

New Hampshire ATV Club Bylaws

Last Modified: February 24, 2011

ARTICLE I: Name

Section 1. The name of the organization shall be the "New Hampshire ATV Club (NHATV).

Section 2. The NH ATV Club will hence forth be referred to as "the club."

Section 3. The official Mailing address shall be PO Box 123 Derry, N.H . 03038

Section 4. The official web address shall be www.nhatv.com or www.nhatv.org. and the facebook address is www.facebook.com/nhatvclub

ARTICLE II: Purpose

Section 1. The purpose of the Club is:

- (a) To stimulate and advance the general welfare and safety of OHRV recreation.
- (b) To educate and serve the interest of OHRV owners.
- (c) To assist such owners against discriminatory legislation, regulations and burdensome taxation.
- (d) To develop a fraternal spirit among local OHRV and other outdoor enthusiasts.
- (e) To provide a medium for the exchange of OHRV information.
- (f) To own or lease property for Club use.
- (g) To perform all desirable and lawful functions for the successful operation of the Club and in the general public's best interest.

ARTICLE III: Membership

Section 1. Membership in the Club shall consist of the following classes:

- (a) Active Members: any member who has paid the current year's dues.
- (b) Honorary Members: wil be left to the discretion of the board of directors.
- (c) Lifetime Members: an amount of pre-paid dues set by the board of directors.
- (d) Dealers

Section 2. Active membership is available to ATV Enthusiasts..

Section 3. Any applicant for membership shall not be discriminated against for reasons of race, color, creed, age or sex.

Section 4. Each active member shall be entitled to one vote.

Section 5. Applications for membership shall be made in writing addressed to the Club on the appropriate form containing an agreement by the applicant to abide by the Bylaws of the Club. Each new member is entitled to a copy of the bylaws upon request.

Section 6. A member may resign from the Club at any time upon written or verbal notice to the President.

Section 7. Membership in the Club may be terminated by a majority vote of the Board of Directors in the event of non-payment of dues or for other reasons consistent with the Club's

39 Bylaws. Termination of the membership of any member shall not release said member from the
40 obligation to pay all money due for the period of membership and no refunds will be given.

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42 **ARTICLE IV: Dues**

43 Section 1. The amount of dues as well as the time for their payment shall be determined from
44 time to time by action of the Board of Directors.

45 (a) Paid by all club members to the club Treasurer on an annual basis unless:

46 a. Honorary Member

47 b. Lifetime Member

48 c. Member of the Board of Directors

49 d. Dealers

50 (b) After November 1st dues will be transferred to the next year.

51 Section 2. All active members will be issued one membership card.

52 (a) Card will be distributed to each member after the dues are paid

53 (b) Card will be surrendered to the Treasurer of the club immediately if membership is
54 resigned or terminated for any reason.

55 (c) Card is good for discounts at participating dealerships.

56 (d) Card may be necessary to participate in club events.

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58 **ARTICLE V: Management**

59 Section 1. The management of the Club shall be vested in the Board of Directors.

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61 **ARTICLE VI: Board of Directors**

62 Section 1. The Board of Directors shall consist of no more than eight (8) Directors and seven (7)
63 Officers, each of who shall be an active member of the Club. *Officers and Directors shall be*
64 *elected prior to the Annual General meeting of the membership and shall take office at the close*
65 *of the Annual General meeting. All Officer positions will be Two (2) year Terms and all Director*
66 *positions will be One (1) year terms.*

67 Section 2. If vacancies of the Board of Directors should occur by reason of resignation or
68 otherwise, the remaining Directors may, at their option by a majority vote nominate a successor
69 for each non-expired term. A vote will take place at the next general meeting by majority of
70 membership. An officer and/or board of director can be removed from office for any reason for
71 behavior not consistent with Club Bylaws by a 2/3's majority vote of the club members during a
72 regular scheduled general meeting.

73 Section 3. A 2/3's majority of the members of the Board of Directors shall constitute a quorum
74 for the transaction of Club business.

75 Section 4. Meetings of the Board of Directors shall be held once a month for 10 months yearly
76 to conduct transactions of Club Business prior to the general meetings.

77 (a) A member of the Board members shall determine the place and time.

78 (b) The President may call additional meetings if he/she determines it is needed.

79 (c) The Board of Directors shall hold its regular monthly meeting in conjunction with the
80 meeting of the membership.

81 (d) Meetings of the Board of Directors shall not have members of the general public or
82 club members in attendance unless voted on by the board. Guests will be at the
83 discretion of the board.

84

85 Section 5. The Board of Directors may, at it's discretion, by the affirmative vote of a majority
86 appoint an Executive Committee of the Board to act in its stead in emergencies. The Board of
87 Directors may appoint Club committees, fill any vacancies or change the membership in Club
88 committees. The Board may, by resolution, delegate such authority to the club President. The
89 Board of Directors shall have the power at all times to abolish any Committee.

90 Section 6. The Board of Directors may employ whatever personnel and/or purchase materials
91 they deem necessary, and for which funds are available, to aid in the management and
92 programs of the club and may authorize the expenditure of Club funds in any other manner
93 provided such actions are in the proper furtherance of the purposes of the Club. Purchases
94 may not exceed \$200.00 and must receive approval by the Club Officers and Board of
95 Directors.

96

97 **ARTICLE VII: Officers**

98 Section 1. The officers of the Club shall be:

99 (a) President, Vice President, Secretary, Treasurer, Trail Administrator, Trail Master and
100 Safety Coordinator. The same person may hold the offices of Secretary and
101 Treasurer

102 (b) At least eighteen (18) years of age.

103 (c) Elected from members with at least one (1) year experience as a Board of Director
104 unless approved by the Board of Directors to fill open position.

105 Section 2. The officers shall be elected from the Active general membership. The nominations
106 shall happen one month before the general election. Announcements shall be publicized two
107 months before the nominations are to happen that a position is Open. The vote will happen at
108 the regular Annual meeting by a closed ballot election by a majority of the active members
109 present during the Annual meeting.

110

111 Section 3. The President shall:

112 (a) Preside at all meetings of the Club and of its Board of Directors.

113 (b) Oversee and coordinate such Committees as are authorized by the Board of
114 Directors.

115 (c) Be a member ex-officio of all such Committee and shall carry on those other
116 responsibilities assigned to him/her by the Bylaws and by the Board of Directors.

117 (d) Be a signer on all Club accounts with the Treasurer.

118 (e) Approve all checks with Treasurer over One Thousand Dollars (\$1,000.00).

119 (f) Delegate duties/responsibilities to the Board of Directors.

120 (g) Inform all directors of vacancies on the board.

121 Section 4. The Vice President, during the absence or temporary incapacity of the President,
122 shall perform the duties and have powers of the President. The Vice President shall be
123 responsible for maintaining order at all Club meetings.

124 (a) Section 5. The Secretary shall Keep all Club meeting minutes and affiliated
125 paperwork.

126 (b) Make all paperwork available to any member(s) who wish to review specific items.

127 (c) Keep a yearly calendar of events to inform club/committees of confirmed dates of
128 events.

129 (d) Keep accurate attendance records.

130

131 Section 6. The Treasurer shall:

132 (a) Keep all financial records of the Club and have charge of its funds.

133 (b) Keep all of club's funds in a bank approved by the Board of Directors and in the
134 name of the Club.

135 (c) Disburse such funds of the Club under the direction of the Board of Directors.

136 (d) Have a Treasurer's report prepared for each Board of Directors and read at each
137 General member meeting by one of the Board of Directors.

138 (e) Maintain an accurate membership roster.

139 (f) Prepare an annual report of expenditures to be reviewed by Board of Directors for
140 accuracy.

141 (g) Have a second (2nd) approval on all checks disbursed over One Thousand Dollars
142 (\$1,000.00).

143 (h) Supply any/all pertinent accounting records to an outside tax accountant for an
144 annual audit and tax preparation. The results of said audit shall be available upon
145 request to any member.

146

147 Section 8. The Trail Administrator shall:

148 (a) Oversee all functions of the trails that the club is responsible for.

149 (b) Be responsible for maintaining trails and all trail maintenance equipment.

150 (c) Apply for grants.

151 (d) Signing and maintaining landowner permission forms.

152 (e) Keep the State informed.

153

154 Section 9. The Trail Master will:

155 (a) Assist the Trail Administrator in his/her functions.

156 (b) Obtain written landowner permission to expand upon the approved trails or to
157 generate new trails.

158 (c) Be responsible for all trail maintenance hand tools.

159 (d) Follow "the best management practices" guidelines for any/all work.

160 (e) Oversee all trail projects, be in contact with Safety Coordinator and follow up on
161 reports from the trail patrol.

162 Section 10. The Safety Coordinator shall:

163 (a) Conduct all safety courses per state requirements.

164 (b) Coordinate all trail safety patrols as per state requirements.

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166 Section 11. All officers shall have such other power and duties as are required by law.

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168 **Article VIII: Fiscal Year**

169 Section 1. The fiscal year of the Club shall commence on the first (1st) day of January and end
170 on thirty-first (31st) day of December.

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172 **Article IX: Meetings**

173 Section 1. The Annual Meeting of the members of the Club shall be held the last Week of
174 February, at a time and place designated by the Board of Directors.

175 Section 2. Regular general meetings of the members of the Club shall be held monthly with no
176 meetings in July and December. The Board of Directors meeting is determined by the President
177 and held monthly before the regular general.

178 Section 3. Written notices of the time and place of the annual and all meetings of the
179 membership shall be prepared and distributed to the membership via the newsletter and
180 website. The President will notify all Board members of the time and place of the Board meeting
181 with adequate advance notice.

182 Section 4. Special meetings of the club may be called by the Board of Directors or by the
183 President or by any group of 20 active members by giving adequate notice of the time, place,
184 and purpose of such special meetings.

185 Section 5. Any formal action taken upon any member of the membership or Board of Directors
186 shall require a 2/3's majority vote of the Board of Directors.

187

188 **ARTICLE X: Election Procedures**

189 Section 1. Notice of Elections and the available positions on the Board of Directors shall be
190 published in the November newsletter, the Nominations of the available positions are carried out
191 at the January General meeting, and the elections are held at the Annual General meeting in
192 February.

193 Section 2. A majority vote of the present active members is required by use of a closed ballot.
194 Members must be present to vote. There will be no proxy voting allowed.

195 Section 3. The slate of candidates shall be shown on the official ballot, which also shall provide
196 spaces for write-in candidates, together with the specific terms of years for which each
197 candidate is nominated. The official ballots shall be distributed to all qualified voting members
198 (all active members). They shall then immediately mark the ballots and deposit them unsigned
199 to in the ballot box. A run-off ballot will decide all ties. An appointed Tally Committee of at least
200 two active members should count the ballot.

201 Section 4. In the event of unopposed office, the secretary will cast the one official vote.

202

203 **ARTICLE XI: Amendments**

204 Section 1. These Bylaws may be amended by the affirmative vote of a majority of the active
205 members of the Club at the Annual General Membership Meeting. All Club voting must be
206 done in person at said meeting. No proxy voting will be allowed.

207 Section 2. Changes in Bylaws shall be:

208 (a) Made available to the membership prior to the Annual February meeting.

209 (b) With the President appointing a four-member committee whenever amendments to
210 bylaws are brought to his attention.

211 (c) Made with a two-thirds (2/3) majority vote of the membership present at the Annual
212 February meeting.

213 Section 3. Roberts Rules of Parliamentary law will prevail when not in conflict with the
214 constitution and Bylaws. Roberts will be the guideline for conducting all meetings of the club.

215 The Board will comply with all New Hampshire Laws where conflicts of interest are involved.

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