



SND
1974-2014

Snowmobile North Dakota

SND GUIDELINES 2014

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Chapter 1: Snowmobile North Dakota Clubs

1.1 Club Requirements

To be associated with Snowmobile North Dakota (SND), clubs must carry current membership status with the organization. Membership status consists of the dues which are paid for business/associate and family/individual memberships. Please refer to Chapter 2, section 2.1 for more information on membership dues and requirements

1.2 Club Benefits

The following list describes the benefits which SND clubs receive:

- A. **Free sponsorship** on the Sno-Dak News club page. A page in the Sno-Dak News displays the clubs name and contact information that are associated with SND.
- B. Information such as articles and events submitted by clubs are displayed on the Club News and Events page in the Sno-Dak News **free of charge**. All club press releases and other editorials will be displayed at the discretion of the Editor and could result in a fee, due to the extensive cost of printing the magazine. (It costs approximately \$210 a page for developing and printing costs.) The Club News section consists of club articles and the events are listed in a calendar displayed in the magazine. The calendar lists meetings and events.
- C. A **25% discount** is received when purchasing an ad in the Sno-Dak News. This discount pertains to any size ad which is not allocated for the Club News section in the Sno-Dak News. **Due to publishing deadlines, any ads received after the materials deadline may not appear in the current issue of the magazine. Late ads do not qualify for the 25% discount.**

Chapter 2: Snowmobile North Dakota Membership

2.1 Membership Classes & Packages

Membership Classes	
Affiliated Memberships	These memberships belong to a club which is involved with SND and have the right to vote.
Non-Affiliated Memberships	These memberships do not belong to a club which is involved with SND and do not have the right to vote. These memberships pay directly to SND.

After classifying if the memberships are affiliated or non-affiliated, the member has the option to purchase between two membership packages.

Membership Packages		
Business/Associate Memberships	\$31.00 annually	Added Bonus: business receives promotion on the Associates Memberships page in the Sno-Dak News and on the SND website.
Individual/Family Memberships	\$20.00 annually	Please refer to section 2.3 for membership benefit information.

2.2 Membership Requirements

The following items need to be completed in order to have valid membership status with SND. Memberships are annual starting September 1st and ending on August 31st each season.

- A. Complete all the necessary forms or process online using the Membership Access program at www.snowmobilend.org:
 1. Instructions on how to complete online memberships are provided on the Member Access homepage.
 2. Associate/Business Membership Form

3. Individual/Family Membership Form
4. Club Officer Form: Due December 1st each year and does not require payment.
Please list officer dues on the individual/family membership form.

(Please complete forms according to instructions on form)

- B. **Membership Renewal Period:** September 1st – December 1st. After December 1st members whom have not renewed membership will not receive the Sno-Dak News. If memberships are still being received after this date, still submit them to SND because the additional memberships will be counted towards the next years voting delegates.
- C. To cover the cost of participant registration for the annual convention, a \$1 Fee is included in the price of all SND memberships. 100% of this fees collected from the previous membership season, are provided to the club hosting the upcoming annual convention in the fall. A one-time payment is made to the club before June 30th of the closing fiscal period.

2.3 Membership Benefits

The following items describe SND's membership benefits.

- Representation at governmental agencies
- Legislative lobbying.
- Sno-Dak News Subscription.
- Touring and trails information.
- The opportunity to take part in local, regional, statewide, and national events.
- Learning new areas for snowmobiling.
- The opportunity to gain knowledge about snowmobiling through club meetings and speakers.
- A feeling of belonging to a common bond of experience.
- Promote and understand safe snowmobiling.
- To protect and preserve the rights and freedoms to enjoy the sport.
- To assist in Search and Rescue missions.
- To help preserve and promote our natural habitat.
- Helping to provide groomed trails.
- The ability to enjoy snowmobiling as a family and at a reasonable cost.
- Helping to discourage bad snowmobiling practices.
- Assist in conducting youth safe driver education programs.
- Promote non-littering in the areas you ride.
- Calendar of events by club and state associations.
- Meeting new people and making new friends.
- Club membership provides recognition to members from state and federal agencies and prestige in that recognition.
- Free Accidental Death and Dismemberment insurance policy.
(Applies to Individual and Family Memberships Only)

Chapter 3: Sno-Dak News

SND publishes the Sno-Dak News six times per year through the months of October to March in a printed and e-magazine format. The Sno-Dak News is used as a marketing tool for the organization and the member clubs. It is a way of communicating club news and events.

Members of SND will receive an automatic subscription to the Sno-Dak News.

3.1 Deadlines

All space reservations are due on the **tenth** of the month prior to the issue the ad is to be published. Ad materials are due on the **tenth** of the month prior to the issue the ad is to be placed in, no exceptions. Articles can be emailed, faxed, or mailed to SND. Ads and pictures must be provided in the original format or emailed.

3.2 Articles

National News: If there are articles you feel have sufficient justification with SND business, provide the information to the office. Suggestions are appreciated.

Local News: Clubs belonging to SND can submit club news articles and events to the Editor of the Sno-Dak News. All articles and events will be published at the discretion of the Editor. The Sno-Dak News is a promotional tool the clubs can use to promote club events and news. The local news page will only list club events, articles, and pictures. Advertising on an upcoming event is not considered local news and the club will be charged for the ad.

3.3 Advertising Rates

Please refer to current rate card on SND's website or contact SND for this information.

3.4 Submitting Pictures

High resolution photos are required for sharp reproduction in our publications otherwise the printing quality is very poor. Pictures should be taken at the highest resolution setting on the camera. Typically Fine, Superfine, Etc.

A high resolution pictures is determined by its number of pixels; more pixels improves the sharpness of the pictures. High resolution photos are 300 dpi.

Chapter 4: Rhoda Greenup Scholarship Fund

The SND, Rhoda Greenup Scholarship Fund was established in appreciation of the many years Rhoda Greenup faithfully published the Sno-Dak News for SND. The funds used to initially start the scholarship were profits transferred to SND from the many years of a successful snowmobile newspaper. The purpose of the scholarship is to provide financial assistance to a high school or college student whom is planning on or attending an institution of higher education.

4.1 Scholarship Funding

The funding for the scholarship program consists of funds which were transferred from the Sno-Dak News when Mrs. Rhoda Greenup retired from publishing the Sno-Dak News. Other contributions to the scholarship fund are accepted. The interest earned from the scholarship fund is expended each year and at no time are the principal funds spent.

4.2 Scholarship Management

The SND Board of Directors is charged with managing and expending monies from the fund.

4.3 Scholarship Eligibility

Any person whom completed the North Dakota Snowmobile Safety Course and whose parents have been members of SND from that time to the date of application for the scholarship is eligible to apply

for the scholarship. The student must be of college age and the scholarship will be provided for the same school year as the application date. The scholarship is for one year. A person can only receive the scholarship once.

4.4 Application, Criteria & Disbursement

1. High school seniors or college students going on to a college of their choice are eligible. A person can only receive the scholarship once.
2. Applicant must have taken the North Dakota Snowmobile Safety Course and whose parents have been members of SND from that time up to the date of application for the scholarship.
3. Entries will not be judged by financial need.
4. The scholarship funds will be paid directly to the college of the student's choice.
5. Application must be received by April 1st of the year to SND 1600 E Century Avenue, Suite 3 - Bismarck, ND 58503.
6. On a separate sheet of paper write an essay in 500 words or less on the subject "How would you generate excitement for snowmobiling in ND."
7. Photo of the applicant.
8. The SND Awards & Nominations Committee will choose the successful applicant.

Chapter 5: Snowmobile North Dakota Grant Program

5.1 Eligibility

To be eligible for the SND Grant Program, the applicant must be a member club of the organization meeting the club requirements.

5.2 Grant Fund Usages

The following items are examples of what the grant funds can be used for, however, the member club is not limited to these suggestions. Please note the grant program cannot be used to purchase trail signs, trail insurance, or for grooming expenditures.

- A. Warming House
- B. Trail Safety & Improvement
- C. Public Awareness of Trail System (Trail Head Signs)
- D. Enhance Community or Charity Project
 1. Purchase advertising for a charity event
 2. Purchase equipment used at a fundraiser

5.3 Grant Amount

The grant amount is to be determined by the SND Board of Directors considering the following criteria.

- A. SND will award up to 3 projects per year
- B. The amount is to be based on fund availability
- C. The maximum amount will cover 70 percent of the total project cost

5.4 Grant Dispersal

The following criteria must be followed in order to be considered for a grant:

- A. All entries must be submitted in writing to SND one week in advance of the state convention.
- B. The recipients must return invoices or proof of grant expenditures prior to payment. **All invoices for the grant related expenditures must be submitted by June 1st within the**

same fiscal period the grant was awarded in order to receive payment. SND's fiscal period is from July 1st to June 30th of each season.

C. The grants are to be announced at the SND State Convention.

5.5 Grant Deadline

Grants are due on the Friday, one week in advance of the Board of Directors meeting held in conjunction with the Annual Meeting, no exceptions.

Chapter 6: Director Responsibilities

SND is managed by a Board of Directors that are charged with administrating the organization. There are 10 Board of Directors with Director positions running two year terms. Each region holds elections annually electing one Director each year. The Directors are elected by the regional members attending the annual meeting.

6.1 Board Assignments

The Board meets as needed (minimum of four times per year) and is charged with the tasks outlined by the members.

The SND committees are set by the President and consist of members of the Board of Directors. The committees are intended to compile research and complete projects slated to each committee. The committee will consist of a Chair and three or four members selected from different geographic regions. The Chair and no more than one member can be selected from the same region. The number of committee members and the Chair are assigned by the President. Board of Directors may inform the President if they wish to participate in a certain committee.

- **Equipment Committee:** Keep Board updated on 10 year equipment plan and plans for updates to equipment. Prepare paperwork for the RTP committee meetings.
- **Budget Committee:** Review both the SND & the Trail Program proposed budgets the Executive Directors provides. The Board shall approve the new budgets before July 1st of each year. Committee members will review Executive Director review sheets. This committee will also review the employee hand book periodically. Executive Director changes such as raises, benefits changes, employee hand book changes will all need to have a final approval from the full board. The President will complete the final interview with the Executive Director.
- **Regulations Committee:** Keep the Board informed on Bills and Legislation that will affect snowmobiling in North Dakota. Review Bylaws and bring forth any changes to the Board for review before taking to the general assembly for a vote. Work on plans for safety on trails and also work with NDPRD on enforcement issues.
- **Awards & Nominations Committee:** Bring forth nominations to the Board for officers for the current elections and also work with the President and Board to appoint a replacement Board of Director in the event of a vacancy. Review and vote on applications for scholarship applicants and the award nominees.
- **Trail Operations Committee:** Committee works with NDPRD on reviewing incidents (accidents) involving but not limited to state equipment. The committee works with SND's Trail Maintenance Inspector regarding repetitive signing concerns reported in the trail inspection reports. Reviews and determines if probation is needed.

6.2 Board of Director Duties

As a SND Board member, the Board has assumed the responsibilities and duties of directing and pursuing the best interests of the organization. Each Board member must complete the following criteria:

- A. Meetings of the Board of Directors are important and it is highly suggested to participate in the meetings in which the Board member has been elected too. If a Board member or an Officer receives more than three unexcused or four excused absences, another Board member may be chosen to replace them.
 - a. Board members must contact SND five days in advance if they are unable to attend a meeting.
 - b. If a Board member is unable to attend a meeting, the Board member may appoint someone to represent them for their region. If a proxy is present at the meeting, this would not be considered an absence for the Board member.
 - c. Clubs and/or trail associations can invite the SND Board of Directors to host a Board of Directors meeting in their region. All invitations must be sent to the SND office one month in advance of the scheduled meeting.
- B. Visit each club in your area and attend at least one of the club's meetings per year. This can be divided among the two regional Directors. Assist with the organization and implementation of new clubs within your region. Report on events and activities within your region at the Director's meetings.
- C. Visit the snowmobile dealers in your area and ask how SND can help them. Encourage them to become associate/business members of SND and to become personally involved in the local clubs and events.
- D. Solicit advertising for the Sno-Dak News. Let the Editor know of your contacts so the Editor may finalize the ads. Encourage patronization of those businesses which advertise.
- E. Keep informed about current legislation which concerns snowmobiling by attending any hearings where the resulting changes may affect snowmobiling. Notify people in your region of upcoming legislation to gain support through their presence at these hearings.
- F. Solicit associate/business memberships for SND among those businesses which supply and service the snowmobiling industry in any way. Promote the benefits of becoming associate members of SND to prospective members.
- G. Promote youth snowmobile safety education. Ensure relationships with the clubs and the NDPRD have been developed for proper scheduling of snowmobile safety classes.
- H. Each Board member will be placed on at least one committee and is encouraged to volunteer for the committee which is of most interest.
- I. Comply with all duties given which are approved and passed at all meetings.
- J. Work with the regional Trail Coordinators and Club Representatives on the guidelines and administration of SND to help with public education.

Board members receive a stipend for attending the Board of Director meetings. This reimbursement is strictly meant for Board members incurring fuel costs to attend SND meetings.

SND works with the International Association of Snowmobile Administrators (IASA), International Snowmobile Council (ISC), American Council of Snowmobile Associations (ACSA) and the Midwest Chapter, International Snowmobile Manufacturer's Association (ISMA), International Snowmobile

Media Council (ISMC), and the International Snowmobile Tourism Council (ISTC). Board members may be selected to attend these meetings to represent ND's snowmobile program.

The President shall have discretion over canceling a Board of Directors meeting due to the lack of a quorum or lack of agenda items.

Chapter 7: Snowmobile North Dakota Website

7.1 Website Usage

The SND website has been created for public and membership purposes to relay information about the organization to the general public. The website is used in conjunction with SND's Facebook page. Please feel free to post news on the Facebook page. Otherwise, please submit this information to SND and the office will post the information to the website.

7.2 Calendar Page

The membership access component of the website allows clubs to post events to the website calendar. Events can be private or public depending on the events audience. Dates for club and trail association events can be submitted to the office as well. The information submitted will be placed in the Sno-Dak News and posted on the website. This is a great place to promote club and trail association events.

Chapter 8: Snowmobile North Dakota Convention and State Ride Guidelines

8.1 Nomination Process

Each club has the opportunity to host the SND Convention and the State Ride. The clubs which are interested in hosting these events must submit a bid to the office one week in advance of the state convention. The bids for both events will be reviewed and discussed at the specified Board of Directors meeting and announced during the annual meeting at the state convention. The Board of Directors meeting date will be set at least two weeks in advance of the meeting and displayed on the SND website. All final decisions will be set at the Board of Directors meeting.

8.2 Requirements

The club (s) which receives the winning bid (s) will work with the office and the Convention Committee regarding meeting rooms and classrooms. As for all other events which are scheduled during the event, SND will have no relation to the event.

8.3 Cancellation of Events

The clubs hosting the event (s) shall have discretion over cancellation of the event (s).

Chapter 9: SND Booths

If a club and/or trail association is interested in hosting a SND booth at a local event, please submit all booth information to SND 60 days in advance of the event. The SND Board of Directors will review the information and discuss final approval for the booth and booth payment. SND will provide materials for the booth, however, the club and/or trail association is responsible for providing workers for the booth.

9.1 SND Convention Booth

The SND Board will schedule the workers for the booth.

Chapter 10: Forms

10.1 Membership Forms

A. Individual/Family Membership Form

Individual / Family Membership Form

Club Name: _____
 Contact Name: _____
 Contact Phone#: _____
 Date: _____



Revised 6/12

N/R	UF #	Last Name	First Name	Spouse	Mailing Address	City	State	Zip	Phone	Email
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
Total Payment: # of Individual/Family Members () X \$20 =										

ALL COLUMNS MUST BE COMPLETED WITH THE EXCEPTION OF EMAIL

FAMILY MEMBERSHIPS COUNT AS 1 AND PAY \$20 FOR THE 2ND MEMBERSHIP.

SECOND COLUMN: N stands for New Membership, R stands for a Renewal Membership.

THIRD COLUMN: I stands for Individual Membership, F stands for Family Membership.

FORTH COLUMN: this column only needs to be completed for Family Memberships. Please list the number of members in the family.

LAST COLUMN: All members providing email will receive E-newsletter correspondence.

*EACH INDIVIDUAL / FAMILY MEMBERSHIP COUNTS AS ONE MEMBER FOR VOTING PURPOSES: SNDSNDTP BYLAWS

B. Associate/Business Membership Form

Associate Membership Form



Club Name: _____
 Contact Name: _____
 Contact Phone#: _____
 Date: _____

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1 N/R	Business	Contact	Physical Address	Mailing Address	City	State	Zip	Phone
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
Total Payment: # of Associate Members () X \$31 =

*ALL COLUMNS MUST BE COMPLETED WITH THE EXCEPTION OF EMAIL.
 SECOND COLUMN: N stands for New Membership, R stands for a Renewal Membership.
 FIFTH COLUMN: Address that is displayed in promotional material.

*EACH ASSOCIATE MEMBERSHIP COUNTS AS ONE MEMBER FOR VOTING PURPOSES: SNDSNDTP BYLAWS

C. Club Officer Form



Club Officer Form

Club Name: _____
 Contact Name: _____
 Contact Phone#: _____
 Date: _____

This form is required and due in the SND Office annually on December 15th.

Revised 6/12

Position	Name	Mailing Address	City	State	Zip	Phone	Email
President							
Vice President							
Secretary							
Treasurer							
Trail Coordinator							

This form does not require payment. Please list officers dues on the membership roster.

Club Mailing Address: _____

The club mailing address will receive all club correspondence from SND.

Which address would you like listed in the Sno-Dak News: _____

Chapter 11: Chain of Command

