

**New Hampshire ATV Club Bylaws**  
**Last Modified: January 2019**

**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 OHRV 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 will  
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 a NHATV and NHOHVA  
85 membership form with your membership voucher number and a club  
86 membership card.

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

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

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

92  
93 **ARTICLE V: Management**

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

97  
98 **ARTICLE VI: Board of Directors**

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

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

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

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

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

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

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

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

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

- 153  
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  
164 Section 2. The officers shall be elected from the Active general  
165 membership. The nominations shall happen one month before the general  
166 election. Announcements shall be publicized two months before the  
167 nominations are to happen that a position is Open. The vote will happen  
168 at the regular Annual meeting by a closed ballot election by a majority  
169 of the active members present during the Annual meeting.

170  
171 Section 3. The President shall:

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

- 183 (f) Delegate duties/responsibilities to the Board of Directors.  
184 (g) Inform all directors of vacancies on the board.  
185

186 Section 4. The Vice President, during the absence or temporary  
187 incapacity of the President, shall perform the duties and have powers of  
188 the President. The Vice President shall be responsible for maintaining  
189 order at all Club meetings.  
190

191 Section 5. The Secretary shall:

- 192 (a) Keep all Club meeting minutes and affiliated paperwork.  
193 (b) Make all paperwork available to any member(s) who wish to  
194 review specific items.  
195 (c) Keep a yearly calendar of events to inform club/committees  
196 of confirmed dates of events.  
197 (d) Keep accurate attendance records.  
198 (e) Can be official signer on all club accounts if President is  
199 not a signer.  
200

201 Section 6. The Treasurer shall:

- 202 (a) Keep all financial records of the Club and have charge of its  
203 funds.  
204 (b) Keep all of club's funds in a bank approved by the Board of  
205 Directors and in the name of the Club.  
206 (c) Disburse such funds of the Club under the direction of the  
207 Board of Directors.  
208 (d) Have a Treasurer's report prepared for each Board of  
209 Directors and read at each General member meeting by one of the  
210 Board of Directors.  
211 (e) Maintain an accurate membership roster.  
212 (f) Prepare an annual report of expenditures to be reviewed by  
213 Board of Directors for accuracy.  
214 (g) Have a second (2nd) approval on all checks disbursed over One  
215 Thousand Dollars (\$1,000.00).  
216 (h) Supply any/all pertinent accounting records to an outside  
217 tax accountant for an annual audit and tax preparation. The  
218 results of said audit shall be available upon request to any  
219 member.  
220

221 Section 8. The Trail Administrator shall:

- 222 (a) Oversee all functions of the trails that the club is  
223 responsible for.  
224  
225 (b) Apply for grants.  
226 (c) Signing and maintaining landowner permission forms.  
227 (d) 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 (f) Be responsible for maintaining trails and all trail  
239 maintenance equipment.  
240

241 Section 10. The Safety Coordinator shall:

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

244 (c) The Safety Coordinator must pass a background check. This is  
245 not required for the other directors  
246 Section 11. All officers shall have such other power and duties as are  
247 required by law.  
248

249 **Article VIII: Fiscal Year**

250  
251 Section 1. The fiscal year of the Club shall commence on the first  
252 (1st) day of January and end  
253 on thirty-first (31st) day of December.  
254

255 **Article IX: Meetings**

256  
257 Section 1. The Annual Meeting of the members of the Club shall be held  
258 the last Week of January, at a time and place designated by the Board  
259 of Directors.  
260

261 Section 2. Regular general meetings of the members of the Club shall be  
262 held 10 months of the year. Meetings will  
263 be set by President and approved by Board of Directors  
264

265 Section 3. Written notices of the time and place of the annual and all  
266 meetings of the membership shall be prepared and distributed to the  
267 membership via the newsletter and website. The President will notify  
268 all Board members of the time and place of the Board meeting with  
269 adequate advance notice.  
270

271 Section 4. Special meetings of the club may be called by the Board of  
272 Directors or by the President or by any group of 20 active  
273 members by giving adequate notice of the time, place, and purpose of  
274 such special meetings.  
275

276 Section 5. Any formal action taken upon any member of the membership or  
277 Board of Directors shall require a 2/3's majority vote of the Board of  
278 Directors.  
279

280 **ARTICLE X: Election Procedures**

281  
282 Section 1. Notice of Elections and the available positions on the Board  
283 of Directors shall be published in November newsletter, the  
284 nominations of available positions are carried out at the November  
285 meeting and the elections are held at the Annual general meeting in  
286 January.  
287

288 Section 2. A majority vote of the present active members is required by  
289 use of a closed ballot. Members must be present to vote. There will be  
290 no proxy voting allowed.  
291

292 Section 3. The slate of candidates shall be shown on the official  
293 ballot, which also shall provide spaces for write-in candidates,  
294 together with the specific terms of years for which each candidate is  
295 nominated. The official ballots shall be distributed to all  
296 qualified voting members (all active members). They shall then  
297 immediately mark the ballots and deposit them unsigned to in the ballot  
298 box. A run-off ballot will decide all ties. An appointed Tally  
299 Committee of at least two active members should count the ballots.  
300

301 Section 4. In the event of unopposed office, the secretary will cast  
302 the one official vote.  
303

304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326

**ARTICLE XI: Amendments**

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

Section 2. Changes in Bylaws shall be:

- (a) Made available to the membership prior to the Annual January meeting.
- (b) With the President appointing a four-member committee whenever amendments to bylaws are brought to his attention.
- (c) Made with a two-thirds (2/3) majority vote of the membership present at the Annual January meeting.

Section 3. The Board of Directors is authorized to meet by teleconferencing. The meeting must be conducted by a technology that allows all persons participating to hear each other at the same time. This will be used only when a majority vote is needed to pass a motion. The Board will comply with all New Hampshire Laws where conflicts of interest are involved. The Board of Directors shall be governed by the Club Bylaws.