

TONTO RECREATION ALLIANCE

STANDARD OPERATING PROCEDURES

Revision 1.0

2/23/09

ARTICLE I

- 1 NAME, as set forth in the By-laws of this corporation.

ARTICLE II

- 2 PURPOSE, as set forth in the By-laws of this corporation.

ARTICLE III

3 DIRECTORS

- 3.1 The board of directors may from time to time change the number of directors serving on the board.
 - 3.1.1 For a new board position to be added, an existing board member must provide a proposal in writing describing the qualifications for the new position and the reason for adding the new position.
 - 3.1.2 A unanimous vote of the existing board of directors is required to approve the addition of a new board position.
 - 3.1.3 If adopted, the new board position shall be filled in the manner used to fill any board position.
- 3.2 Members of the board shall serve staggered terms of two (2) years.
 - 3.2.1 Upon the first election of board members, 2 of the 5 positions shall serve a one year term and the other 3 positions shall serve a two year term. Each board position shall be on a two year term after the first election.
 - 3.2.2 The two positions to be on a one year initial term shall be chosen by random drawing.

ARTICLE IV

4 COMMITTEES

- 4.1 TRĀL Standing Committees shall be Public Education; Resource Management; Finance; and Volunteer Management.
 - 4.1.1 Each of the Standing Committees shall have a Committee Chairperson who is selected by the TRĀL Officers and approved by the TRĀL Board of Directors by a majority vote (51%).
 - 4.1.2 Committee Chairpersons shall serve a term of two years. There is no limit to the number of terms a person may serve as Committee Chair.
 - 4.1.3 Committee Chairpersons shall be responsible for managing all of the activities of their committee to achieve the goals set forth for the committee. These duties shall include project planning, budgeting, recruiting of committee members, scheduling of work, ensuring quality of work, reporting on committee progress to the Officers and Board and any other duties required for the success of their committee.
 - 4.1.4 Specific duties of the standing committees and annual goals for each committee shall be set jointly by the Committee Chairperson, the Officers and the Board of Directors.
 - 4.1.5 General duties of the standing committees shall be as follows:
 - 4.1.5.1 Public Education – Create, staff, manage and publicize projects and programs that educate the OHV community about responsible OHV use. Work with local and national media to publicize the positive contributions made by TRĀL. Staff and manage a volunteer patrol program to educate OHV users in the Tonto.
 - 4.1.5.2 Resource Management – In cooperation with the Forest Service, create, staff and manage projects and programs that maintain designated routes in the Tonto National Forest to standards agreed to between the Forest and TRĀL. Put in place and maintain signage to direct OHV users to designated routes. Work with the Forest Service to close and restore illegal routes.
 - 4.1.5.3 Finance – The Finance Committee shall be chaired by the TRĀL Treasurer and shall be responsible for fundraising for TRĀL. This committee shall be responsible for the grant writing process and for any fundraising projects.
 - 4.1.5.4 Volunteer Management – Responsible for recruiting, training and certifying of all TRĀL volunteers. Shall manage the process for assignment of volunteers to programs and for tracking their volunteer hours. Shall be responsible for

summarizing and reporting of volunteer hours to TRĀL Officers and Board. Shall manage the TRĀL website including content created by other parts of TRĀL.

- 4.2 The TRĀL Board of Directors and Officers may from time to time create ad hoc committees.
 - 4.2.1 A proposal for a new committee shall be submitted for approval to the Board of Directors and Officers by any existing Board member, by an Officer or by a combination of these.
 - 4.2.2 Proposals for new committees shall include the following information - Name of the committee, purpose of the committee, a clear statement of the deliverables of the committee and/or the length of time the committee shall be active.
 - 4.2.3 Formation of a new committee shall be approved by a majority (51%) vote of the Board members.
- 4.3 Committee Chairpersons may be removed from their position by a majority vote (51%) of the board of directors for reasons of nonperformance of their duties or for reasons of ethical violations.

ARTICLE V

5 FINANCES

5.1 BUDGET

- 5.1.1 The TRĀL Board of Directors and Officers shall complete a yearly comprehensive budget.
- 5.1.2 The TRĀL budget shall be approved by a majority (51%) of the Board of Directors.
- 5.1.3 The Committee's yearly estimated budget shall include line items for the following types of expenses:
 - 5.1.3.1 Administrative costs of running the Corporation overall
 - 5.1.3.2 Costs for each committee including administrative costs, expense items and capital items.
 - 5.1.3.3 Proposed revenue sources and dollar amounts.

5.1.4 A bi-annual review of the budget shall be performed by the TRĀL and results of actual spending vs. forecasted spending shall be included in the quarterly update.

5.2 SPENDING APPROVAL

5.2.1 Committee Chairpersons may independently approve the funding dispersal for any budget line item of \$500 or less that is included in the TRĀL approved budget.

5.2.2 Previously approved budget line items greater than \$500 require the approval of the committee chairperson and the TRĀL Treasurer.

5.2.3 Spending items not included in the then current approved TRĀL budget which are \$500 or less require the unanimous approval of the Officers.

5.2.4 Spending items not included in the then current approved committee budget which are more than \$500 require the approval of the majority (51%) of the Board of Directors in addition to the unanimous approval of the Officers.

ARTICLE VI

6 MEETINGS

6.1 Board Meetings of TRĀL shall be as defined in the corporate by-laws.

6.1.1 As part of managing the general operations and setting strategic plans for TRĀL, the Board of Directors shall set guidelines for operations to be carried out by the Officers including the following.

6.1.1.1 The operating budget including spending allocations by committee.

6.1.1.2 Goals for projects and programs.

6.1.1.3 Operational improvements as indicated by previous planning and review cycles.

6.1.1.4 Limitations on operations as indicated from changes within Forest Service rules and regulations and/or from other agencies.

6.2 Operation Meetings

6.2.1 Operating meetings of TRĀL shall be run by the officers of the corporation and run by the President or Vice-president in lieu of the President.

- 6.2.2 The Officers shall determine the frequency and format of the operating meetings and shall decide on tactics used to implement the strategic direction set by the Board of Directors.
- 6.3 TRĀL Advisory Committee
 - 6.3.1 The Advisory Committee shall consist of a wide-ranging group of stakeholders of the Tonto National Forest and is intended to provide input and feedback to TRĀL on recent actions and future plans.
 - 6.3.2 The TRĀL Advisory Committee shall meet twice yearly prior to the Board of Directors meetings and shall be conducted by the Chairman of the Board or another Board member or Officer selected by the Chairman.

ARTICLE VII

7 REPORTING

- 7.1 Project leader must complete the “TRĀL Volunteer Work Report” within two weeks of the completion of the project. (See Appendix J for Work Report Form.)
- 7.2 If the project is completed by an individual vs. a team, the individual volunteer must complete the “TRĀL Volunteer Work Report” within two weeks of the completion of the project.
- 7.3 For complete documentation of a project the team leader or individual volunteer should take before and after digital photographs of the work site and any intermediate work steps that show how the work was completed.
- 7.4 The geographic location of the work project must be documented. It is highly desirable that the longitude and latitude coordinates of the site be recorded using a GPS unit. If this is not possible, the project leader or individual volunteer should do their best to locate the work site on a topographical map.
- 7.5 The “TRĀL Volunteer Work Report” will be delivered to the TRĀL Project Coordinator in electronic form by email or on some other digital media such as CD-ROM.

ARTICLE VII

8 TRĀL SENIOR VOLUNTEER CLASSIFICATION

- 8.1 The TRĀL organization shall have a special class of volunteer called Senior Volunteer which shall give certain rights and privileges to volunteers attaining this class.

- 8.2 To attain Senior Volunteer status, a TRĀL volunteer must be a registered TRĀL volunteer and have a current volunteer agreement in place with the Tonto National Forest.
- 8.3 Additionally, a Senior Volunteer must have served a documented total of 100 hours on TRĀL projects or programs.
- 8.4 The title of TRĀL Senior Volunteer does not necessarily imply any type of leadership position within TRĀL.
- 8.5 TRĀL Senior Volunteers will be eligible to vote for board members.