

ROCKY MOUNTAIN TRAIL RIDERS

By-laws

ARTICLE I — Name, Purpose, Powers

Section 1: The name of the organization shall be **The Rocky Mountain Trail Riders**, with the mailing address of PO Box 183, Bradley, ME 04411, and physical address of our clubhouse at 143 Cross Road, Greenfield TWP, ME. The organization is a registered as a tax exempt 501(c)4 entity in accordance with, and authorization of, the IRS.

Section 2: The purpose of this corporation shall be social in nature, to promote welfare and encourage safety for all ATV recreational activities, encourage good fellowship among its members, to conduct ATV rides and related events in accord with applicable laws and regulations, to own and maintain property for club use, and to perform desirable and lawful functions for the successful operation and general public interest.

Section 3: The corporation shall be empowered to acquire by gift or purchase, whether in trust or otherwise, to hold, sell, convey, assign, or lease any property, real or personal, necessary or incidental to the accomplishment of any of its purposes; to solicit funds, subscriptions, pledges, grants, and bequests for its said purposes; to borrow money and issue evidence of indebtedness, and to secure loans by mortgage, pledge, or other lien, all in furtherance of its said purposes; to apply for, obtain and contract with any governmental agency or private foundation for grants, direct loans, or other financial aid and to make any other contract in furtherance of its said purposes; and to take such other and further actions as may be necessary for the accomplishment of its said purposes and not inconsistent with the specific limitations of its powers hereinafter recited.

Section 4: The corporation shall not be operated for profit and no part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, directors, officers or other private persons, partnerships, or corporation; except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of its purposes hereinbefore set forth.

Section 5: Upon that dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization to St. Jude's Children's Research Hospital.

Article II — Membership, Dues

Section 1 - Applications: Membership is open to any person who agrees with the corporation's stated goals and purposes upon application to the secretary and payment of the appropriate one year's dues. Each active member at the age of 18 or older shall be entitled to one vote at all meetings and business affairs and shall be eligible to hold an office in this corporation.

Section 2 – Club memberships: Club memberships shall consist of the following classes:

- (a) **PRIMARY** (individual and spouse) at \$25/yr Name(s) and age(s) shall be listed on the membership form.
- (b) **FAMILY:** (includes individual, spouse and all minors under 18 years of age) at \$30/yr. Children’s names and ages in the same household shall be listed on the membership form.
- (c) **ASSOCIATE:** at \$15/yr, for those that have primary membership in another ATV club. Name of the other club shall be listed on Membership Application form.
- (d) **BUSINESS:** at \$75/yr, business membership recognizes the business in various club affairs and is inclusive of a Primary membership.

Section 3 – Dues payable: All renewal dues are payable by the date of the Annual meeting. For new memberships only, joining after October 1 the membership is good for the following year.

Section 4 – Amount of Dues: The amount of dues, as well as their time of payment, shall be determined from time to time by the action of the Board of Directors and may be changed upon their direction. The membership year shall run from the Annual Meeting, henceforth for one year.

Section 5 - Removal of a member: If a member, while operating an ATV, violates any law or regulation, or commits any act which could reflect on the integrity of the corporation or for reasons inconsistent with the Club’s best interest, that membership may be terminated by a majority vote of the Board of Directors.

Article III — Meetings of Members

Section 1 – Annual meeting: The date of the annual meeting shall be the third Monday of April at 6:30 pm. Regular meetings will be held the third Monday of every month thereafter from May through October at 6:30 pm, at the Clubhouse unless otherwise decided and duly announced. The Board of Directors will meet at 6:00 pm on the day of the club meetings. Notice of meeting will be given to members at least 5-days in advance on social media.

Section 2 - Quorum: A quorum for voting purposes at any meeting shall be five club members and two Officers at the time of the call to order, however, a less interest may move to adjourn the meeting.

Section 3 – Voting: The general membership in attendance at any meeting shall be called upon for concurring or descendant vote by the show of hands, of normal and regular business affairs, such as but not limited to; officer reports, committee reports, proposed events, trail maintenance activities, signage, naming conventions, clubhouse and property repairs, future projects, associations, etc. as appropriate and brought forth for vote by the President or by motion of any member. The simple majority of those members present shall carry any vote. If requested by any member, a written vote shall be cast.

Section 4 - Special meetings: Special meetings of the club membership may be called by the President at any time and shall be called by him/her at the written request of five or more current members stating the object thereof. Upon receipt of such request, the President shall forthwith cause the Secretary to issue notice to the membership stating the time, place and object of such meeting, which shall be held no later than twenty-one days after receipt by the President of request. No business not related to the object stated in the request shall be transacted thereat.

Article IV — Board of Directors

Section 1: The Board of Directors will consist of 5 members, each of whom shall be in good standing and active members in the club. Three of the Board members will have a 3-year term. Two Board members will have a 2-year term. Directors shall be elected at the annual meeting by membership vote after nominations made and accepted. The Directors shall conduct their Annual Meeting in conjunction with and at the place of the membership annual meeting.

Section 2: A majority of the members of the Board of Directors shall constitute a quorum for the transaction of Club Business, except in emergencies.

Section 3: The Board of Directors may appoint Club committees if needed, fill any vacancies or change the membership in the 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 4: The Board of Directors may employ whatever personnel they deem necessary, and for which funds are available, to aid in the management of programs of the Club and may authorize the expenditures of Club funds in any manner, provided such actions are in the proper furtherance of the purposes of the Club.

Section 5: An additional role of the Board is to accept concerns from the members and address their needs and concerns. The Board will have the final decision on administrative topics. The Board shall meet just before the regular club meetings.

Article V — Officers

Section 1 – Number and Designation: The management and administration of the affairs of this corporation shall be entrusted to five officers - President, Vice President, Secretary, Treasurer and Trail Master. The Trail Master may elect a co-Trail Master as well, who will serve the Club as an additional Officer. These officers will have a 2-year term. The election of all Officers will be as follows: At the first meeting of the appropriate year in April (Annual Meeting), there will be nominations accepted from the membership for the positions of President, Vice President, Secretary, Treasurer, Trail Master and Co-Trail Master, if applicable. These officers will be elected

at the monthly member meeting in May. Officers will be nominated and voted upon by paper if more than one nominee is presented. All elected officers shall be in good membership standing.

Section 2 – Removal: Any officer may be removed from office by the affirmative vote of two-thirds of the whole Board of Directors.

Section 3 – President: The **President** is to represent the ATV club in all affairs. He/she shall be the chief executive and administrative officer of the corporation and shall preside at all meetings of the club and Board of Directors. This person is responsible for overlooking the other officers and their duties as well as speaking at meetings and making contacts between the State of Maine and other organizations. He/she shall carry on those responsibilities assigned by the By-Laws and the Board of Directors.

The President in conjunction with the Trail Master, shall be responsible for maintaining a map and record of property owners affected by our trails.

Section 4 – Vice President: The **Vice President** shall, during the absence or temporary incapacity of the President, have and exercise the powers of President. He/she shall have other and further duties as the President may from time to time prescribe.

Section 5 – Secretary: The **Secretary** is to keep all Club records, keep an accurate record of the proceedings at meetings, maintain the Club membership and Sponsorship roster (names, address, contact info, etc), send out all mailings, develop newsletters from time to time and provide an agenda at Club meetings.

Section 6 – Treasurer: The **Treasurer** shall keep all financial records of the Club. He/she shall keep all the Club's funds in a bank or credit union account approved by the Board of Directors and in the name of the Club. The bank account always shall have two authorized co-signatures of the Treasurer and President for access to the account. The Treasurer shall have the authority to make payments for general expenditures without further approval, except shall not pay any bill or invoice exceeding \$500, for which the President's approval shall be required. The Treasurer is to make a report at Officer and membership meetings, pay bills, keep accurate record of finances following standard accounting principles, shall in conjunction with other Officers, be responsible for creating an annual budget prior to the start of the subsequent riding season, and help develop fundraising plans.

The Treasurer shall prepare and file all formal grant requests, while seeking input and information from other Officers and pertinent sources.

Section 7 – Trail Master(s): The general role of the **Trail Master** and **Co-Trail Master** is to maintain trails and the oversight of all trails and Access Roadways, assist in the development of trail maps, and keep signs in corresponding locations well within sight.

The Trails Master(s) shall scout the Club trails pre-season to verify safe passage or otherwise note deficiencies such as washouts, culvert exposures, large potholes, downed trees, etc. and thence recommend a course of action, including repairs, temporary closure or delayed openings. They shall be responsible for acquiring and placement of necessary state-provide trail signage, following all state guidelines, to provide a safe and enjoyable trail system. The trail master(s) shall be responsible for maintaining all trail numbering and directional/way-finding signage.

The Trail Master(s) shall recommend trail maintenance needs (in accordance with state laws and guidelines for trail design, distances, erosion control and environmental protection) and thence organize volunteer parties to perform normal repairs and maintenance. For these needs, the trail master(s) shall keep records of all volunteer work hours and machine type and hours on state issued forms, and shall obtain signatures of volunteer workers, as needed for proof of in-kind work and thence state reimbursement.

For significant necessary repairs and maintenance such as roadway grading, ditching or work within a town or MDOT maintained Rights-of-Ways, the Trail Masters shall obtain a quote or reasonable estimate for the work from an insured, reputable, experienced local contractor, or the Town/MDOT as appropriate. The quote/estimate will be reviewed by the President and any officer who so wishes, and after consideration, a written authorization to proceed will be issued to the contractor, containing a clear understanding of the scope and limits of work. The Trail Masters will keep periodical vigilance over the quality of work and coordinate with the contractor his/her progress and timing to complete the work.

The Trail Master(s) will be responsible for marking trails closed as needed at the end of season, or at any times as necessary to address emergencies or any unsafe issue such as washouts, bridge closures, flooding, tree blowdown and other unsafe issues. Concerns brought forth by any member, visiting rider or public concern, shall be investigated within 48 hours, and appropriate action taken, if any.

Finally, the Trails Master(s) or designated Officer, shall annually seek and obtain written or verbal permission from the landowners as required. For town-owned access roadways, permission to ride via approved Access Roadways shall annually be obtained from town authorities.

Article VI — Amendments

These Bylaws may be amended, when necessary, by a majority vote of the Board of Directors. Any purposed amendments must be submitted to the Secretary to be sent out in a newsletter.

Officers and board members must pay dues to continue role and must attend 50% of the meetings.

As revised 03/22/2024

As amended 04/19/2023