



# NEW DURHAM VALLEY ATV CLUB

## Club By-Laws

### ARTICLE I. - Purpose and Name

- **Section 1.** The purpose of the New Durham Valley ATV/UTV Club is to stimulate and advance the general welfare of safety of ATV/UTV recreation, to serve the interest of ATV/UTV owners, to defend such owners against discriminatory legislation, regulations and burdensome taxation, to develop a fraternal spirit between ATV/UTV and other outdoor enthusiasts. We require the registration of all ATV/UTV's. We expect all members to obey all state and local laws, which govern ATV/UTV's.

### ARTICLE II. - Membership

- **Section 1.** Membership in the Club shall consist of the following class:
  - Active members
  - Associate members
- **Section 2.** Active membership is available to all ATV/UTV owners.
- **Section 3.** Each Active Member shall be entitled to one vote.
- **Section 4.** The Officers may establish the qualifications and rights of Associate Members
- **Section 5.** Applications for membership shall be made in writing addressed to the Secretary of the Club on the appropriate form containing an agreement by the applicant to abide by the Bylaws of the Club.
- **Section 6.** A member may resign from the Club at any time upon written notice to the Secretary. His or Her membership fee shall be non-refundable.
- **Section 7.** Membership in the Club may be terminated by majority vote of the Officers in the event of nonpayment of dues or for other reasons consistent with the Club's best interest. Termination of the membership of any member shall not release said member from the obligation to pay all dues and other amounts owed during the period of membership.

### ARTICLE III. - Management

- **Section 1.** The Officers shall consist of President, Vice President, Secretary, Treasurer, Membership, Trail Administrator, and Web Administrator. The Officers shall be active members of the Club. Officers shall be elected prior to the Annual Meeting of the membership and shall take office at the close of the Annual Meeting for a term of one year.
- **Section 2.** If vacancies of the Officers should occur by reason of resignation or otherwise, the remaining Officers may, at their option, by majority vote elect a successor for each unexpired term. Any Officer may be removed from He or She position by the affirmative vote of two-thirds of the entire Office.
- **Section 3.** A majority of officers shall constitute a quorum for transaction of club business.

- **Section 4.** The President shall preside at all meetings of the Club and of its Officers, shall oversee and coordinate such Committees as are authorized by the Officers, shall be a member ex-officio of all such Committees and shall carry on those other responsibilities assigned to Him or Her by the Bylaws and the Officers. The President can approve payments under the amount of \$200 for incidental club related expenses. Expenditures over \$200.00 will require a majority vote of the active club members present at the Club Membership Meeting.
- **Section 5.** The Vice President, during the absence or temporary incapacity of the President, shall perform the duties and have powers of the President. It is the responsibility of the Vice President to keep current on all club affairs and assist the President when called upon.
- **Section 6.** The Secretary shall keep all Club records, including minutes of meetings, lists of Committees and their members. He or She shall also send out notices of meetings, club newsletters, to all club members and discharge all of the usual secretarial functions of the office required herein or by the Officers. The Secretary shall also maintain a permanent mailing address, preferably a local post office box for the Club and direct incoming correspondence to the appropriate Club official. All correspondence must be approved by the President before being submitted to the general public and or club members.
- **Section 7.** The Membership Officer shall keep a roster of members. He or She shall also send updated membership list to all officers, receive applications for membership and discharge all of the usual Membership functions of the office required herein or by the Officers. A new membership report shall be prepared for each Officers/Club Membership Meeting.
- **Section 8.** The Treasurer shall keep all financial records of the Club and have charge of its funds. He or She shall keep all of the Club's funds in a bank approved by the Officers and in the name of the Club. He or She shall disburse such funds of the Club under the direction of the President. Withdrawals shall be made by the Club under the direction of the President. A new Treasurer's report shall be prepared for each Officers/Club Membership Meeting. An annual audit shall be prepared and submitted at the Annual Meeting. He/she will have the authority to sign checks as well as the president.
- **Section 9.** The Trail Administrator shall keep all records of land owner's permissions. He must present a trail report at the meetings, keep a log of trail maintenance done by the club and produce a second copy of all paper work to the secretary for club records. The Trail Administrator shall appoint the position of Trail Master. He or She shall appoint tasks to the Trail Master when needed.
- **Section 10.** The Trail Master, during the absence or temporary incapacity of the Trail Administrator shall perform the duties and have powers of the Trail Administrator. It is the responsibility of the Trail Master to assist the Trail Administrator in all matters related to trails.
- **Section 11.** The Web Administrator shall be responsible for the creation and maintenance of the Club's official web site. He or She shall update all club information on the site and handle the emails that come through it.
- **Section 12.** The Officers may employ whatever personnel they deem necessary, and for which funds are available, to aid in the management and programs of the Club and may authorize the expenditure of Club funds in any other manner provided such actions are in the proper furtherance of the purposes of the Club.

#### **ARTICLE IV. - Dues**

- **Section 1.** The amount of dues as well as the time for their payment shall be determined from time to time by action of the Officers.

## **ARTICLE V. - Fiscal Year**

- **Section 1.** The fiscal year of the Club shall commence on the first day of January and end on the thirty-first day of December.

## **ARTICLE VI. - Meetings**

- **Section 1.** Annual Meetings of the members shall take place once a year.
- **Section 2.** Regular meetings of the members of the Club shall be held monthly all year round, Meetings will take place every 4th Tuesday at the time and place fixed by resolution at the previous meeting or as designated by the President or by the Officers.
- **Section 3.** Written notices of the time and place of the annual and all other meetings of the membership shall be prepared and distributed to the membership by the Secretary.
- **Section 4.** The Officers may call special meetings of the Club.
- **Section 5.** A majority of the active members shall constitute a quorum. Any formal action taken at any meeting of the membership shall require a majority vote of those active members present.

## **ARTICLE VII. - Election Procedures**

- **Section 1.** The members shall place in nomination candidates for election to the Officers for each prospective vacancy from among the names of the Club's active members.

## **ARTICLE VIII. - Amendments**

- **Section 1.** These Bylaws may be amended by the affirmative vote of 2/3 of those active members present at a meeting. Proposed changes need to be posted in advance through mail, e-mail or phone call to all active members to allow sufficient time for the members to review such proposed changes.

## **ARTICLE IX.- Provisions**

- **Section 1.** Roberts's rules of order shall be the guide in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.