letter of intent outlining their background, experience and vision for direction of the Intermountain in their position's capacity. This information should be sent to the Office and will be included in the board packets sent out prior to the election meeting.

### **Executive Committee Election Process**

When an Executive Committee election needs to be held, a vote shall be taken to elect said officers to the Executive Committee. Officers are elected by a majority vote of the Board. Each officer thus elected shall hold office until his successor has been duly appointed except in the case of death, resignation or removal.

### **Executive Committee Terms**

The President shall serve for three (3) years and has consecutive term limits as set forth in the Intermountain By-Laws. The Administrative Vice President and Communications Vice President shall serve for a term concurrent with the President, unless replaced on the Board of Directors due to results from an election by the members. The Administrative Vice President and Communications Vice President have no consecutive term limits. Officers may succeed themselves in office.

### **Amending Policies & Procedures (P&P's)**

These P&P's may be altered or amended, in whole or in part, by a majority vote of the Board of Directors at any regular or special meeting. However, should an amendment proposal submission be in conflict with federal or state law, the Act, the Intermountain Article of Incorporation or By-Laws, the proposal may be referred to the Intermountain counsel at the maker's expense.

Intermountain uses a formal (written) proposal process to make amendments to Policies & Procedures (P&P's):

- Proposals must be authored and sponsored by current members of Intermountain's Board of Directors (Board). The proposal process requires familiarity with Intermountain's policies and procedures (P&P's) as well as proper proposal submission protocols.
- Intermountain members wanting to submit a proposal for the Board's consideration:
  - The Intermountain member must contact a current Board representative - in writing - with the proposal request;
  - The sponsoring Board representative will be responsible for: (1) communicating with the member, (2) submitting the proposal template (and applicable backup) to the Intermountain Office in a timely manner, (3) following up with the Administrative VP and Intermountain Office, if any amendments to the original proposal are made by the Board, and (4) following up with the member after Board action;
- All amendment proposals must use Intermountain's proposal template for consistency and verification purposes. Supporting backup for an amendment may accompany the template, but should only backup be submitted, the proposal will be returned to the maker;
- Prior to verification and processing, proposals may not be directly forwarded to board members or outside parties (beyond the requesting member) by a maker. All proposals must be sent to the Intermountain Office at least ten (10) business days prior to a board meeting. This is to ensure that a proposal is reviewed by the President and Administrative VP in a timely manner and is not in conflict with standing policy as outlined herein. Signed off proposals will then be sent to the board for pre-meeting.



- Proposals must be submitted in final wording;
- Proposals must include the following components:
  - Proposal’s objectives
  - Research/back-up materials
  - Implementation date
  - Expected revenue
  - Anticipated costs or expenses
  - Anticipated long and short-term return-on-investment (ROI) to the Intermountain
  - Benefit to the entire membership (not just an individual or group of individuals)
- Incomplete proposals will be returned to the maker by the Office;
- Should an amendment proposal be in violation or conflict of federal or state law, the Act, agreements executed between Intermountain and PSIA/AASI National, Intermountain’s Articles of Incorporation, By-Laws, Policies & Procedures (P&P’s) or Code of Conduct, or be materially harmful to the Association as determined by Intermountain’s President and/or Administrative VP, the proposal will be returned to the maker;
- Intermountain’s President and Administrative VP are responsible to set the agenda for all Board meetings, and should a proposal not meet the above requirements, it may not be considered for Board action;
- Proposals amended at a Board Meeting and approved by the Board must be corrected by the maker under the proposal template’s “BOD Revisions” section no more than five (5) business days after Board action
- Amendment/proposal voting procedures are as outlined in Intermountain’s By-Laws and P&P’s;
- All approved proposals will be verified and implemented by the Administrative VP and the Intermountain Office no more than five (5) business days after the approved and/or appended proposal’s receipt in the Office;
- Should an approved amendment proposal require revisions to Intermountain’s By-Laws or Policies & Procedures (P&P’s), those documents will be updated by the Office with the revised documents presented to the board for their approval at a subsequent board meeting. The implementation cycle is one meeting (i.e., Proposals approved at the Spring meeting will be realized in the by-laws and P&P’s with the revised documents presented to the Board for approval at the Fall meeting).

### **Code of Conduct and Disciplinary Procedures**

The Board has adopted a Code of Conduct for the Region (“Code of Conduct”) as well disciplinary procedures (“Disciplinary Procedures”), a copy of which is attached hereto as “Exhibit A” and incorporated herein as part of these P&P’s. The Code of Conduct and Disciplinary Procedures set forth the conduct required of all members and well as the grounds for the expulsion and/or discipline of all members of the Region. The Code of Conduct and Disciplinary Procedures may be amended by the Board of Directors from time to time.

### **Board Meeting Dates**

The Intermountain Fall Board Meeting will be held approximately the second weekend in October. The Intermountain Spring Board Meeting will be held approximately the third weekend in June. Additional Board meetings remain optional if/when Intermountain business arises and is set at the discretion of the Board.

### **Board Meeting Attendance**

Regarding attendance at Board of Directors meetings, no more than two (2) absences per term (three (3) years) will be allowed. After two (2) absences, the Board of Directors shall 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 shall be published using current communications methodology near election time to inform candidates of the time expectations.

### **Board Meeting Minutes**

Board of Directors meeting minutes will be compiled by the Office staff and circulated to 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 Intermountain website for member review no later than one (1) business week after final approval.

### **Timely Communication**

The Office, the Executive Committee, and any Board member tasked with acting on behalf of the Board shall be required to pass on *non-sensitive* 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 a BOD member, and there is a need to discuss matters further with the Board, then the communications shall be included in the Board packet for the next meeting or, alternatively, a conference call can be scheduled.

Board activities will be communicated periodically to the membership to provide brief information updates, etc. on current issues via the Intermountain website and electronic communications, including but not limited to e-mail, social media, and other appropriate channels.

### **BOD Free Clinic Participation**

Members of the Board of Directors are invited and encouraged to attend one (1) Intermountain clinic each season at no expense to better interact with and gauge the concerns and needs of the members.

## **ADVISORY COUNCILS & COMMITTEES**

As defined in the By-Laws, the Board shall have the authority to form ad hoc or standing advisory councils or committees, as they deem necessary.

### **Compensation Committee**

The Board may empanel a Compensation Committee made up of professionals or members who are not in the employ of Intermountain to advise the Board on compensation for the Region's employees (e.g. IM Ed Staff).

### **Financial Committee**

Intermountain may establish a Financial Committee consisting of the Administrative Vice President and three-to-five Board members. This committee shall advise the Board at each Spring meeting on budget recommendations and investment options for the Intermountain.

### **Member Recognition and Award Committee**

Intermountain shall establish a Member Recognition and Award Committee consisting of two-to-five Board members. This committee shall evaluate members that are deserving of a Recognition Award from both National and Intermountain and advise the Board of the committee's recommendations and shall execute any applications upon Board approval of the nominees.

### **Scholarship Committee**

Intermountain shall establish a Scholarship Committee consisting of two-to-five members chaired by a Board member. Committee members may be nominated by the Board. The Scholarship Committee shall have the authority to approve scholarship application criteria and to evaluate and award scholarships to applicants. This committee shall work with the Executive Director on the scholarship distributions and budget, and advise the Board of the committee's proceedings.

## **SCHOLARSHIPS**

### **Requirements for Scholarships**

- Applicants will submit an online application including a statement of their goals, intentions and any additional information as determined by the Scholarship Committee.
- For member scholarships: A letter of endorsement from a sponsor must be received by the application deadline. Sponsors may include: Member School director, Member School manager, Member School supervisor or member of the IM Ed Staff.
- The scholarship shall be used for any educational event, in all disciplines, with preference given toward educational events and inclusive education at the discretion of the scholarship committee.
- Member Scholarships shall not be used for any events that are eligible for other forms of reimbursement.
- Awards for any assessment event or multi-day clinic shall not exceed the cost of a one day educational clinic.
- Scholarship awards for children's educational events shall be awarded under the Mark Nakada Memorial Scholarship.
- The recipient must be an active Registered or Certified Member or Member School of PSIA-I in good standing and current with their dues.
- Any scholarships granted and not used during the fiscal year of the award will be forfeited.
- The scholarship committee shall work with the Executive Director to determine Scholarship application deadlines, which can be adjusted annually

## **BUDGET / FINANCE**

### **Board Review of Budget**

The Administrative VP, Executive Committee, and Executive Director will review the proposed annual budget and submit a preliminary budget to the Board prior to the Spring Board meeting. The preliminary budget will be voted on at the Spring meeting - with a final approval vote at the Fall Board meeting.

### **Board Review of Dues & Fees**

The Board shall review member dues and event fees increases on an annual basis. Any changes to member dues and/or event fees will be discussed at the Spring Board Meeting and confirmed at the Fall Board Meeting, so the members can receive reasonable notification prior to the implementation of any dues or fee increases.

### **Discipline Monthly Financial Summaries**

The Office shall provide discipline financial summaries to each Discipline Program Manager and/or Discipline Committee on a monthly basis from January through June of each fiscal year to facilitate discipline financial planning.

### **Intermountain Credit Card**

The Intermountain Office is authorized to obtain a credit card in the name of Intermountain. The card is to be used by the Office personnel only for Intermountain business as outlined by the Administrative VP.

### **Electronic Expense Form**

The Intermountain Office has created a web-based electronic expense form for all Intermountain employees to use.

### **Checks Paid Over Amount Owed**

When a check is received for \$5.00 or less (over the required amount due), no refund will be made.

### **Special Projects Fund**

A minimum \$1,000 per year line item shall be added to the Budget to accumulate funds for future use for unanticipated capital expenditures that the Board may from time-to-time see fit to fund outside of the normal budgeting process (e.g. occasional unforeseen expenses that 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 Board meeting to maintain an appropriate balance.

# **INTERMOUNTAIN TRAVEL REIMBURSEMENT GUIDELINES**

## **Intermountain Payment Schedule**

PSIA/AASI-Intermountain's Payment Schedule for Region employees (including IM Ed Staff), 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 or direct deposited to a recipient's bank account no later than the 15th and 30th of each month

## **Timely Expense Submittal**

All parties requesting expense reimbursement for Intermountain business must have their Expense Report turned into the Office within thirty (30) days of the business expense or they will not receive reimbursement for their expenses.

## **Intermountain Per Diem**

Intermountain shall pay a per diem to IM Ed Staff, employees or representatives conducting sanctioned on-snow events to cover meal expenses. The Board shall 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 IM Ed Staff's place of departure, only lunch will be covered.

## **Lodging Reimbursement Policy**

Intermountain employees and representatives shall stay in accommodations arranged or approved by the Office, or at the discretion of the Executive Committee. Intermountain shall provide a per-diem to reimburse employees or representatives for their lodging if that person so chooses:

- If the per-diem is used, employees or representatives will be responsible for arranging their own lodging
- Employees or representatives may choose the per-diem rate for any assigned travel with authorization by the Office prior to travel.

# **CERTIFICATION**

## **Written Process**

All disciplines shall provide current written descriptions of the standards and processes for assessments, accreditations, certificate programs, and IM Ed Staff selection.

## **Assessment Deadlines**

All candidates applying for assessments, accreditations or certificate programs must have all requirements completed at least two (2) weeks prior to the event.

## **Assessment Results**

It shall be the policy of PSIA/AASI-Intermountain that the results for all assessments, accreditations, certificate programs and/or IM Ed Staff hiring be given to the candidates at the termination of the event.

## **Certification Process Eligibility**

- All candidates must be a current PSIA-AASI Intermountain member in good standing
- All candidates must adhere to the Member Code of Conduct (as outlined in “Appendix A”)
- Education prerequisites are required to be from acceptable PSIA/AASI-I curriculum
- All components of the certification, accreditation or certificate process must be satisfactorily completed within PSIA/AASI-I discipline requirements

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

## **Region Reciprocity**

PSIA/AASI-Intermountain shall offer reciprocity to all PSIA/AASI regions 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.

## **Alpine Certification Module: Member "Passing Result" Retention Policy**

Members actively pursuing their (Alpine) Level 2 or Level 3 certification will retain their “successfully passed” individual assessment results as long as they remain PSIA/AASI members in good standing (with their dues) and are current in their certification prep clinic CEU's.

This guideline pertains to any member that currently holds a “passing” result falling within the “Active Pursuit” policy since January 1, 2014 - as well as for those members taking assessments in the future. The Alpine Program Managers may grant exceptions to this policy due to a lapse in current membership status or other circumstances. This policy shall replace the “Active Pursuit” policy currently being used by Intermountain.

### **Foreign Certification: International Reciprocity Policy**

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

- 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 must retake the assessment at the same level, subject to the same prerequisites as domestically certified candidates.

### **Certified Member Cross Discipline Policy**

If you are a Certified Member, you may participate in the assessment process of another discipline at the same level of certification that you hold in your primary discipline. To do so, you must first petition and get approval from the host region. Then, you must participate in any or all prerequisites required by the host region before taking the assessment. The Certified Member Cross Discipline Policy does not apply to adaptive certification assessments. If you’d like to participate in an adaptive certification assessment at the same level as your current certification in another discipline, you must contact you PSIA-AASI region for more details about the adaptive certification process.

### **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.



## **INTERMOUNTAIN EDUCATION STAFF (IM Ed Staff)**

### **Examining Board**

The Executive Director or the appointed Discipline Program Managers shall from time-to-time appoint an examining board to conduct a certification assessment. No appointed examiner shall use or permit the use of this fact in connection with the advertising of any merchandise or service. The decision of the examiners appointed shall be final with reference to any certification, and the certificates issued pursuant thereto will be granted and issued by the authority of Intermountain.

### **IM Ed Staff Need Not Be Affiliated**

IM Ed Staff members shall not be required to be affiliated with a Member School.

### **IM Ed Staff Tryouts**

The Discipline Program Managers shall consider mandatory IM Ed Staff tryouts every five (5) years, and annual IM Ed Staff tryouts on an “as needed” basis.

### **IM Ed Staff Performance Standards**

The IM Ed Staff Performance Standards shall be accepted as submitted to the Board. Updated standards shall be published in an IM Ed Staff Handbook/Resource Book or Intermountain Employee Manual.

### **IM Ed Staff and Emeritus Leave of Absence**

Intermountain may at the discretion of the Discipline Program Manager(s) grant an exception to Ed Staff-required commitment minimums without the need for Board approval

### **IM ED Staff Emeritus Position**

The Discipline Program Manager(s) may create an Emeritus position for current IM Ed Staff. 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 IMES-E. Emeritus status will be granted to IM Ed Staff who have met the requirements of their IM Ed Staff position for a minimum of ten (10) years. IM Ed Staff must submit a written request to the appropriate Discipline Program 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.

### **IM Ed Staff Free Clinic**

Any Intermountain Ed Staff shall be entitled to six (6) hours of education or accreditation per season at no cost but shall fill out an application form for such an event. IM Ed Staff shall pay any clinic surcharges, late, or cancellation fees, as applicable. Unpaid clinic participation will be on a space available basis. Approval will be subject to the discretion of the Intermountain Office.

The purpose of this program is that IM Ed Staff 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 Intermountain

## **PUBLICATIONS AND WEBSITE POSTINGS**

### **Board Names in "Face Shots"**

The name and terms of all Board members shall be published using current communications methodology, including "Face Shots"

### **Intermountain's By-Laws on Website**

The IntermountainBy-Laws shall be placed on the Intermountain Website in PDF format.

### **Intermountain Policies & Procedures on Website**

The IntermountainPolicies & Procedures (P&P's) shall be placed on Intermountain's Website in PDF format.

### **Clinic Descriptions on Website**

All clinic, exam, accreditation and certificate program descriptions will be posted on PSIA/AASI-I's website in a summary format including clinic title, prerequisites, content, and costs. The Discipline Program Managers and Office shall oversee this project.

## **APPENDIX A - PSIA-AASI CODE OF CONDUCT**

The purpose of this document is to consolidate the PSIA-AASI Regions' Codes of Conduct into a comprehensive national policy and to outline the PSIA-AASI National Code of Conduct ("Code") as a standard for member behavior. This National Code of Conduct applies to all members and volunteers, including PSIA-AASI's Regional and National Board Members and Officers (all of which are collectively referred to below as "Members") at all times that they are involved with PSIA-AASI or in a position to affect the PSIA-AASI's standing within the Snowsports industry or with the general public.

- Members shall conduct themselves in a manner that is consistent with practicing safety, risk awareness, professionalism, a high standard of integrity, self-control, and responsible behavior.
- Members shall comply with all applicable rules and policies of their Region and the Association, including but not limited to their bylaws and conflict of interest policy.
- Members shall not accept any gratuity, gift, or favor that might impair or appear to influence their professional decisions or actions.
- Members shall not provide compensated instruction without the advance written consent and acknowledgement of the Snowsports School of the Resort at which the member is providing instruction.
- Members shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation.
- Members shall not engage in illegal conduct.
- Member shall not engage in harassment of any kind against a resort guest, resort employee, a member of the general public, PSIA-AASI association employees, volunteers, contractors or another member.
- Members shall not discriminate against any member or any other person on account of race, religion, age, creed, disability, gender, sexual orientation, or nationality.
- Members shall not conduct themselves in a manner which would bring discredit to the Association or any Region.
- Members shall not abuse any privilege that may be extended as a result of their membership from industry partners such as equipment manufacturers, distributors, retailers, resorts or other professional groups.
- Members shall not allow the use of their name or likeness in such manner as to misrepresent or otherwise mislead the public concerning any given product or service.
- Members shall not misrepresent themselves in any way to the organization, for instance, their professional status, competence, or experience.
- Deviation from this Code may result in disciplinary action up to and including the loss of the Member's credentials, National/Regional membership, or position on the Board of Directors.

## **PSIA-AASI PROCEDURE FOR DISCIPLINE OF MEMBERS**

The purpose of this document is to consolidate the PSIA-AASI Regions' individual Disciplinary Policies and Procedures into a comprehensive national policy.

1. **Authority of Region to Discipline.** Article VI (Ethics and Discipline) of the By-Laws of PSIA-AASI Intermountain ("Region") gives the Region the authority to govern and discipline its members.
2. **General.** The following procedures have been adopted by the Board of Directors of the Region and PSIA-AASI ("National") and are designed to set forth the rules and procedures which will be followed by the Region in the discipline of members of the Region. The procedures are designed to meet the due process requirements of law.
3. **Grounds for Discipline of Members.** The following are grounds for discipline of members of the Region:
  - a. Failure to follow any material provisions of the Bylaws of the Region and other rules and regulations established by the Region for its members.
  - b. Violation of the PSIA-AASI *Code of Conduct*, as it may change from time to time.
  - c. Failure to comply with the conditions of probation established by the Board of Directors to a disciplinary or information request from the Region's applicable committee or its Board of Directors.
  - d. Conviction of a member of a felony or agreement to a plea bargain where such person admits to a felony.

The foregoing constitutes a non-exclusive list of grounds for discipline. Other acts or omissions that constitute unprofessional misconduct or that bring the Region into disrepute or impair the goodwill of the Region may also constitute grounds for discipline.

### **4. Discipline Which May be Imposed**

- a. Letter of warning or reprimand

A letter of warning or reprimand carries with it no loss of membership or membership rights. The purpose is to place a member on notice that a particular action is not condoned and to cease the particular conduct.

b. Probation

- 1) Probation may only be imposed by the Board of Directors.
- 2) Probation serves as warning to the member that the conduct is contrary to the Region's Bylaws, requirements of membership, or is grounds for discipline. Probation shall be conditioned on the member's future good conduct. Additional reasonable conditions may be set forth in the terms of probation.
- 3) Probation shall be imposed for a specified period of not more than one year and without loss of full membership privileges.

c. Suspension

- 1) Suspension may only be imposed by the Board of Directors of the Region.
- 2) Suspension means all membership privileges are forfeited during the suspension period, at the end of which full membership privileges may be restored.
- 3) Suspension shall be imposed for a period of not more than one year.

d. Expulsion (termination of membership)

- 1) Expulsion may only be imposed by the Board of Directors.
- 2) Expulsion means all membership privileges are forfeited and the expelled party is no longer a member of the Region or National.

5. **Procedure.** The following procedure shall be followed by the Region in the discipline of members.

a. Complaint Process

- 1) Discipline of members by the filing of a complaint may be initiated by an officer or member of the Region, by a member of the Region staff, or by any other persons or organizations.
- 2) A complaint for discipline must be in writing, identify the complainant, and contain sufficient factual background to establish grounds for initiating disciplinary proceedings.

- 3) A complaint shall be directed to the attention of the Region's Executive Director or designated Region Staff Member. The complaint shall then be forwarded to the Board of Directors or other Board committee for investigation.

b. Investigative Process

- 1) The Executive Director or designated Region staff member shall assemble all available information and facts concerning the complaint. The Executive Directors has the authority to:
  - a) Determine the merits of the complaint.
  - b) Collect facts and evidence or designate Region staff to do the same.
  - c) Dismiss the complaint or close the case, if resolved.
  - d) Refer the complaint to the Region's appropriate committee or directly to the Board of Directors with a recommendation.
- 2) The Board of Directors or appropriate investigative committee has the authority to:
  - a) Interview the member and/or other witnesses.
  - b) Issue a letter of warning or a provisional penalty.
  - c) Dismiss the complaint or close the case, if resolved.
  - d) Collect additional facts and evidence, if necessary.
  - e) Recommend specific disciplinary action to the Board of Directors.
- 3) Following the investigation by the Board of Directors or other appropriate investigative committee, a summary report shall be prepared outlining the substance of the complaint, the evidence reviewed and the process of investigation. The report, with copies of all evidence and other information pertinent to the complaint, shall be made confidential and, if prepared by a committee, forwarded to the Board of Directors with a specific recommendation. The following recommendations, in addition to other actions, are open to the investigating committee:

- a) The facts do not support the charges or the taking of disciplinary action.
- b) The violation is a misunderstanding of the Region Bylaws or the grounds for discipline by the member and the matter has been corrected.
- c) The violation is a serious matter and the facts justify disciplinary action as recommended by the appropriate committee.

c. Disciplinary Process

- 1) Discipline of members shall be considered by the Board of Directors only upon receipt of a written recommendation for discipline accompanied by a summary report of the investigation or facts in the case from either the Chair of the appropriate investigative committee.
- 2) Prior to the filing of a recommendation for disciplinary action, the person or committee recommending the action shall have:
  - a) satisfied themselves that there is probable cause for initiating disciplinary proceedings;
  - b) notified the member in writing of the grounds for discipline; and
  - c) offered the member the opportunity to correct the deficiency or violation within a specified period and/or offer mitigating information or factual evidence in his/her own defense.

d. Disciplinary Action

A recommendation for discipline other than a letter of warning, reprimand, or provisional penalty shall be reviewed by the Board of Directors. The Board shall satisfy itself as to the procedures and particulars of the case. The Board may:

- 1) request further evidence or refer the case back to the originator of the recommendation
- 2) weigh the charges against the facts and disciplinary recommendations and dismiss the matter or modify the recommendations.



- 3) accept the findings, and/or recommendations, and either close the case or take disciplinary action.

## **6. Disciplinary Judgment**

- a. Before a disciplinary penalty involving suspension or termination of membership becomes effective, the following procedures regarding the right to a hearing shall be followed:
  - 1) **Hearing:** The member shall be informed that the member is entitled to a hearing. During such hearings, the member shall be given the opportunity to present a defense to all charges brought against the member. Requests for hearings shall be in writing and directed to the Chair of the investigative committee or such other Region staff as the member is directed and must be received within thirty days after the member has been notified of the charges and opportunity for a hearing.
  - 2) **Notice:** The member shall be notified in writing of the charges and of the time and place of the hearing.
  - 3) **Charges:** The written charges shall include a copy of the alleged violations and/or a copy of the Bylaws alleged to have been violated.
- b. If no request for a hearing is made or if the member fails to attend the hearing within the time provided, the decision shall take effect on the date specified.

## **7. Hearing and Hearing Panel**

### **a. Membership**

In the event a hearing is requested by the member who is the subject of a disciplinary recommendation, the hearing shall be held not later than three (3) months after the response of the member is filed with the Region. The hearing panel shall consist of the President or President-Elect of the Region and at least three (3) other members of the Board of Directors designated by the President for that purpose. The President or President-Elect shall not vote in the outcome of the hearing unless he or she is the tie-breaking vote. The decision of the hearing panel may be appealed to the full Board for final decision.

### **b. Proceedings and Decisions**

The proceedings may be recorded. A court reporter may be provided at the member's expense. Formal rules of evidence shall not apply to the hearing. Either the Region or the member may, at their option, have legal counsel present to advise them. The hearing panel shall make a decision in writing within thirty (30) days of any such hearing with a copy of the decision being sent to the member by certified mail, return receipt requested, which decision shall set forth findings of fact and conclusions and shall, in the event discipline is decided upon, set forth specific dates, terms and conditions of such discipline.

## **8. Termination of Membership in National**

- a. Termination of a member's membership in a Region shall automatically terminate such person's membership in National.
- b. The Region shall immediately notify National in writing upon a member's termination or suspension.
- c. All Regions will respect and afford reciprocity to all disciplinary decisions made by another PSIA-AASI Region. Members will not have the ability to join other regions if they were terminated in one of the other regions.

## **APPENDIX B - PSIA-AASI INTERMOUNTAIN CONFLICT OF INTEREST STATEMENT**

### **Reason for Statement**

The purpose of the conflict-of-interest statement is to protect the interests of our tax-exempt organization when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, committee chair or management employee of the organization or might result in a possible excess benefit transaction or private inurement. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

PSIA/AASI Intermountain (“PSIA/AASI-I”), as a nonprofit, tax-exempt organization, depends in part on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the operations of PSIA/AASI-I first meet all legal requirements. PSIA/AASI-I also depends on the public trust and is subject to scrutiny by and accountability to both governmental authorities and members of the public.

Consequently, there exists between PSIA/AASI-I and its directors, officers, committee chairs and management employees a fiduciary duty that carries with it the duties of loyalty and fidelity. The directors, officers, committee chairs and management employees have the responsibility of administering the affairs of PSIA/AASI-I honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of PSIA/AASI-I. Those persons shall exercise good faith in all transactions involved in their duties, and they shall not use their positions with PSIA/AASI-I or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

### **Persons Concerned**

This statement is directed not only to directors, officers, committee chairs and management employees, but to all employees who can influence the actions of PSIA/AASI-I. For example, this includes all those who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning PSIA/AASI-I.

### **Key Areas in Which Conflict May Arise**

Conflicts of interest may arise in the relations of directors, officers, committee chairs and management employees with any of the following third parties:

- Persons and firms supplying goods and services to PSIA/AASI-I
- Persons and firms from whom PSIA/AASI-I leases property and equipment
- Persons and firms with whom PSIA/AASI-I is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting PSIA/AASI-I
- Recipients of grants from PSIA/AASI-I
- Agencies, organizations, and associations that affect the operations of PSIA/AASI-I
- Family members, friends, and other employees

## **Nature of Conflicting Interest**

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in the previous section. Such an interest might arise, for example, through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with PSIA/AASI-I
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) by any third party dealing with PSIA/AASI-I
3. Receiving remuneration for services with respect to individual transactions involving PSIA/AASI-I
4. Using PSIA/AASI-I's time, personnel, equipment, supplies, or good will other than for approved PSIA/AASI-I activities, programs, and purposes
5. Receiving personal gifts or loans from third parties dealing with PSIA/AASI-I. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.

## **Interpretation of This Statement of Policy**

The areas of conflicting interest listed in the previous section, and the relations in those areas that may give rise to conflict, as listed previously, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, committee chairs and management employees will recognize such areas and relation by analogy.

The fact that one of the interests previously described exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of PSIA/AASI-I.

However, it is the policy of PSIA/AASI-I that the existence of any of the interests described in this statement shall be disclosed on a timely basis and always before any transaction is consummated. It shall be the continuing responsibility of directors, officers, committee chairs and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

## **Disclosure Policy and Procedure**

Disclosure should be made according to PSIA/AASI-I standards. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The related party is excluded from the discussion and approval of such transaction;
3. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Staff disclosures should be made to the Executive Director (or if he or she is the one with the conflict, then to PSIA/AASI-I Board of Director's President), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the Board.

Disclosure involving directors, officers and committee chairs should be made to the PSIA/AASI-I Board of Director's Executive Committee and to the Executive Director.

The Board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to PSIA/AASI-I. The decision of the Board on these matters will rest in its sole discretion, and its concern must be for the welfare of PSIA/AASI-I and the advancement of its purpose.

### **Examples**

A conflict of interest may exist if a director, officer, committee chair, management employee, or close relative of any such persons:

- Has a business or financial interest in any third party dealing with PSIA/AASI-I. This does not include ownership interest of less than 5 percent of outstanding securities of public corporations.
- Holds office, serves on a board, participates in management, or is employed by any third party dealing with PSIA/AASI-I, other than direct funders to PSIA/AASI-I.
- Derives remuneration or other financial gain from a transaction involving PSIA/AASI-I (other than salary reported on a 1099 or W-2, W-9 salary and benefits expressly authorized by the board).
- Engages in any outside employment or other activity that will materially impact such person's obligations to PSIA/AASI-I; compete with PSIA/AASI-I's activities; involve any use of PSIA/AASI-I's equipment, supplies, or facilities; or imply PSIA/AASI-I's sponsorship or support of the outside employment or activity.

### **Use of Information**

Directors, officers, and staff shall not use information received from participation in PSIA/AASI-I affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of PSIA/AASI-I.

### **Disclosure and Recusal**

Whenever any director has a conflict of interest or a perceived conflict of interest with PSIA/AASI-I, he or she shall notify the board chair of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with PSIA/AASI-I, he or she shall notify the Executive Director of such conflict.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the Board, or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. However, that person shall provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the Board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

**Dissemination**

A copy of this conflict-of-interest policy shall be furnished to each director, officer, committee chair and management employee who is presently serving this organization or who may become associated with it.

**Certification**

The policy and its application shall be reviewed annually for the information and guidance of directors, officers, committee chairs and management employees, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

## **APPENDIX C - PSIA-AASI INTERMOUNTAIN WHISTLEBLOWER POLICY**

### **General**

PSIA/AASI Intermountain (“PSIA/AASI-I”) requires its directors, officers, volunteers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. These persons are expected to comply with all applicable federal and state laws and regulations.

### **Reporting Responsibility**

PSIA/AASI-I encourages directors, officers, volunteers and employees to report (based upon credible information) violations of laws and regulations, illegal practices or wrongdoing concerning violation of company policies or fraud (including financial and accounting fraud) which may affect PSIA/AASI-I (“Acts of Wrongdoing”). Any report should be in writing and describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries concerning an Act of Wrongdoing.

### **Compliance Officer**

PSIA/AASI-I’s President shall act as the Compliance Officer and have responsibility to investigate all reported Acts of Wrongdoing. The Compliance Officer is responsible for investigating and reporting all reported complaints and allegations concerning Acts of Wrongdoing and shall advise the Audit Committee. The Compliance Officer shall have direct access to the Audit Committee and is required to report to the Audit Committee at least annually on compliance activity.

### **Reporting Violations**

Directors, officers, volunteers or employees should report their questions, concerns, suggestions, or complaints to someone who can address them properly. In the case of directors, officers or volunteers, that person will be the Chair of the Board or Compliance Officer. In cases involving employees, the report should be made to the employee’s supervisor. However, if an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor’s response, the employee is encouraged to report to the Compliance Officer. If an employee is not comfortable approaching the Compliance Officer, then the employee is encouraged to contact the Chair of the Board. Supervisors and managers shall report Acts of Wrongdoing to the Compliance Officer.

### **Handling of Reported Violations**

The Compliance Officer will notify the Complainant and acknowledge receipt of the reported violation or suspected violation within 5 business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### **Acting in Good Faith**

Anyone filing a complaint concerning suspected Acts of Wrongdoing must act in good faith and have reasonable grounds for believing the information disclosed indicates an Act of Wrongdoing. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected Acts of Wrongdoing may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **No Retaliation**

No director, officer, volunteer or employee who in good faith reports a violation under this Policy or who participates in a review or investigation under this policy shall suffer harassment, retaliation, or adverse employment consequences. Any employee who retaliates against someone who has reported an Act of Wrongdoing in good faith is subject to discipline up to and including termination of employment.

### **Audit Committee**

The Audit Committee, which consists of PSIA/AASI-I's Board of Directors, shall address all reported concerns or complaints regarding Acts of Wrongdoing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the Committee until the matter is resolved.



## **APPENDIX D - PSIA-AASI INTERMOUNTAIN DOCUMENT RETENTION AND DESTRUCTION POLICY**

This policy provides for the systematic review, retention, and destruction of documents received or created by PSIA/AASI-I. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). This policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate operations by promoting efficiency and freeing up valuable storage space.

### **Document Retention**

PSIA/AASI-I follows the document retention guidelines outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

#### **Corporate Records**

Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-Laws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration or termination)	7 years

#### **Membership Records**

Initial Membership details and Cert levels attained	Permanent
Database entries in CRM	7 years following lapsed membership
Waivers, exam records, notes	7 years following lapsed membership



**Accounting and Corporate Tax Records**

Annual Financial Statements	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	7 years
Business Expense Records	7 years
IRS Form 1099	7 years
Invoices	7 years

**Bank Records**

Check Registers	7 years
Bank Statement and Reconciliation	7 years

**Payroll and Employment Tax Records**

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

**Employee Records**

Accident Reports and Worker's Compensation Records	7 years
I-9 Forms	3 years after termination
Time Cards	3 years
Employee Handbook Acknowledgement	6 years after termination

**Legal, Insurance, and Safety Records**

Insurance Policies	Permanent
Leases	7 years after expiration



## **Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document categories on the above schedule will be maintained for the time period indicated.

## **Document Handling Policy**

PSIA/AASI-I's Office Team will be responsible for the ongoing process of identifying records which have been retained as long as required and overseeing the destruction of such records. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when litigation is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or litigation. Exceptions to this policy and terms for retention may be granted only by the Executive Director or PSIA/AASI-I Board of Director's President. They will periodically review these procedures and when appropriate, shall do so with legal counsel or any accounting firm retained for that purpose to ensure that they are in compliance with new or revised laws or regulations.

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