

# **MARILLA SNO-MOB SNOWMOBILE CLUB**

## **BY-LAWS**

### **Article 1 Duties of Officers**

Section 1. The President shall preside at all business meetings of the club and Board of Directors. He/She shall appoint with the advice and consent of the Board of Directors, all standing committees, and will perform all other duties ordinarily devolving upon the office of the President.

Section 2. In the absence or incapacity of the President, the Vice President shall perform his duties.

Section 3. The Secretary shall keep the minutes of the meetings of the club and of the Board of Directors; shall conduct the correspondence of the club; shall keep an accurate record of the attendance at regular meetings and shall perform all other duties normally devolving upon the office of Secretary. The Secretary shall be responsible for maintaining the Clubs files of all meeting minutes and other correspondence. At the completion of the Secretaries term of office all these files shall be passed to the incoming Secretary or archived at the BOD's direction.

Section 4. The Treasurer shall collect and be the custodian of all club funds; shall pay out said funds only upon the order of the Board of Directors, or as approved by the membership in attendance at a general meeting. Club officers, Board of directors, Trail Captains, or club members with pre-authorization from the aforementioned, shall have the authority to spend up to two hundred fifty (\$250.00) dollars for routine trail maintenance supplies and materials between meetings of the Board of Directors or general meetings. Acceptable proof of purchase will be required for reimbursement. If greater amounts *are* required the following rules shall apply, provided funds are available in the treasury. Up to five hundred (\$500.00) dollars, approval of any three (3) Board members must be obtained prior to purchase. Over five hundred (\$500.00) requires a vote of the Board. In an emergency, this vote of the BOD may be a phone or electronic vote. The Treasurer shall keep an itemized account of all receipts and expenditures and perform all other duties ordinarily devolving upon the office of Treasurer. A Treasurers report shall be presented either in person or in writing at all regularly scheduled Board of Director or Club general meetings. The Treasurer and BOD will jointly determine the location and types of Bank accounts to be held in the Clubs name. The Treasurer will be the primary signatory on all Club accounts with responsibility to maintain the account registers. The President and Vice President will also have signatory authority on the accounts for emergency purposes. At the completion of the Treasurers term of office all the financial records and files shall be passed to the incoming Treasurer or archived at the BOD's direction.

Section 5. The Board of Directors, in addition to transacting the general business of the club, shall fill all vacancies which may occur in the Executive officers of the club and its own body by appointment. Such appointees are to serve until the officer's return to duty, or until the next regular election; which ever occurs first.

Section 6. A Sergeant at Arms shall be appointed to a one year term by the executive officers. He or she will maintain order at membership meetings. The Sergeant at Arms will also be responsible for count of votes at elections and any motions brought to a vote on the floor of membership meetings.

### **Article II Club Membership**

Section 1. The Board of Directors shall establish a procedure for Club membership. Upon completion of the written club application or on-line alternative procedure and receipt of appropriate dues, the applicant's membership will be acknowledged by the club membership chairperson.

Section 2. The membership year is from April 1<sup>st</sup> to March 31<sup>st</sup> or other membership year as determined by the BOD.

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Revisions as Proposed on September 20<sup>th</sup>, 2008.

Approved by Vote of the Membership on October 15, 2008.

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Section 3. Complementary annual membership may be conferred by the Board of Directors in recognition of special service to the club or the sport of snowmobiling.

### **Article III Dues**

Membership dues for both individual and/or family memberships can be proposed by the Board of Directors but must be approved by the membership at a general meeting before any changes can be implemented. Family memberships include all children in the family until they reach the age of eighteen (18) years old.

### **Article IV Meetings**

Section 1. Regular meetings may be set by the Board of Directors in consultation with the club membership.

Section 2. Special meetings may be held at call of the President.

Section 3. The Board of Directors will endeavor to meet at regular intervals but not less than once per calendar year.

### **Article V Forfeiture of Membership**

Any member whose dues shall remain unpaid after October 31<sup>st</sup> of the new membership year shall lose their membership privileges.

### **Article VI Election of Officers**

Section 1. The President shall appoint a nominating committee on or about November first (1st) of each year. This committee shall present to the club in writing, prior to the December general meeting of each year a list of one or more candidates for each office. Nominations will be accepted from the floor at both the December and January general meetings.

Section 2. Officers and Directors shall be elected by a majority vote of the membership present at the February general meeting of each year assuming their duties on April 1<sup>st</sup>.

### **Article VII Committees**

Section 1. The President shall be ex-officio, a member of all committees, and the Board of Directors.

Section 2. Prior to April 15<sup>th</sup> of each year the President shall name the following standing committee chairpersons to serve until the following April or until relieved of their duties by the President.

- A. Landowner Relations and Trails Committee
- B. Safety Committee
- C. Search and Rescue Committee
- D. Membership Committee
- E. Property and Equipment Committee

Section 3. The President may appoint other AdHoc committees for special projects as needed. These committees will sunset at the completion of their project.

## **Article VIII Delegates for County Snowmobile Federations (or equivalent)**

Section 1. The President and Board of Directors will annually appoint delegates and alternates to represent this club at the respective "Federation of Snowmobile Club's" or similar organizations.

Section 2. These club delegates will be expected to attend all of the monthly meetings of the respective Federations. They are granted full authority to act in the best interest of this club, within the limits of our Constitution and By-laws on matters brought before them at these meetings.

Section 3. Their authority and responsibilities on matters involving the expenditure of club funds will be as stated in Article 1. Section 4 of these by-laws.

Section 4. The delegates will act as a liaison between the Club and Federation offering regular reports on the issues and activities discussed during these meeting's to the Club membership and taking Club concerns to the Federation level.

## **Article IX Amendments**

These by-laws may be amended by a two-thirds (2/3) vote of the members present at any properly announced meeting providing written notice of the proposed amendment shall first have been submitted, in writing, to the members at least three (3) weeks prior thereto.