

New Hampshire ATV Club Bylaws
Last Modified: January 2020

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 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

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

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 Board of Directors.

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

- a. Honorary Member: approved by Board of Directors and for period of one year
- b. Lifetime Member: for outstanding contribution to club; nominated and voted on by the board after serving a minimum of 5 years as a Director and will include a NHOHVA Membership.
- c. Member of the Board of Directors
- d. Dealers

Section 2. All active members will be issued a NHATV and NHOHVA membership form with your membership voucher number and a club membership .

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

ARTICLE V: Management

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

ARTICLE VI: Board of Directors

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

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

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

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

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

time.

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

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

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

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

Section 6. The Board of Directors may employ whatever personnel and/or purchase materials 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. Purchases may not exceed \$200.00 and must receive approval by the Club Officers and Board of Directors.

ARTICLE VII: Officers

Section 1. The officers of the Club shall be:

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

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

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

(d) If appointed from general membership term will be 1 year

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

Section 3. The President shall:

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

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

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

(d) Be a signer on all Club accounts with the Treasurer or Vice President

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

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

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

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

Section 5. The Secretary shall:

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

Section 6. The Treasurer shall:

- (a) Keep all financial records of the Club and have charge of its funds.
- (b) Keep all of club's funds in a bank approved by the Board of Directors and in the name of the Club.
- (c) Disburse such funds of the Club under the direction of the Board of Directors.
- (d) Have a Treasurer's report prepared for each Board of Directors and read at each General member meeting by one of the Board of Directors.
- (f) Prepare an annual report of expenditures to be reviewed by Board of Directors for accuracy.
- (g) Have a second (2nd) approval on all checks disbursed over One Thousand Dollars (\$1,000.00).
- (h) Supply any/all pertinent accounting records to an outside tax accountant or selected club directors for an annual audit. Tax preparation can be done by the treasurer or an outside tax preparer. The results of said audit shall be available upon request to any member.

Section 8. The Trail Administrator shall:

- (a) Oversee all functions of the trails that the club is responsible for.
- (b) Apply for grants.
- (c) Signing and maintaining landowner permission forms.
- (d) Keep the State informed.

Section 9. The Trail Master will:

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

Section 10. The Safety Coordinator shall:

- (a) Conduct all safety courses per state requirements.
- (b) Coordinate all trail safety patrols as per state requirements.
- (c) The Safety Coordinator must pass a background check. This is

not required for the other directors

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

Section 12. The Membership Director shall:

- (a) Maintain the membership roster.
- (b) Be the contact with NHOHVA for all membership activities
- (c) Report membership activity at the monthly meeting.

Article VIII: Fiscal Year

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

Article IX: Meetings

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

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

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

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

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

ARTICLE X: Election Procedures

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

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

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

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

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.