



POLICIES & PROCEDURES MANUAL

OF THE

**PROFESSIONAL SKI INSTRUCTORS OF AMERICA &
AMERICAN ASSOCIATION OF SNOWBOARD INSTRUCTORS
WEST**

(PSIA-AASI W)

Latest Revision: August 4, 2019

This Policies & Procedures Manual is created in conjunction with the organization's bylaws and Articles of Incorporation. Any inconsistency or ambiguity found between this manual and the bylaws or Articles of Incorporation shall be construed in favor of the bylaws and Articles of Incorporation.

Table of Contents

I.....	5
TERMINOLOGY	5
II.....	5
CODE OF CONDUCT (ETHICS)	5
2.1. PSIA-AASI Code of Conduct.	5
2.2. Code of Conduct Purpose.	5
2.3. Code of Conduct Provisions.	5
2.4. Code of Conduct for Board of Directors	6
2.5. Code of Conduct for Ed Staff.	7
III.....	7
MEMBERSHIP & DUES	7
3.1. Individual Member Application.	7
3.2. Individual Member Dues.	7
3.3. Membership Renewal.	8
IV.	8
MEMBERSHIP CLASSIFICATION.....	8
4.1. Registered Member.....	8
4.2. Certified Member.....	8
4.3. Alumni Member.....	8
V.	9
TRANSFER OF MEMBERSHIP.....	9
5.1. Transfer Generally Between PSIA-AASI Divisions.	9
5.2. Transfer Procedures Between PSIA-AASI Divisions	9
VI.	9
REINSTATEMENT OF MEMBERSHIP	9
6.1. General Reinstatement Requirements.	9
6.2. Lapsed Less than Two Years.	9
6.3. Lapsed More than Two Years and Less than Five Years.	9
6.4. Lapsed More than Five Years.....	10
6.5. Reinstatement as Alumni.....	10
VII.	10
CERTIFICATION & SPECIALISTS	10
7.1. Generally.	10
7.2. Certification Disciplines and Levels.....	10
7.3. Specialists.....	10
7.4. Development Programs.....	10
7.5. PSIA-AASI W Members Taking Out of Division Exams.	10

7.6.	Out of Division Members	11
VIII.	11
CERTIFICATION & SPECIALIST ELIGIBILITY & PATHWAYS		11
8.1.	Eligibility for Level 1 Certification	11
8.2.	Eligibility for Level 2 Certification	11
8.3.	Eligibility for Level 3 Certification	11
8.4.	Specific Disciplines Requirements	12
8.5.	Eligibility for Specialists.	13
8.6.	Certification and Specialist Pathways.	13
8.7.	Proficiency Exception	13
IX.	14
MEMBER SCHOOLS		14
9.1.	Member School Recognition.....	14
9.2.	Member School Standards	14
9.3.	Process.....	14
9.4.	Benefits.....	14
X.	15
TRANSFER OF FOREIGN CERTIFICATIONS		15
10.1.	How to petition for Foreign Certification Equivalency.....	15
10.2.	Petition Process	15
10.3.	Approval of Petition.	15
XI.	16
CANCELLATION/REFUND POLICIES.....		16
11.1	Event Signup.....	16
11.2.	Waiting Lists.....	16
11.3.	Charges for Cancellation	16
11.4.	Event Cancellations.....	16
XII.	17
TRAVELING EVENT PROCEDURES		17
12.1.	Scheduling Deadline	17
12.2.	Payment & Participation Requirements.....	17
XIII.	17
MANDATORY EDUCATION REQUIREMENTS		17
13.1.	Requirements.....	17
13.2.	Penalties	17
13.3.	Exceptions to Education Policy.....	18
XIV.	18
CENSURE AND EXPULSION		18
14.1	Definitions	18

14.2.	Violations.....	18
14.3.	Procedure to Invoke Censure or Expulsion.....	18
14.4.	Method of Appeal.....	19
14.5.	Reinstatement After Expulsion.....	19
XV.	19
PERSONNEL.....	19
15.1	Chief Executive Officer (CEO).....	19
15.2.	Education Director (ED).....	20
15.3.	Operational Task Force Chairpersons.....	20
15.4.	Office/Administrative Staff.....	20
15.5.	Volunteers.....	20
XVI.....	20
TASK FORCE DESCRIPTIONS.....	20
16.1.	Operational Task Forces.....	21
16.2.	Education Task Force.....	21
16.3.	Discipline Task Forces.....	21
XVII.....	21
OPERATIONAL TASK FORCES.....	21
17.1.	Composition.....	21
17.2.	Task Force Quorum.....	22
17.3.	Function & Process.....	22
17.4.	Meetings and Actions of the Task Force.....	22
17.5.	Chairperson Responsibilities.....	22
17.6.	Task Force Member Responsibilities.....	23
17.7.	Non-Performance.....	23
XVIII.....	23
COMPENSATION POLICIES.....	23
18.1.	Compensation Policy.....	23
18.2.	Determination of Compensation.....	24
XIX.....	24
MISCELLANEOUS.....	24
19.1.	Electronic Notices and Voting.....	24
19.2.	American With Disabilities Act Policy.....	25
19.3.	Whistleblower Policy.....	26
19.4.	Conflict of Interest Policy.....	26
19.5.	Document Retention Policy.....	27
19.6.	ASEA National Policies.....	28

I. TERMINOLOGY

BOARD refers to the Board of Directors of PSIA-AASI W.

CEU refers to Continuing Education Units.

ED STAFF refers to the Educational Staff of the Corporation, hired to provide products, clinics and examinations to members.

MEMBERSHIP refers to all members of the Corporation in good standing.

PSIA-AASI or ASEA refers to the Professional Ski Instructors of American & American Association of Snowboard Instructors, a national organization.

PSIA-AASI W refers to the Professional Ski Instructors of American & American Association of Snowboard Instructors West, an independent Corporation and affiliate of PSIA-AASI.

II. CODE OF CONDUCT (ETHICS)

2.1. PSIA-AASI Code of Conduct.

On April 26, 2018, the Board adopted the PSIA/AASI Code of Conduct for all members of PSIA/AASI-W

Deviation from this Code may result in disciplinary action up to and including the loss of the Member's credentials, National/Divisional membership, position as an officer, or position on the Board.

2.2. Code of Conduct Purpose.

This Code of Conduct has been developed to help members achieve a level of personal conduct and standards of behavior that is consistent with the position and professional expectations of instructors across the country. This Nationwide Code of Conduct applies to all members, member schools and volunteers, including PSIA/AASI's Division 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.

2.3. Code of Conduct Provisions.

1. 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.
2. Members shall comply with all applicable rules and policies of their Division and the Association, including but not limited to their bylaws and conflict of interest policy.
3. Members shall not accept any gratuity, gift, or favor that might impair or appear to influence their professional decisions or actions.

4. Members shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation.
5. Members shall not engage in illegal conduct.
6. 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.
7. Members shall not discriminate against any member or any other person on account of race, religion, age, creed, disability, gender, gender identity, sexual orientation, or nationality.
8. Members shall not conduct themselves in a manner which would bring discredit to the Association or any Division.
9. 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.
10. 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.
11. Members shall not misrepresent themselves in any way to the organization, for instance, their professional status, competence, or experience.

2.4. Code of Conduct for Board of Directors

In addition to any behaviors governed by the laws of the State of California applicable to board members of nonprofit organizations, board members shall comply with the following, to the extent such behavior is consistent with behaviors required by law.

The board of directors must act at all times in the best interests of the association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:

1. Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the Corporation; while the receipt of incidental personal or third-party benefit may necessarily flow from certain corporate activities, such benefit must be merely incidental to the primary benefit to the Corporation and its purposes;
2. Do not abuse board membership by improperly using board membership or the Corporation's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends;
3. Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;
4. Do not engage in or facilitate any discriminatory or harassing behavior directed toward Corporation staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the Corporation;
5. Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Corporation; and
6. Provide goods or services to the Corporation as a paid vendor to the association only after full disclosure to, and advance approval by, the Board, and pursuant to any related procedures adopted by the board.

2.5. Code of Conduct for Ed Staff.

In addition to the Code of Conduct established in Section 2.3 and any additional rules and policies established by the Employee Handbook, all Ed Staff will comply with the following:

1. While attending any corporate function or representing PSIA-AASI W in any way as a member of the Ed Staff you must be aware of your high visibility and act in accordance with the guidelines set forth in this manual.
2. When working at an event, in particular an EXAM, you are representing PSIA-AASI W from the moment of arrival at the area or hotel/motel, until departure from the event. Avoid any situation which could be perceived as conflict of interest or the appearance of favoritism. Even an 'innocent' relationship with an exam candidate could create an impression of favoritism.
3. You should demonstrate the highest professional standards, reflecting and teaching the philosophies of the Corporation, and positively promoting PSIA-AASI W in general.
4. Ed Staff members are responsible for the safety and functionality of the Snowsports equipment they use in the performance of their job.
5. Ed Staff members are expected to be neatly groomed, with professional attire, including the required discipline uniform (where required).
6. Using alcohol or other intoxicants while working for PSIA-AASI W is prohibited. Do not operate a vehicle while under the influence of intoxicants.
7. Smoking anywhere on the premises of an event is not allowed, unless out of uniform and in a designated smoking area.

III. MEMBERSHIP DUES & EVENT FEES

3.1. Individual Member Application.

1. Any person age 16 or older may become a Registered member of the organization by completing an application form and paying required dues and fees.
2. All memberships include membership in PSIA-AASI W and PSIA-AASI.
3. Requirements for membership may change, from time to time, to remain consistent with the membership requirements of PSIA-AASI. Even in the absence of a change in this document, if PSIA-AASI implements a change, the PSIA-AASI change will take effect immediately unless the change requires an action by the Board.

3.2. Individual Member Dues.

The Annual Dues for Registered and Certified Members: \$114, consisting of \$45 Division Dues and \$69 National Dues.

The Annual Dues for Alumni members: \$52 (\$27 National, \$25 Western).

3.3. Membership Renewal.

Membership must be renewed on or before July 1 of each year. Members may renew online.

Certified members must also meet mandatory educational requirements to maintain their level of certification, as set forth in this document.

3.4 Event Fees.

The BOD shall establish, from time to time, the event and exam fees.

IV. MEMBERSHIP CLASSIFICATION

4.1. Registered Member.

The member must be at least 16 years old to join.

A registered member has all of the privileges and duties as set out in the bylaws.

4.2. Certified Member.

A certified member may be certified as a Level 1, Level 2 or Level 3 in each and all snowsports disciplines.

A certified member has all of the privileges and duties as set out in the bylaws.

4.3. Alumni Member.

Alumni member are those who have been members for 10 years or more and are not currently active in snowsports instruction, but want to maintain their membership and receive National and Divisional publications.

Alumni members have all of the privileges and duties as set out in the bylaws.

Alumni members are not required to fulfill annual education requirements.

Alumni members may continue to attend educational events.

Alumni members' certifications will be considered inactive and will not be listed on their membership card nor in their online member profile.

Alumni members are not qualified for certification-based Pro Deals and other benefits which are strictly for certified members.

Alumni members in good standing can reinstate their certification at any time by paying the difference for the certification membership annual rate and attending one day of education.

V. TRANSFER OF MEMBERSHIP

5.1. Transfer Generally Between PSIA-AASI Divisions.

Members may elect at any time to re-locate their membership from one PSIA-AASI Division to another. Mid-season transfers are subject to double paying Divisional dues (in essence paying as dual members). National dues transfers directly between Divisions.

Members are not required to transfer simply because they move. All Divisions fully recognize membership in another Division for purposes of recognizing benefits. Transfers ARE NOT a method for a member to circumvent their home Division's policies on dues, education, etc.

Certification level is nationally recognized and transferable throughout the 8 Divisions.

Partial Pass of an exam (i.e. member passes the 'Ski' in Western) does not transfer to the new Division. However, member can return to old Division to complete the certification.

5.2. Transfer Procedures Between PSIA-AASI Divisions

1. Contact your home Division. Home Division collects any applicable fees (including back dues and fees for education delinquencies).
2. Home Division notifies new Division of the transfer with an email.
3. New Division contacts member and collects dues.

VI. REINSTATEMENT OF MEMBERSHIP

6.1. General Reinstatement Requirements.

The requirements for reinstatement are established by PSIA-AASI, effective February 1, 2019.

Members who have allowed their membership to lapse may seek reinstatement. The requirements for reinstatement depend on how long the membership was lapsed.

6.2. Lapsed Less than Two Years.

- Pay last season's missed dues & late fees AND the current season's dues
- Become current on your education credit requirements (1-day/6-CEUs each season OR 2-days/12-CEUs every 2-seasons)

6.3. Lapsed More than Two Years and Less than Five Years.

- Pay \$200 for reinstatement & this season's current dues
- Attend 1-day of education (6-CEUs) for each season of unpaid dues

6.4. Lapsed More than Five Years.

- Pay \$300 for reinstatement & this season's current dues
- Attend 4-days of education (24-CEUs) within two seasons
- Your original join date will be reset to your date of reinstatement

6.5. Reinstatement as Alumni.

- Individuals wishing to re-join PSIA-AASI as an Alumni member must have an original join date of at least 10-years prior.

VII. CERTIFICATION & SPECIALISTS

7.1. Generally.

These Policies & Procedures shall set forth the policies, procedures, and eligibility requirements for Certification and Specialists. To the extent that any information contained on the Corporation's website or other documentation published to the membership or general public contains information inconsistent with these policies and procedures, these policies and procedures shall control.

7.2 Certification Disciplines and Levels

Certifications are available in the following disciplines: Alpine, Snowboard, Cross Country, Telemark, Adaptive Alpine, Adaptive Snowboard.

In each discipline, Certification is available for three levels: Level 1, Level 2, and Level 3.

The specific requirements may vary from discipline to discipline.

7.3. Specialists.

Specialization is available in the following areas: Children, Freestyle, Senior, Divisional Trainer

7.4. Development Programs

From time to time, PSIA-AASI W offers development and training programs which may be found on the Discipline or Events page of the PSIA-AASI West website.

7.5. PSIA-AASI W Members Taking Out of Division Exams.

Members in good standing may, at the discretion of the Discipline Chair, take an exam in another PSIA-AASI Division. Members must apply to the appropriate Discipline Chair for permission at least three weeks prior to the exam. PSIA-AASI W will assess a \$25 administration fee.

*Partial Pass of an exam (i.e. member passes the 'Ski/Ride' in the West) does not transfer to the new Division. However, member can return to old Division to complete the certification.

7.6. Out of Division Members

Any member in good standing of any Division of PSIA-AASI is allowed to participate in a PSIA-AASI W exam or event. Members must get permission from their home Division. PSIA-AASI W will issue certificates and pins and will forward scorecards to the home Division.

VIII. CERTIFICATION & SPECIALIST ELIGIBILITY & PATHWAYS

Eligibility Requirements Apply to ALL PSIA-AASI Disciplines: Alpine, Snowboard, Cross Country, Telemark, Adaptive Alpine, Adaptive Snowboard

8.1. Eligibility for Level 1 Certification

1. Age. Instructors must be at least 16 years of age and a “Registered” Member of PSIA-AASI West to attend certification events. Prerequisites for individual certifications are addressed below.
2. Employment. In general, instructors are not required to be employed at a snowsports school to pursue certification. Members pursuing Level 1 certification who are not or have never been employed by a snowsports school are required to take an approved on-snow PSIA-AASI W Level One Preparation Course in the respective discipline.

8.2. Eligibility for Level 2 Certification

1. Status. A Candidate for Level 2 Certification must be a Level 1 Certified Member of PSIA-W in good standing, with all education requirements met and all required dues paid.
2. Prerequisites - Any candidate for Level 2 Certification must have the following prerequisites:
 - a. Be a Level 1 Certified Instructor in the same discipline.
 - b. Be willing and able to safely perform all skiing/riding requirements
 - c. Have the professional knowledge to understand and execute all skiing/riding instructions relevant to the National Standards for Level 2 Certification.
3. Sequence of Level 2 Examination - An Alpine or Snowboard Level 2 Candidate must successfully complete the Level 2 Ski/Ride Module and have successfully completed the Level 2 Online Written Examination before being eligible to take the Level 2 Teach Module. Other disciplines, refer to the specific discipline details in Section 8 of this document.
4. Validity of Level 2 Ski/Ride Module Pass - Successful completion of the Alpine or Snowboard Level 2 Ski/Ride Module shall be valid in perpetuity, thereby qualifying the candidate to take the Level 2 Teach Module in the same or any subsequent snow season.

8.3. Eligibility for Level 3 Certification

1. Status. A Candidate for Level 3 Certification must be a Level 2 Certified Member of PSIA-W in good standing, with all education requirements met and all required dues paid.
2. Prerequisites - Any candidate for Level 3 Certification must have the following prerequisites:
 - a. Be a Level 2 Certified Instructor in the same discipline.
 - b. Be willing and able to safely perform all skiing/riding requirements
 - c. Have the professional knowledge to understand and execute all skiing/riding instructions relevant to the National Standards for Level 3 Certification.

3. Sequence of Level 3 Examination - An Alpine or Snowboard Level 3 Candidates must successfully complete the Level 3 Ski/Ride Module and have successfully completed the Level 3 Online Written Examination before being eligible to take the Level 3 Teach Module. Other disciplines, refer to the specific discipline details in Section 8 of this document.
4. Validity of Alpine and Snowboard Level 3 Ski/Ride Module Pass - Successful completion of the Alpine or Snowboard Level 3 Ski/Ride Module shall be valid in perpetuity, thereby qualifying the candidate to take the Level 3 Teach Module in the same or any subsequent winter season.

8.4. Specific Disciplines Requirements

1. Cross Country - Level 1, 2, 3
 - a. One-Day Prep Clinic attended in the same season as the exam
 - b. Ski Module - One-Day
 - c. Teach Module - One-Day
 - d. Technical Knowledge Assessment - Take Home Worksheet
 - e. *In-House Program - refer to Cross Country Materials
2. Telemark - Levels 1, 2, 3
 - a. Level One - One-Day Exam
 - b. Level Two & Three - Two-Day Exams
 - c. Written Study Guide
3. Adaptive Alpine & Adaptive Snowboard - Levels 1, 2, 3
 - a. Online Examination / Workbook
 - b. Bi-Ski & Mono-Ski Video Submission Requirements, refer to Adaptive Resources online
 - c. Level One
 - i. Pass Online Test
 - ii. Complete Two-Day Exam that cover Teaching & Technical and skiing/riding requirements for One of the Adaptive Disciplines
 - d. Level Two
 - i. Pass Online Test
 - ii. Pass One-Day Adaptive Ski/Ride Exam or Alpine or Snowboard Certification Equivalent
 - iii. Pass all three One-Day Exams that cover Teaching & Technical of all Adaptive Disciplines. There is no time limit within the individual modules need to be taken.
 - e. Level Three
 - i. Pass Online Test
 - ii. Pass Two-Day Adaptive Ski/Ride Exam or Alpine or Snowboard Certification Equivalent
 - iii. Pass all three One-Day Exams that cover Teaching & Technical of all Adaptive Disciplines. All three days must be taken in the same season. Candidates must pass all disciplines to pass certification.
 - f. Adaptive Alpine Disciplines
 - i. Cognitive/Intellectual Disabilities
 - ii. Vision Impairments
 - iii. Bi-Ski
 - iv. Mono-Ski
 - v. 3 Track
 - vi. 4 Track
 - g. Adaptive Snowboard Disciplines
 - i. Cognitive/Intellectual Disabilities
 - ii. Vision Impairments
 - iii. Bi-Ski
 - iv. Mono-Ski

- v. Stand Up

8.5. Eligibility for Specialists.

Specialists are available for the following specialties: Children, Freestyle, Seniors, Divisional Trainer.

1. Children Specialist
 - a. Children Specialist Level 1
 - i. PSIA-AASI Level 1 Certified in good standing
 - ii. Complete and Pass the Children's Online Modules or approved equivalent prior to the Exam day
 - iii. Pass Two-Day Exam and Evaluation
 - b. Children Specialist Level 2
 - i. PSIA-AASI Level 2 Certified in good standing with CS1
 - ii. Complete and Pass the Children's Online Modules or approved equivalent prior to the Exam day
 - iii. Pass Two-Day Exam and Evaluation
2. Freestyle Specialist
 - a. PSIA or AASI Level 1 Certified in good standing
 - b. Successfully complete the Freestyle Worksheet or Online Test
 - c. Attend Three-Day Freestyle Session Course
 - d. Awarded Freestyle Competencies
 - e. Terrain Park & Pipe Safety Certificate
 - f. Levels
 - i. Freestyle Level 1 - Introductory Freestyle Instructor
 - ii. Freestyle Level 2 - Basic Freestyle Coach
 - iii. Freestyle Level 3 - Freestyle Specialist Coach
3. Seniors Specialist
 - a. Seniors Specialist Level One
 - i. PSIA AASI Level 1 Certified in good standing
 - ii. Review Senior Handbook and Recommended Readings
 - iii. Successfully Complete the Two-Day on snow exam
 - b. Seniors Specialist Level Two
 - i. PSIA AASI Level 2 Certified in good standing
 - ii. Review Senior Handbook and Recommended Readings
 - iii. Successfully Complete the Three-Day on snow exam
4. Divisional Trainer
 - a. PSIA-AASI Level 3 Certification, in good standing
 - b. Attended the Western Division Resort Trainer Course, within the past two seasons
 - c. Thorough understanding of teaching methodology
 - d. Experience training instructors and running clinics
 - e. Willingness and ability to meet the demands of sports trainer and presenter

8.6. Certification and Specialist Pathways.

The specific pathway to each level of certification and specialty shall be maintained on the website and other electronic forms by PSIA-AASI W.

8.7. Proficiency Exception

1. Competitor - A member who has achieved of high level of skiing/riding in National or International competition may petition for a "compressed" certification by petitioning to take both the Level 1

and Level 2 exams in the same season. Eligibility to take the Level 2 examination is conditioned on successful completion of a Level 1 exam in the same discipline.

2. USSA Coach Certification - A member who has achieved USSA 300 Level Coaching certification may petition to skip PSIA-AASI W Level 1 and take the Level 2 certification exam.
3. Multi-Discipline - A member who is certified Level 2 or 3 in one of the Nationally recognized disciplines may petition to “skip” Level 1 in another discipline and take the Level 2 exam in the other discipline.

IX. MEMBER SCHOOLS

9.1. Member School Recognition

PSIA-AASI recognizes snowsports member schools, subject to any limitations established by ASEA.

9.2. Member School Standards

1. Teach skiing and/or snowboarding as a primary business and operate under an IRS Employer Identification Number (EIN).
2. Produce verification of an approved venue of operation.
3. 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.
4. The school is required to provide in-service training for all instructor staff.
5. The Director or other person designated to be in charge of training is required to attend a national or Divisional educational event on an annual basis.

9.3. Process.

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

9.4. Benefits.

Member Schools in good standing receive the following benefits:

1. Discounted advertising in Western publications
2. Free “Search Jobs” postings on www.psia-w.org
3. Discounted Member School Clinics

4. Custom Training Package Options
5. Professional Development Day Luncheon
6. Member School Management Meeting Early Season
7. Member School Management Meeting at Convention

X. TRANSFER OF FOREIGN CERTIFICATIONS

10.1. How to petition for Foreign Certification Equivalency

1. Petitions must be submitted electronically to the Office or the appropriate Discipline Chair.
2. Candidate must be a Registered member of PSIA-AASI W
3. Petition must include proof of certification, biographical information, and employment information in the snowsports field.

10.2. Petition Process

1. Petitions must be submitted in writing or electronically to the PSIA-W office.
2. PSIA-AASI dues must be paid and current prior to petitioning.
3. The petitioner must be a member in good standing with PSIA-AASI W.
4. The petitioner must be currently working at as a Professional Ski or Snowboard Instructor.
5. The petitioner should be enrolled in an on-going training program that is registered with PSIA-AASI W or equivalent.
6. The petitioner must include documentation to establish the basis for exception to exam eligibility.
7. The petitioner must write a letter stating the petitioner's justification for why he/she should be allowed to challenge the given level of certification and any other petitioning needs; please be thorough yet concise.

10.3. Approval of Petition.

The petitioning member(s) must complete and demonstrate having completed all required prior exam processes and prerequisites before being approved by the administration to attempt the next level of certification.

XI. CANCELLATION/REFUND POLICIES

11.1 Event Signup

Members must sign up for the event/exam at least two weeks (10 working days) prior to PSIA-AASI W events; provided, however, for all Adaptive events, members must sign up for the event/exam at least three weeks (15 working days) in advance.

11.2. Waiting Lists.

We do keep 'Waiting Lists' for members who do not make the two week deadline. If space becomes available, waiting list members will be informed that a space has opened up in the event via email, or by phone. A \$ 20 Late Registration Fee will be assessed for sign-ups under the two week deadline.

11.3. Charges for Cancellation

To Cancel out of an event, you will need to contact the PSIA-AASI W office. There is no charge to cancel two weeks (10 working days) in advance of an event. Under 2-weeks cancellation/event change, the following fees apply:

1. Under 2 weeks cancellation: For cancellations within 5-10 working days in advance of the event: There is a minimum \$ 10 fee to cancel.
2. For cancellations within 2-5 working days in advance of the event: There is a minimum \$ 10 fee to cancel, and 50% of the registration fees will not be returned.
3. For cancellations under 2 working days in advance of the event: There is a minimum \$ 10 fee to cancel, and NONE of the registration fees will be returned.

11.4. Event Cancellations

PSIA-AASI W reserves the right to cancel an event due to low registration. Attendees will be notified of the cancellation at least three working days in advance of the event, and given a full refund.

Cancellations due to weather: Normally, PSIA-AASI W will not cancel events due to inclement weather. In some instances, the host resort may not open due to weather conditions. If the host resort does not open on a day that we have scheduled a PSIA-AASI W event, members will be given a full refund of their registration fees. Members should check closure status of the resort prior to traveling there. Members who experience difficult traveling conditions and/or personal emergencies that keep them from attending an event are NOT entitled to a refund of registration fees.

XII. TRAVELING EVENT PROCEDURES

12.1. Scheduling Deadline

Member Schools/ Resort Trainers may request that an education or certification (Traveling Event) be added to our “published” calendar. Not all traveling events will be approved. All requests for traveling events must be approved by ED and CEO. Requests are due by February 1 or three weeks prior to the event, whichever is earlier.

12.2. Payment & Participation Requirements

If the event is being paid for by the Resort, once approved, PSIA-AASI W Admin will prepare an invoice based on the estimated ACTUAL COST (travel/ lodging/wages, etc) of providing the event. Full payment must be received at least 10 days prior to the date the event is to take place. If the event is cancelled by the host resort, the payment will be returned less \$ 50 administration fee. If the event is cancelled by the resort less than two days before, no refund will be issued.

If the event is paid for by member registration, we must have five (5) PAID signups at least 2 weeks prior to the event or it will be cancelled.

XIII. MANDATORY EDUCATION REQUIREMENTS

13.1. Requirements.

PSIA-AASI W requires ongoing education to maintain instructor proficiency and competence and the high level of Professionalism signified by wearing the PSIA-AASI pin. Education credits are obtained by taking an “Education” event in any Division of PSIA-AASI. The Western Division requirement is 6 hours (1 day of education) every year or 12 hours (2 days of education) every two years. Education classes are posted on our event calendar every Fall. Members must be in compliance with the Education Policy to be eligible to take an exam or module. A PSIA-AASI certification is a professional credential. Members who do not follow the education policy will be put on a probationary status and put their certification in jeopardy. Members are responsible to keep track of their education status.

13.2. Penalties

Members who have not attended an education event for three contiguous seasons are subject to losing their certifications, subject to the following procedures.

1. Step 1 Spring/Summer- Out of compliance members will receive a warning letter/ e-mail. This communication will include specific instructions to correct the problem and the timing of credential loss. A \$25 Education Delinquent fee will be added to those members dues invoice for the coming season.
2. Step 2-Summer/Fall: Members who have received the warning letter/email will have until Dec. 15 of that calendar year to fulfill the education requirement. Those members must have completed or enrolled in two events by Dec. 15.
3. Step 3- Dec. 15-31. Members who have received the warning letter/ email who are not in compliance and their membership will be changed from “Certified” to “Registered” and their certification status will be listed as non-current.

13.3. Exceptions to Education Policy

1. Medical Waiver: Members may be excused from the Education Policy if they have a medical condition that prevents attendance. A doctor's note must document the condition. Members are allowed one medical waiver each 5 years, and must 'make-up' the education the following season. (Note: PSIA-AASI West regularly schedules indoor events to assist members with medical issues to still maintain their membership in good standing.
2. Petition: Members may 'petition' for education credits if they have taken a course or clinic from an Organization other than PSIA-AASI that has increased their knowledge or enhanced their professionalism as an Instructor, (for example: A United States Skiing Association coaches clinic). Petitions will be evaluated by the Education Chair.

XIV. CENSURE AND EXPULSION

14.1 Definitions

1. Censure is a reprimand which may be public or private. A private censure may not be announced to the general membership or the general public. The Board of Directors may effect a private censure without notice and hearing and the charged member may appeal the decision directly to the Board of Directors. A private censure shall not effect any of the member=s membership privileges or obligations. A public censure requires notice and a hearing and appeal must be to the General Membership.
2. Expulsion is termination of membership.

14.2. Violations.

Violations That May Result in Censure or Expulsion. A member may be subject to censure or expulsion under any one of the following provisions:

1. Refusal or neglect on the part of any member to comply with the provisions of the bylaws of the Corporation; provided, however, a delinquency in the payment of dues shall be governed by this section.
2. Refusal or neglect by the member to comply with the policies and procedures established by the Board of Directors.
3. For such other cause as may be deemed by the Board of Directors to constitute conduct or activity inconsistent with membership in the Association.

14.3. Procedure to Invoke Censure or Expulsion.

1. Any member of the organization may initiate censure or expulsion proceedings by submitting in writing the allegations and charges which constitute a violation subject to censure or expulsion consistent with this Article to the Board of Directors.
2. The Board of Directors shall consider the allegations and/or charges and if, in its discretion, determines that the allegations are sufficient to warrant action, the Board of Directors shall notify the charged member of all allegations and charges, any preliminary findings, the intended

consequence with notice of the date and time of a hearing, if required, on the allegations and charges. The date of the hearing shall be no less than 30 days from the date of notice.

3. If the member fails to appear at the date and time stated in the notice of hearing, without having previously sought a continuance for good cause, the scheduled hearing shall take place without the member's presence.
4. A hearing on all allegations and charges shall be held before the Board of Directors before any action is taken in connection therewith. The charged member shall be given the opportunity to appear at the hearing to answer all allegations and charges, to testify and to present witnesses on his or her behalf.
5. After the hearing, the Board of Directors, in a closed session, shall determine whether censure or expulsion is warranted and notify the charged member of its decision, in writing of its findings and action to be taken against the charged member, along with the member's right to appeal. Except for violations of the Code of Ethics, the decision shall state how the member may avoid expulsion or what actions must be taken to reinstate membership.

14.4. Method of Appeal.

1. In the event of a private censure, the charged member may make direct appeal to the Board of Directors by submitting a request to appeal within 30 days of notice of private censure. The Board of Directors will convene a special meeting within 30 days of the request and shall allow the member to be heard and the Board of Directors may reconsider its decision. The decision after appeal shall be final.
2. In the event of public censure or expulsion, the charged member shall have the right to appeal to the General Membership at any general membership meeting, provided such appeal is endorsed by twenty-five voting members and presented in writing to the President. A two-thirds vote of a quorum of the voting members in attendance may overrule and reverse the action taken by the Board of Directors.

14.5. Reinstatement After Expulsion

1. Members expelled pursuant to this Article for Code of Conduct violations may seek reinstatement of his or her membership after a period of two years from date of expulsion and must meet all other membership eligibility requirements of these bylaws and the then existing Policies and Procedures Manual.
2. Members who have been expelled for any reason other than a Code of Conduct violation may reinstate membership by fulfilling the omissions stated in the Board of Directors' decision to expel.

XV. PERSONNEL

15.1 Chief Executive Officer (CEO)

The CEO shall manage the overall operations and resources of the Corporation, act as the main point of communication between the Board and corporate operations, and be the public face of the Corporation. The CEO is a paid employee of the Corporation. The Board shall hire the CEO upon recommendation by the President.

15.2. Education Director (ED).

The ED shall manage overall operations related to education and report to the CEO. The ED shall be selected from an application process administered by the CEO. The CEO shall hire the ED after approval by the Board of Directors.

15.3. Operational Task Force Chairpersons.

The Chairpersons of the Alpine, Snowboard, Cross-Country, Telemark, Adaptive, Freestyle, Senior, Children and Member School Task Forces shall be selected from an application process. The CEO and ED shall select the Chairpersons. Selections shall be submitted to the Board of Directors and if no objection is presented by the Board of Directors, the selection shall take effect. A Task Force Chairperson shall serve for a period of two years. Task Force Chairpersons shall report to the ED.

15.4. Office/Administrative Staff.

The CEO is authorized to hire such person or persons necessarily to perform the operational duties of the Corporation, subject to the budget approved by the Board.

15.5. Volunteers

1. The organization relies heavily on volunteers from its membership to provide the best experience for the entire membership.
2. Volunteer Defined. A Volunteer is any person who is assisting the nonprofit organization with no expectation of payment. Persons who may be employees of the organization are volunteers when they are performing actions outside of the scope of the duties as employees.
3. All volunteers shall sign a Volunteer Release of Liability before taking on any action as a volunteer on behalf of the Corporation.
4. POLICY NOT APPLICABLE TO EMPLOYEES ACTING IN CAPACITY OF EMPLOYEE. An employee is acting in the capacity of an employee when performing duties and tasks included within the employee's job description. Persons who happen to be employees and acting outside the capacity of an employee shall be treated as Volunteers.
5. BOARD OF DIRECTOR REIMBURSEMENT POLICY. From time to time, the Board establishes policies for reimbursement of travel expenses to board members for attending board meetings and conducting specific board of director duties. Those policies shall govern travel reimbursement to board members for official board business.

XVI. TASK FORCE DESCRIPTIONS

The Corporation shall have operational task forces which are designated periodically by the Board or the CEO. The names and purpose of current task forces are as follows.

16.1. Operational Task Forces.

The CEO may, from time to time, create operational Task Forces for the administration of the Corporation.

16.2. Education Task Force.

The Education Task Force shall oversee all educational policies and procedures relating to overall education and certification of members. The Task Force shall establish, modify and implement policies and procedures relating to education and certification consistent with the strategic plans and directives of the Board. Other than the chairperson of this Task Force, the members of this Task Force shall consist of the chairpersons from the following Task Forces: Alpine, Adaptive, Snowboard, Telemark, X-Country, Freestyle, Children's, Senior's and Member Schools.

16.3. Discipline Task Forces.

All discipline Task Forces shall provide the Membership with up-to-date education and certification materials and to coordinate and facilitate the educational and certification process. In addition, these Task Forces shall serve as a conduit from Divisional ski schools and instructors to the Board and Education Task Force. The Task Forces are as follows:

Operational Task Forces	Other Task Forces
Alpine Snowboard Nordic Adaptive Senior Children Freestyle Member Schools	International Rules & Procedures Advisory Task Force

**XVII.
OPERATIONAL TASK FORCES**

17.1. Composition.

1. Except as otherwise stated in these policies and procedures, Task Force Chairpersons shall be appointed by the President and ratified by the Board.
2. Except as otherwise stated in these policies and procedures, the Chairperson may serve the term or terms as established by the President.
3. The Chairperson may serve with or without compensation, as determined by the Board,
4. The Chairperson may select volunteers to work on his/her Task Force, subject to the approval of the ED and CEO.

17.2. Task Force Quorum

Task Force action may be taken only upon presence of a quorum of the Task Force members. A quorum shall be the majority of Task Force members.

17.3. Function & Process

1. The Task Force's role is to conduct the deliberative aspect of any issues or propositions that are submitted to the Task Force for consideration by the Board, President or ED and any issue or proposition originating within the Task Force itself.
2. Upon deliberative action on any issue or proposition, whether assigned or originating within the Task Force, the Task Force shall provide a report to ED with any one or more of the following:
 - a. A report of considerations taken by the Task Force and a recommendation to adopt or reject, in whole or in part, the issue or proposition;
 - b. Additional recommendations that modify the original issue or proposition;
 - c. The written report will include any views contrary to the Task Force's recommendation, prepared by those holding a minority position.
3. The Education Task Force will consider all recommendations. Approval of any recommendation is subject to the approval of the CEO.

17.4. Meetings and Actions of the Task Force

All Task Force minutes, reports and documentation may be submitted using Basecamp or other data/information/project management program used by PSIA-AASI W so long as recording of such documentation is made available to the Education Task Force and CEO.

The Task Force chairperson will assign one member at each meeting to maintain minutes of the meeting and such minutes shall become a permanent record for the Task Force.

Each Task Force shall submit a written report of its progress, outline of the upcoming year's goals and timeline no later than 1 month prior to the Spring and Summer Board of Director's Meetings to the ED.

Each Task Force shall provide a report of progress upon the request of the ED.

17.5. Chairperson Responsibilities

The chairperson shall be responsible for the following:

1. The coordination, development and implementation of all Task Force activity on behalf of the Corporation.
2. Submission of all Task Force policy and procedure recommendations to the Education Task Force for approval prior. [Upon Education Task Force approval, the recommendations will be reviewed by the CEO. If approved, the recommendation will be submitted to the Board for final approval.]
3. Authorize the formation of sub-Task Forces for non-Task Force members to help facilitate the implementation of Task Force activities.
4. Represent PSIA/AAS-W at the PSIA National work session as appointed and approved by the ED.
5. Communicate between PSIA-AASI W Board, the CEO, the ED, Task Force members, Education Staff, member ski schools and other recognized disciplines within PSIA-AASI W.

6. Attend prescribe Education Task Force meetings, Board meetings (as requested), and Human Resource Task Force meetings (as requested).
7. Assist in the development of the yearly calendar of events and when necessary assist with staffing for discipline events.
8. Work closely with the ED and the CEO to develop and submit a comprehensive annual budget outlining all potential program proposals.
9. Monitor with a goal to not exceed the annual budget for and Task Force activity such as travel, meals and lodging.
10. Coordinate and facilitate Task Force meetings.

17.6. Task Force Member Responsibilities

1. The position of a Task Force member is that of a volunteer and is unpaid.
2. Task Force members are expected to attend all Task Force meetings, actively participate in the Task Force, and see projects assigned to Task Force members to completion.

17.7. Non-Performance.

The President, the ED or chairperson may remove any Task Force member for non-performance of duties. The President, CEO, or ED, with Board approval, may remove the chairperson for nonperformance of duties. Nonperformance may include:

1. Failure to adhere to the policies and procedures mandated by the Board.
2. Failure to attend all prescribed meetings and work sessions.
3. Failure to complete projects or work assignments.

XVIII. COMPENSATION POLICIES

18.1. Compensation Policy

The objective of this Compensation Policy is to provide reasonable and competitive compensation consistent with market-based compensation practices for individuals possessing the experience and skills needed to maintain and improve the overall performance of the organization. The organization's compensation program is designed to:

1. Attract and retain highly qualified staff.
2. Provide a competitive total compensation package, including benefits.
3. Reinforce the goals of the organization by supporting teamwork and collaboration among and between staff.
4. Ensure that pay is perceived as fair and equitable.
5. Provide flexibility in rewarding individual accomplishments as well as organizational success.
6. Ensure that the program is easy to explain, understand, and administer.
7. Balance the need to be competitive for employees within the limits of available financial resources.
8. Ensure that the program complies with state and federal laws and regulations.

18.2. Determination of Compensation.

1. PSIA-AASI W relies on knowledge of compensation in the private and public sectors within PSIA-AASI W's geographic operational areas. PSIA-AASI W seeks to provide total compensation, including benefits, at or near the median of the market. These compensation programs are designed to be flexible so that compensation is based on experience, performance, and business need to attract and retain specific talent.
2. The Board will establish the compensation for the CEO and ED.
3. The CEO will establish the compensation for Administrative Staff, subject to budget. Amounts in excess of a budget must be approved by the Board.
4. The BOD will establish the compensation for ED Staff, subject to budget. Amounts in excess of a budget must be approved by the Board.

XIX. MISCELLANEOUS

19.1. Electronic Notices and Voting.

1. **Objective.** In accordance with its bylaws, the PSIA-AASI Western Division's Members shall conduct the annual election of the Board of Directors via secure web-based (online) voting. The policies and procedures herein have been adopted by the Board of Directors to ensure proper voter authentication, tamper-free balloting, and accurate tabulation and reporting of election results.
2. **Procedure.** A copy of this policy shall be distributed to all voting members and posted on the Association's website. A "voting member" means any member entitled to vote as specified in the Association's bylaws.
 - a. The PSIA-AASI W office shall send a notice to each voting member listing the individuals nominated for positions on the Board ("Nomination Ballot") at least 10 days prior to the designated online voting period..
 - b. Voting members will be provided with written notice of a pending electronic vote for the election of the Board of Directors at least 10 days in advance of the voting period.
 - c. A voting period during which electronic (online) voting will take place shall be at least fourteen (14) days during which voters may cast their votes.
 - d. Each voting member shall be entitled to cast one (1) vote for or against the list of Board candidates included on the Nomination Ballot.
 - e. The voter is required to have a valid email address in order to participate in the electronic voting.
 - f. Official notification of the results of the Board elections shall be sent to all voting members within three (3) business days of the close of the voting period.
3. **Voting System.** The Corporation will ensure that the electronic system selected to process and manage the online voting offers the following security features:
 - a. Prevents voting members from being able to cast more than one (1) vote per election;
 - b. Protects voter data from tampering;
 - c. Maintains confidentiality regarding the voting preferences of the voting members;
 - d. Ensures ballots comply with the Corporation's bylaws and all applicable rules for non-profit trade associations;
 - e. Accessible 24/7 during the designated voting period.

4. **Extenuating Circumstances.** In the event that a voting member/voter designee is unable to vote electronically due to failure of the electronic voting system or other extenuating circumstances:
 - a. The President, or his/her designee, shall review and evaluate the extenuating circumstances.
 - b. If the extenuating circumstances are deemed to be valid, the Board authorizes the President to accept a written ballot from any voting members impacted by the extenuating circumstances.

5. **Agreement by Voting Members/Voter Designees.** By participating in the electronic voting process for the election of the Board of Directors, each voting member/voter designee is deemed to have agreed to comply with the following requirements of the Association:
 - a. That each voting member consents to electronic voting pursuant to this Policy;
 - b. That each voter designee has access to a computer, a web browser and Internet connection suitable for accessing websites on the World Wide Web, has an email address, and has sufficient knowledge and ability to access the electronic voting system using the instructions provided by the Association;
 - c. That each voter designee shall not share with any third party any unique identifying data provided to him or her for electronic voting by the Association;
 - d. That each voting member will agree that under no circumstances will the Corporation or its Board be liable for any failure of the electronic voting system, or failure of the voting member's computer and/or Internet connection; and
 - e. That each voting member will comply fully with the Corporation's bylaws, this Policy and any other applicable Policies of the Corporation, as amended from time to time, in his or her use of any electronic voting system provided for purposes of electronic voting.

19.2. American With Disabilities Act Policy

Notice to candidates:

PSIA-AASI W is committed to providing access to those persons with disabilities during the clinic and examination process. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. Various states may have broader definitions.

If you feel you have such a disability and seek a reasonable accommodation during the testing process we need to know this well before the examination so we can work together to create, if possible, the accommodation which will allow you to take the exam under conditions that maintain safety for all involved.

If you seek an accommodation, please contact the Division office four weeks before the clinic or examination (or as soon as the need for the accommodation is apparent), and notify them of your request for an accommodation and make this request in writing.

PSIA-AASI W may seek medical or other guidance to address the most appropriate accommodation to assess the need and type of accommodation requested, so if this is applicable to you please be prepared with that information.

Please Note:

The association does not have to provide a reasonable accommodation if doing so will be an undue hardship, or compromises safety of anyone involved in the examination process. Undue hardship means significant difficulty or expense, significant disruption of the association, or a change to the basic nature of the fundamental skills being tested. If the person with a disability asks for a reasonable accommodation that is an undue hardship for your association, or

compromises safety, the association will determine if there is another accommodation that is less burdensome, more safe, and/or less expensive.

19.3. Whistleblower Policy

PSIA-AASI W requires directors, officers, employees and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

Reporting Encouraged. This Whistleblower Policy is intended to encourage those involved with PSIA-AASI W to raise serious concerns internally so that PSIA-AASI W can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, members and volunteers to report concerns about violations of PSIA-AASI W's code of ethics or suspected violations of law or regulations that govern PSIA-AASI W's operations.

Zero Retaliation. No board member, officer, employee, member or volunteer may retaliate against any board member, officer, employee, member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, or suspected violation of any regulation governing the operations of PSIA-AASI W. Any person who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, termination of membership, or recall of an elected position.

Reporting Procedure. Any report of suspected violations shall be given, in writing, to the CEO and the Board of Directors. The CEO shall notify the person submitting the complaint that the complaint has been received within 48 hours of receipt. The Board of Directors shall assign a non-involved person to investigate a reported complaint, who must investigate and submit a report and proposed resolution to the Board of Directors within a reasonable time, not to exceed 30 days. The Board of Directors shall receive the investigation report and proposed resolution and decide on the action to be taken and order execution of the action within a reasonable time, not to exceed 30 days after meeting to consider the report.

Actions in Good Faith. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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 constituting a violation of the code of ethics and code of conduct.

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

19.4. Conflict of Interest Policy

No member of the Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with PSIA-AASI W. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain. Each individual shall disclose to the Board Chair any personal interests which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.

In addition, any member of the Board of Directors or Staff shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during the term of their affiliation.

Any new member of the Board of Directors shall be given this policy at the time of their election onto the Board of Directors and the policy will be reviewed annually by the board at a regularly

scheduled meeting. Each member of the Board of Directors shall submit in writing all disclosures of actual or potential conflicts of interest at the Spring scheduled meeting. The Board of Directors may adopt a form for purposes of disclosure.

The purposes of this policy are to protect the integrity of PSIA-AASI W and the organization's decision-making process as well as to enable members to have confidence in the integrity, intentions and actions of the officers, staff, board members and volunteers. To that end, this policy is not meant to supplement good judgment and all members should respect its spirit as well as its wording.

19.5. Document Retention Policy

The following shall constitute the PSIA-AASI W Document Retention/Destruction Policy; provided, however, that in the event of any suspected or pending litigation, all document destruction shall cease immediately.

Documents to Retain Permanently

- Articles of Incorporation
- Bylaws
- Other Incorporation Documents
- Form 1023 and/or 1024
- Employer Identification Number Determination Letter
- The IRS/State Determination Letter and the Related Documents
- Contracts and Leases Still in Effect
- Retirement and Pension Records
- Staff Personnel Records
- Tax Returns and Worksheets, Revenue Agent Reports, and Other IRS, State or Local Governmental Determinations
- Trademark Registrations and Copyrights
- Patents and Related Papers
- Audit Reports
- Deeds, Mortgages, and Bills of Sale
- Depreciation Schedules
- Year-End Financial Statements with a copy of the General Ledger for the year
- Insurance Records, Current Accident Reports, Claims, Policies, and so on
- Legal and Important Matters Correspondence
- Donation Records of Endowment Funds and/or Significant Restricted Funds

Documents to Retain for At Least 10 years

- Bank Statements & Reconciliations
- Accounts Payable Ledgers and Schedules including bills from Vendors
- Contracts, Mortgages, Notes, and Leases (Expired) from the date of Expiration
- Inventory Records
- Accounts Receivable Ledgers and Schedules including Invoices (To Customers)
- Payroll Records
- Personnel Files for Terminated Employees
- Timesheets
- Withholding Tax Statements (example IRS Form 940 and 941)
- Expense Analyses/Expense Distribution Schedules
- Cancelled checks for those items not listed under "Documents To Retain Permanently"
- Donation Records

- Duplicate Deposit Slips
- Journals
- Sales Records

Documents to Retain for at Least 4 years

- Correspondence – General

Documents to Retain for at Least 3 years

- Internal Reports – Miscellaneous
- Employment Applications
- Purchase Orders
- Volunteer Records

19.6. ASEA National Policies

From time to time, ASEA establishes policies that apply nationally and relate to this Corporation and its membership. The CEO is authorized, subject to approval by the Board, to duplicate and add such policies as addendums to this Policies and Procedures Manual and disseminate the policies to the membership.