

**New Hampshire ATV Club Bylaws**  
**Last Modified: February 2018**

**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](http://www.nhatv.com) or [www.nhatv.org](http://www.nhatv.org). and the facebook address [www.facebook.com/nhatvclub](http://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: will 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

61 of the Board of Directors in the event of non-payment of dues or for  
62 other reasons consistent with the Club's Bylaws. Termination of the  
63 membership of any member shall not release said member from the  
64 obligation to pay all money due for the period of membership and no  
65 refunds will be given.

66  
67 **ARTICLE IV: Dues**

68  
69 Section 1. The amount of dues as well as the time for their payment  
70 shall be determined from  
71 time to time by action of the Board of Directors.

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

74 a. Honorary Member: approved by Board of Directors and  
75 for period of one year

76 b. Lifetime Member: for outstanding contribution to club;  
77 nominated and voted on by the board after  
78 serving a minimum of 5 years as a Director and does not  
79 include a NHOHVA Membership.

80 c. Member of the Board of Directors

81 d. Dealers

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

83  
84 Section 2. All active members will be issued one club membership card  
85 and 1NHOHVA membership card.

86 (a) Cards will be distributed to each member after the dues are  
87 paid

88 (b) NHATV membership card is good for discounts at participating  
89 dealerships.

90 (c) NHATV card may be necessary to participate in club events.

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92 **ARTICLE V: Management**

93  
94 Section 1. The management of the Club shall be vested in the Board of  
95 Directors.

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97 **ARTICLE VI: Board of Directors**

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99 Section 1. The Board of Directors shall consist of no more than eight  
100 (8) Directors and seven (7) Officers, each of who shall be an active  
101 member of the Club. Officers and Directors shall be elected prior to  
102 the Annual General meeting of the membership and shall take office at  
103 the close of the Annual General meeting. All Officer Positions will be  
104 Two (2) year Terms and all Director positions will be One (1) year  
105 terms.

106  
107 Section 2. If vacancies of the Board of Directors should occur by  
108 reason of resignation or otherwise, the remaining Directors may, at  
109 their option by a majority vote nominate a successor for each  
110 non-expired term. A vote will take place at the next general meeting by  
111 majority of membership. An officer and/or board of director can be  
112 removed from office for any reason for behavior not consistent with  
113 Club Bylaws by a 2/3's majority vote of the club members during a  
114 regular scheduled general meeting.

115  
116 Section 3. A 2/3's majority of the members of the Board of Directors  
117 shall constitute a quorum for the transaction of Club business.

118  
119 Section 4. Meetings of the Board of Directors shall be held once a  
120 month for 10 months yearly to conduct transactions of Club Business  
121 prior to the general meetings.

- 122 (a) A member of the Board members shall determine the place and  
123 time.  
124 (b) The President may call additional meetings if he/she  
125 determines it is needed.  
126 (c) The Board of Directors shall hold its regular monthly  
127 meeting in conjunction with the  
128 meeting of the membership.  
129 (d) Meetings of the Board of Directors shall not have members  
130 of the general public or  
131 club members in attendance unless voted on by the board. Guests  
132 will be at the  
133 discretion of the board.  
134

135 Section 5. The Board of Directors may, at its discretion, by the  
136 affirmative vote of a majority appoint an Executive Committee of the  
137 Board to act in its stead in emergencies. The Board of Directors may  
138 appoint Club committees, fill any vacancies or change the membership  
139 in Club committees. The Board may, by resolution, delegate such  
140 authority to the club President. The Board of Directors shall have the  
141 power at all times to abolish any Committee.  
142

143 Section 6. The Board of Directors may employ whatever personnel  
144 and/or purchase materials they deem necessary, and for which funds are  
145 available, to aid in the management and programs of the club and may  
146 authorize the expenditure of Club funds in any other manner provided  
147 such actions are in the proper furtherance of the purposes of the Club.  
148 Purchases may not exceed \$200.00 and must receive approval by the Club  
149 Officers and Board of Directors.  
150

#### 151 **ARTICLE VII: Officers**

152

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

- 154 (a) President, Vice President, Secretary, Treasurer, Trail  
155 Administrator, Trail Master and Safety Coordinator. The same  
156 person may hold the offices of Secretary and Treasurer.  
157 (b) At least eighteen (18) years of age.  
158 (c) Elected from members with at least one (1) year experience as  
159 a Board of Director unless approved by the Board of Directors to  
160 fill open position.  
161 (d) If appointed from general membership term will be 1 year  
162

163 Section 2. The officers shall be elected from the Active general  
164 membership. The nominations shall happen one month before the general  
165 election. Announcements shall be publicized two months before the  
166 nominations are to happen that a position is Open. The vote will happen  
167 at the regular Annual meeting by a closed ballot election by a majority  
168 of the active members present during the Annual meeting.  
169

170 Section 3. The President shall:

- 171 (a) Preside at all meetings of the Club and of its Board of  
172 Directors.  
173 (b) Oversee and coordinate such Committees as are authorized by  
174 the Board of Directors.  
175 (c) Be a member ex-officio of all such Committee and shall carry  
176 on those other responsibilities assigned to him/her by the Bylaws  
177 and by the Board of Directors.  
178 (d) Be a signer on all Club accounts with the Treasurer or Vice  
179 President  
180 (e) Approve all checks with Treasurer over One Thousand Dollars  
181 (\$1,000.00).  
182 (f) Delegate duties/responsibilities to the Board of Directors.

183 (g) Inform all directors of vacancies on the board.  
184

185 Section 4. The Vice President, during the absence or temporary  
186 incapacity of the President, shall perform the duties and have powers of  
187 the President. The Vice President shall be responsible for maintaining  
188 order at all Club meetings.  
189

190 Section 5. The Secretary shall:

- 191 (a) Keep all Club meeting minutes and affiliated paperwork.
- 192 (b) Make all paperwork available to any member(s) who wish to  
193 review specific items.
- 194 (c) Keep a yearly calendar of events to inform club/committees  
195 of confirmed dates of events.
- 196 (d) Keep accurate attendance records.
- 197 (e) Can be official signer on all club accounts if President is  
198 not a signer.  
199

200 Section 6. The Treasurer shall:

- 201 (a) Keep all financial records of the Club and have charge of its  
202 funds.
- 203 (b) Keep all of club's funds in a bank approved by the Board of  
204 Directors and in the name of the Club.
- 205 (c) Disburse such funds of the Club under the direction of the  
206 Board of Directors.
- 207 (d) Have a Treasurer's report prepared for each Board of  
208 Directors and read at each General member meeting by one of the  
209 Board of Directors.
- 210 (e) Maintain an accurate membership roster.
- 211 (f) Prepare an annual report of expenditures to be reviewed by  
212 Board of Directors for accuracy.
- 213 (g) Have a second (2nd) approval on all checks disbursed over One  
214 Thousand Dollars (\$1,000.00).
- 215 (h) Supply any/all pertinent accounting records to an outside  
216 tax accountant for an annual audit and tax preparation. The  
217 results of said audit shall be available upon request to any  
218 member.  
219

220 Section 8. The Trail Administrator shall:

- 221 (a) Oversee all functions of the trails that the club is  
222 responsible for.
- 223 (b) Be responsible for maintaining trails and all trail  
224 maintenance equipment.
- 225 (c) Apply for grants.
- 226 (d) Signing and maintaining landowner permission forms.
- 227 (e) Keep the State informed.  
228

229 Section 9. The Trail Master will:

- 230 (a) Assist the Trail Administrator in his/her functions.
- 231 (b) Obtain written landowner permission to expand upon the  
232 approved trails or to generate new trails.
- 233 (c) Be responsible for all trail maintenance hand tools.
- 234 (d) Follow "the best management practices" guidelines for any/all  
235 work.
- 236 (e) Oversee all trail projects, be in contact with Safety  
237 Coordinator and follow up on reports from the trail patrol.  
238

239 Section 10. The Safety Coordinator shall:

- 240 (a) Conduct all safety courses per state requirements.
- 241 (b) Coordinate all trail safety patrols as per state requirements.  
242

243 Section 11. All officers shall have such other power and duties as are

244 required by law.

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246 **Article VIII: Fiscal Year**

247 Section 1. The fiscal year of the Club shall commence on the first  
248 (1st) day of January and end  
249 on thirty-first (31st) day of December.  
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252 **Article IX: Meetings**

253  
254 Section 1. The Annual Meeting of the members of the Club shall be held  
255 the last Week of February, at a time and place designated by the Board  
256 of Directors.  
257

258 Section 2. Regular general meetings of the members of the Club shall be  
259 held 10 months of the year. Meetings will  
260 be set by President and approved by Board of Directors  
261

262 Section 3. Written notices of the time and place of the annual and all  
263 meetings of the membership shall be prepared and distributed to the  
264 membership via the newsletter and website. The President will notify  
265 all Board members of the time and place of the Board meeting with  
266 adequate advance notice.  
267

268 Section 4. Special meetings of the club may be called by the Board of  
269 Directors or by the President or by any group of 20 active  
270 members by giving adequate notice of the time, place, and purpose of  
271 such special meetings.  
272

273 Section 5. Any formal action taken upon any member of the membership or  
274 Board of Directors shall require a 2/3's majority vote of the Board of  
275 Directors.  
276

277 **ARTICLE X: Election Procedures**

278  
279 Section 1. Notice of Elections and the available positions on the Board  
280 of Directors shall be published in October or November newsletter, the  
281 nominations of available positions are carried out at the December  
282 meeting and the elections are held at the Annual general meeting in  
283 January.  
284

285 Section 2. A majority vote of the present active members is required by  
286 use of a closed ballot. Members must be present to vote. There will be  
287 no proxy voting allowed.  
288

289 Section 3. The slate of candidates shall be shown on the official  
290 ballot, which also shall provide spaces for write-in candidates,  
291 together with the specific terms of years for which each candidate is  
292 nominated. The official ballots shall be distributed to all  
293 qualified voting members (all active members). They shall then  
294 immediately mark the ballots and deposit them unsigned to in the ballot  
295 box. A run-off ballot will decide all ties. An appointed Tally  
296 Committee of at least two active members should count the ballots.  
297

298 Section 4. In the event of unopposed office, the secretary will cast  
299 the one official vote.  
300

301 **ARTICLE XI: Amendments**

302 Section 1. These Bylaws may be amended by the affirmative vote of a m  
303 majority of the active members of the Club at the Annual General  
304 Membership Meeting. All club voting must be done in person at said

305 meeting. No proxy voting will be allowed.

306

307 Section 2. Changes in Bylaws shall be:

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

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

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

314

315 Section 3. Roberts Rules of Parliamentary law will prevail when not in  
316 conflict with the constitution and Bylaws. Roberts will be the  
317 guideline for conducting all meetings of the club. The Board of  
318 Directors is authorized to meet by teleconferencing. The meeting must  
319 be conducted by a technology that allows all persons participating to  
320 hear each other at the same time. This will be used only when a  
321 majority vote is needed to pass a motion. The Board will comply with all  
322 New Hampshire Laws where conflicts of interest are involved.

323