

Bylaws
Boise ATV Trail Riders
Revised June 2012

Article I – Name

Section 1. The name of the organization shall be the “Boise ATV Trail Riders” hereinafter referred to as the Club.

Article II – Purpose

Section 1. The purpose of this Club is:

- A. To foster, promote and enhance the use of All-Terrain Vehicles (ATVs) for recreational purposes in the State of Idaho.
- B. To encourage, promote, and educate the safe and responsible use of ATVs.
- C. To organize and sponsor ATV rides and events.
- D. To cooperate with public land management and/or regulatory agencies, but always reserving the right to oppose regulations or actions the Club considers unfair and/or not serving the best interests of the members.
- E. To sponsor the enactment of fair state, federal and private land use laws and regulations pertaining to the ownership and operation of ATVs. To actively oppose such laws and regulations as are determined to be detrimental to the best interests of the members.
- F. To actively seek out and build mutually beneficial relationships with other recreational users of public land.

Section 2. The Club recognizes that organized ATV competition is an important part of recreational use of such machines.

Article III – Membership

Section 1. The Club shall have the following classes of Membership:

- A. **Individual Membership** – A person who engages in recreational ATV use and who subscribes to and supports the purposes of the Club. The member shall have one vote.
- B. **Spouse/Family Membership** – An individual membership plus spouse and unmarried children under 18 years of age. This membership shall have up to two votes by those adults attending any meeting where a matter is put to a vote.
- C. **Business/Sponsor Membership** – A commercial enterprise that subscribes to and supports the purposes of the Club. This is a non-voting membership.
- D. **Associate Membership** – Persons or organizations wishing to support the Club and/or participate in its social activities. This is a non-voting membership.

E. **Honorary Membership** – Persons worthy of special recognition for activities and accomplishments in furtherance of the purposes and goals of the Club. This is a non-voting membership.

Section 2. Membership is open upon payment of dues to all persons who meet one or more of the above definitions without regard to race, creed, color, sex or national origin. A member may resign from the Club at any time.

Section 3. Membership in the Club may be terminated for non-payment of dues and any membership may be terminated by a vote of the full Board for such cause as deemed appropriate.

Article IV – Dues

Section 1. Dues may be fixed and adjusted from time to time, but not more than once annually. Changes may be recommended by the Board of Directors and must be approved by the vote of the membership. Dues are fixed as follows:

Individual Member	\$15
Spouse/Family Member	\$20
Business/Sponsor	\$60
Associate Member	\$10
Honorary Member	No fee

Article V – Membership Year

Section 1. The Membership year of the Club is January 1 through December 31 of each year.

Section 2. New Memberships paid during the months of October, November or December of the current year will not expire until the following calendar year. Example: Join in October – expiration date would be December 31 the following year.

Article VI – Management

Section 1. The management of the Club is vested in the Board of Directors (Board) consisting of the President, Vice-President, Secretary, Treasurer, and three Directors all elected by the membership, except as provided in Section 5 for the filling of mid-term vacancies. The immediate Past-President shall be a non-voting member of the Board of Directors.

Section 2. The Board shall meet as needed to handle the business of the Club. Meetings may be called by the President or by a majority of the Board members. A quorum shall consist of a majority of the Board members. All matters shall be decided by a majority vote of the Board. Meetings are open to all members of the Club.

- Section 3. Any program, project or other expenditure projected to cost more than \$300 requires ratification by a vote of the members.
- Section 4. Prior to the fiscal year-end, the President shall appoint a committee to review the current year's financial activity and records and make a report of the audit to be presented at the October meeting.
- Section 5. If any vacancies occur on the Board, the remaining members shall appoint a successor to complete the unexpired term.
- Section 6. Any member who is nominated and accepts an elected office in the Club and who fails to attend three consecutive stated meetings may, at the discretion of the Board, have his/her office declared vacant, excepting cases of sickness or excused absence.

Article VII – Duties of Officers and Directors

- Section 1. The President or his/her appointee shall preside at all meetings of the membership and of the Board. The President is an ex-officio member of all committees. He/she may appoint committees to attend to the business of the Club.
- Section 2. The Vice President shall, during the absence or temporary incapacity of the President, perform the duties and have the powers of the President.
- Section 3. The Secretary shall keep all the records of the Club, minutes of Board and Membership meetings, lists of Committees, and discharge all of the usual secretarial duties associated with the office as required by the Bylaws.
- Section 4. The Treasurer shall receive all dues, via the Membership Committee, and other monies, and be the custodian thereof. He/she shall disburse such funds under the direction of the Board of Directors. The Treasurer shall keep such records as necessary, submit a report at each Regular and Board meeting of the Club and make the records available to and cooperate fully with the committee appointed to prepare the annual financial review and audit (see Addendum-Treasurer/Audit Process).
- Section 5. Directors may chair committees or perform such duties as are assigned by the Board.

Article VIII – Membership Meetings

- Section 1. Regular meetings shall be held once a month. Prior notice of the meeting will be posted on the Club's website, and/or announced at the meetings. Special meetings may be called by the President, the Board or by the written request of at least twelve (12) members.
- Section 2. At any regular or special meeting of the Club of which all members in good standing have been notified, a quorum shall consist of those attending. Notification is made via

the Club's website, e-mail, phone call, and/or a meeting notices sent by US Mail bearing the member's address of record at least seven (7) days prior to the meeting.

- Section 3. At any regular or special meeting, resolutions may be adopted and instructions may be issued to the Officers and/or the Board of Directors, provided they do not abridge powers specifically granted to them by these Bylaws.

Article IX – Rules of Order

- Section 1. The rules contained in Robert's Rules of Order Revised Edition, shall govern this Club in all matters to which they are applicable, including meetings of the membership and the Board.

Article X – Elections

- Section 1. At the August meeting, the President or his/her appointee shall appoint a Nominating Committee, to be chaired by a Past-President if available. No later than the October meeting, this Committee shall present the names of at least one qualified candidate for each position available. Additional nominations of qualified candidates may be made from the floor immediately prior to the election. All nominees must express an interest in the position and a willingness to serve, if elected.
- Section 2. Elections shall be held at the November meeting. For any contested position, the vote shall be by secret ballot. For any uncontested position, election may be by motion for a unanimous ballot. Tie votes to be decided by the toss of coin. Newly elected Officers and Director will assume their duties in the month of January.
- Section 3. Term of office for Officers shall be one year (January through December.)
- Section 4. Term of office for Director shall be three years with one Director elected annually.

Article XI – Committees

- Section 1. Committees may be designated as needed to carry on the affairs of the Club. Committees may be appointed by the President or by his/her appointee; created by a vote of the Board or of the membership. Committee chairs shall be appointed by the President or the Board and may select other members as needed to carry out the tasks assigned.

Article XII – Amendments

Section 1. These Bylaws may be amended by a majority vote of the members present at any regular or special meeting of the Club, providing the membership has been notified of the meeting and the substance of such changes at least thirty (30) days prior to such meeting.

Article XIII – Non-Profit Status

Section 1. The Club is not intended to be a for-profit organization, nor was it founded with the expectation of making a profit. The Club shall use all funds accrued through its activities for objectives and purposes in keeping with those set forth in these Bylaws.

Article XIV – Member of the Idaho State ATV Association, Inc.

Section 1. The Idaho State ATV Association, Inc. (Association) is a statewide organization compiled of various ATV clubs throughout the state who work together on issues relating to ATV interests within the State of Idaho.

Section 2. Membership in the Association is subject to the Club paying annual dues as specified by the Association.

Article XV – Club Representative

Section 1. A Club Representative to the Association shall be appointed by the President and/or the Board of Directors on an at-will basis.

Section 2. The purpose of the Club Representative is to represent the Boise ATV Trail Riders Club in the Association. They will have one vote with this Association. The Club Representative will work closely with the President and the Board of Directors for input, direction, etc.

Section 3. In the event the Club Representative cannot participate or attend the annual statewide meeting, an alternate will be assigned by the President and/or the Board of Directors.

Section 4. Expenses associated with attending the annual statewide meeting shall be discussed with the President and Board of Directors prior to the meeting and an amount will be approved for reimbursement.

Article XVI – Adoption

Section 1. These Bylaws supersede and replace any and all Bylaws and Addendums of the Club ratified at any date earlier than the date shown below.

Section 2. These Bylaws of the Boise ATV Trail Riders have been ratified and accepted by a majority vote of the members at the regularly scheduled meeting of the Club on the 19 day of June, 2012.

Secretary of the Boise ATV Trail Riders

Date

Addendum – Treasurer / Audit Process As of June 19, 2012

Article I – Electronic Bookkeeping System

Section 1. The Treasurer of the Boise ATV Trail Riders Club (the “Club”) will use an automated bookkeeping system sophisticated enough to handle recording business transactions and produce reports as may be appropriate to demonstrate taking in and expending Club funds. Such system may be upgraded from time to time as technology and efficiency demand.

Article II -- Fiscal Year

Section 1. The Club declares that its fiscal year begins January 1 and ends December 31 of each calendar year. For tax return purposes, the Club’s fiscal year ends March 31.

Section 2. The Treasurer will close the books and submit them to the Audit Committee, no later than the 1st of September.

Article III – Budget and Reports

Section 1. The Board, including other members as may be needed, prepare a budget for the new budget year listing individual line items and amounts proposed to be spent within each. Such budget shall be presented to the general membership for discussion and approval at the Club’s regular February or March meeting.

Section 2. At each regular and board meeting of the Club, a brief report from the Treasurer shall be presented to attending members that generally describes monies taken in and funds expended, including beginning and ending cash balances.

Article IV – Audit Committee, Audit & Inventory

Section 1. On or about September 1, of each year, an Audit Committee made up of qualified members of the Club will be presented financial records of the previous 12 months for examination.

- Section 2. The records should include the following:
- a. current copy of Club's Bylaws,
 - b. bank statements for the previous 12 months,
 - c. all records authorizing expenditure of Club's funds,
 - d. invoices for all expenditures,
 - e. receipts of all funds taken in by the Club,
 - f. copies of checks provided from the Club's banking institution,
 - g. a full current inventory of all personal property owned by the Club,
 - h. any other record, not specifically referenced which that records taking in or expending Club funds,
 - i. adjustment to Club's fund balances,
 - j. acquisitions of personal property or property no longer in the possession or owned by the Club
- Section 3. All records with the exception of cancelled checks should be original copies, if possible.
- Section 4. Aside from duties listed above, the Audit Committee may be tasked with completing a physical inventory of Club assets. Record of the inventory shall be presented to Club membership as an addendum to the annual Audit report.
- Section 5. At the time of the annual inventory or when it comes to the attention of the Treasurer that a particular asset is no longer of use to the Club, the Treasurer and one other Officer of the Club shall inspect the item at issue and collectively determine:
- a. that the item is no longer of value to the Club,
 - b. its approximate value, and,
 - c. if the item should be disposed of as provided by Club's Bylaw
- Section 6. A list of all property disposed of during the year along with an explanation of why it was disposed of, its listed value, when it was disposed of, and who received the items, along with original receipts showing such transfer, shall be prepared for the Audit Committee.
- Section 7. The Audit Committee is authorized to meet, review documents referenced above, meet with such Club Officers as need be to satisfy that all funds and personal property taken in and/or disposed of by the Club during the previous year meets standards set by Club Bylaws, and that all funds have been accounted for appropriately.
- Section 8. Upon completing examination of records and meeting with Club Officers, the Audit Committee will report its findings along with any recommendations to the Board and general membership at its regular October meeting.

Article V – Expenditure Approvals

- Section 1. It will be the policy of the Club to require approval by a quorum of those present at any regular meeting, of the expenditure of funds exceeding \$300 to any one vendor for any one item prior to that item being purchased or ordered.

- Section 2. Expenditure of funds less than \$300 may be authorized by the President or Vice President prior to such expenditure.
- Section 3. If an expenditure is to be of an ongoing nature it must be approved by the general membership of the Club at any regular meeting prior to committing to such agreement.
- Section 4. The Treasurer shall review continuing contracts such as subscriptions, membership in other organizations, insurance policies and other such agreements of a continuing nature which have a financial impact upon the Club. He/she then, offers advice to Club Officers regarding the efficacy of continuing to support such agreement. Timing of such review shall be determined by the Treasurer but should coincide with Club budgeting process. The Club's Board will determine by vote to either continue or discontinue agreement relationship.

Article VI – Surplus Property

- Section 1. Upon receipt of Audit Committee finding each year, the Board may determine the appropriateness of disposing of “surplus” property of the Club. The term “surplus property” in this context shall be defined as personal property that is no longer needed or useable or useful to the Club.
- Section 2. A list of such property to be disposed of is to be compiled noting the general condition and a value based upon the age, condition, and general usefulness of the item.
- Section 3. Individual items may be given to groups, may be sold or given to charitable organizations. Items should be given to Club's members only if all of the membership is provided an opportunity to participate in acquiring those items.

Secretary of the Boise ATV Trail Riders

Date