

Constitution and By – Laws
The Newaygo County Snowmobile Association Inc.

ARTICLE 1. - NAME and PURPOSE

SECTION 1. The name of this shall be NEWAYGO COUNTY SNOWMOBILE ASSOCIATION INC.

SECTION 2. The purposes of the NEWAYGO COUNTY SNOWMOBILE ASSOCIATION INC. is to stimulate and advance the general welfare and safety of snowmobiling; to serve the interest of snowmobile owners; to defend such owners against discriminatory legislation, regulations and burdensome taxation; to develop a fraternal spirit among local snowmobile and other winter sport enthusiasts; to provide a medium for the exchange to snowmobile information; to donate when possible to charities and to perform all desirable and lawful functions for the successful operation of the club and in the general public's interest.

ARTICLE 2. - CONSTITUTION AND BY-LAWS

This Constitution and by-laws, as amended at the regular meeting on 02/04/1998, re-amended on 2/6/2018 and as may hereafter be amended, shall be the organized law of the NEWAYGO COUNTY SNOWMOBILE ASSOCIATION INC.

SECTION 1. AMENDMENTS. This Constitution and By-laws, unless otherwise specified, may be amended by submitting proposed amendments in writing to be read at two(2) consecutive meetings and passed by the majority vote at the second meeting they are read. Notice of the amending and amendments shall be published in the Club's newsletter previous to the second meeting.

ARTICLE 3 – RULES of ORDER

SECTION 1. This Club shall be governed by Roberts Rules of Order, unless otherwise specified, in relating to orderly transaction of the business in meeting. These rules shall be amended the same as the Constitution and By-laws.

ARTICLE 4 - STANDING RULES

SECTION 1. The Constitution and By-laws adopted by the NCSA INC. shall contain the Rules of Order, General Rules (club policies) and Standing Rules of the Club.

SECTION 2. Standing Rules that are adopted cannot be modified at the same session except by a reconsideration. At any further session they can be adopted which conflicts with the Constitution, By-laws, or Rules of Order

ARTICLE 5 - GENERAL RULES (Club Policies)

SECTION 1. The General Rules of the Club shall be adopted and amended the same as Article 4, Section 2 of the Standing Rules.

ARTICLE 6 – MEMBERSHIP

SECTION 1. Membership in the Club shall consist of four (4) classes;

- (a) Individual
- (b) Family (note Standing Rule #2)
- (c) Commercial
- (d) Youth (e) Single Life membership \$125, Family Life Membership \$200

SECTION 2. Special Memberships

- (a) Charter (b) Life Member
- (c) Youth, with safety certificate, under 18 years of age, no voting rights and no dues.

SECTION 3. Persons may not obtain a membership until they reach age eighteen (18)

SECTION 4. Each adult member in good standing will be entitled to one (1) vote.

SECTION 5. A member may resign from the Club at any time upon written notice to the Secretary or a member of the board.

SECTION 6. Membership in the Club may be terminated by action by the Board of Directors for non-payment of dues. Termination of the membership of any member shall not release said member from the obligation to pay all dues and other monies owed to the end of the period of membership. Membership may also be terminated by majority vote of the Board for any reason whatever deemed by the Board to be detrimental to the interest of the Club.

ARTICLE 7 – MANAGEMENT

SECTION 1. The management of the Club shall be vested in the Board of Trustees. The Board of Trustees shall consist of the officers and with the President being the Chairman of the Board. The membership shall be the governing body. The Board of Directors has the responsibility for transaction of the business between meeting. However, when new policies or projects are considered, they shall be reported to the general membership for approval and ratification.

SECTION 2. The Board of Trustees may employ whatever personnel they deem necessary , and for which funds are allocated, to the aid in the management of the Club.

SECTION 3. A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of the Club business.

SECTION 4. Regular board meeting may be held preceding the regular membership meeting at designated meeting places.

SECTION 5. Upon the request of the president or any three(3) Members of the Board of Trustees, the secretary shall call a special meeting of the Board of Trustees.

SECTION 6. All members of the Board of Trustees are required to attend all board and membership meetings. However when the accumulation of three(3) absences occurs, per year, he

may be subject to recall by the Board of Trustees.

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ARTICLE 8 – OFFICERS, TRUSTEES, and ELECTION

SECTION 1. The officers of the club shall be; President, Vice President, Secretary, Treasurer, and the Board of Trustees.

SECTION 2. The board shall consist of a minimum of four(4) and a maximum of seven(7) trustees. At the election of the initial Board of Trustees, Three(3) shall be elected for two(2) years. In succeeding year, the terms of one half of the trustees will expire each year.

SECTION 3. Election . The officers and Trustees shall be elected at the annual meeting of the membership in January and take office immediately after the election.

SECTION 4. Officers and Trustees shall be allowed to run for unlimited terms if no other Club member in good standing is willing to run for said office. President and secretary are elected one year and vice president and treasurer are elected the alternate year, with two trustees being elected each year.

SECTION 5. In case vacancies occur on the Board of Trustees by reason of death, resignation, or other wise, the remaining members may, at their option, by majority vote to elect a successor for the unexpired term.

SECTION 6. Any officer or trustee may be removed from office by the affirmative vote of two-thirds of the Board of Trustees.

SECTION 7. Election of officers and trustees will be made by secret ballot if more than one person is running for said office.

SECTION 8. No member shall at any time be a candidate for, or hold more than one office.

SECTION 9. No member shall be eligible for election as an officer or trustee unless the person has been a member for one(1)year in good standing.

SECTION 10. Officers, trustees, and all committee chairman must submit a written resignation to the President when resigning.

SECTION 11. The outgoing President shall become a member of the Board of Trustees in exofficio capacity.

SECTION 12. NOMINATING COMMITTEE. At the regular meeting, at least two(2) meetings before the annual meeting, the two(2) board members with terms still remaining will constitute the election committee. Nominations will also be accepted from the floor of election night.

SECTION 13. In the event that there are no candidates for any one of the elected officers at the annual meeting, the Board of Trustees shall have the authority to fill such office from the

general membership, with or without qualifications.

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ARTICLE 9 - DUTIES of the OFFICERS AND MEMBERS

- SECTION 1. DUTIES of the PRESIDENT; To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the Constitution, By-laws and Standing Rules of the Club; to preside at all meetings of the Club and its Board of Trustees and maintain order; to explain and answer all question of order; to put all motions to vote and give results; to decide a tie vote or not to vote at all, to abstain from voting if wiser; to be exoffico of all committees except the Election Committee; to appoint such committees as authorized by the Board of Trustees; to sign checks with the **Treasurer** to carry on those other responsibilities assigned to him by the By-laws and the Board of Trustees.
- SECTION 2. DUTIES of the VICE PRESIDENT; The vice-president shall assist the president in the discharge of his duties and during his absence shall perform the duties of the president, In the event that a vacancy occurs in the office of the president , the vice-president shall act a president for the unexpired term.
- SECTION 3. DUTIES of the SECRETARY; To keep all of the Clubs records including minutes of meetings, roster of members, list of committees and their members, to send out notices of meetings, receive applications of memberships, to take roll call of the Board of Trustees at all meetings, to discharge all the usual secretarial functions of the office required by the By-laws or by the Board of Trustees, call the meeting to order in the absence of the president and vice-president, and preside until the election of the chairman pro term, which should take palace immediately.
- SECTION 4. DUTIES of the TREASURER; To keep accounts of the Club and have charge of it funds; shall keep the Clubs funds in a bank approved by the Board of Trustees in the name of the Club, subject to withdrawal by checks signed in such a manner as stated in Section 1 of this article; shall disburse the funds of the Club under the direction of the Board of Trustees; shall prepare a Treasures report for each Board and membership meeting; shall at all time have the books open for examination by the Board of Trustees; shall pay bills only when clearly authorized and when receipts for expenditures are attached; and give a statement of finances as often as required.
- SECTION 5. All Officers and Trustees shall have such powers and duties as required by law.
- SECTION 6. DUTIES and RIGHTS of MEMBERS
- a). DUTIES; To obtain the floor before speaking , to stand when speaking, and if convenient to avoid speaking upon any matter until it is properly brought before the house by a motion; to keep upon the question then pending before the house; to yield t e floor to a call to order; to abstain from all personalities in debate; to avoid disturbing in any way the speakers of the assembly.

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b). RIGHTS; To offer any motion that is related to the Club; to explain or discuss that motion, or any matter properly before the meeting; to call a point of order, if necessary (a point of order can interrupt a speaker. It is raised to ensure orderly procedure, particularly when there is a breach or violation of the Rules or By-laws, or when a member is not speaking on a motion before the house); to hold the floor when legally obtained until through speaking; to appeal the decision of the chair to the membership necessary.

ARTICLE 10 – ORDER OF BUSINESS

SECTION 1. Regular Meeting

- a) Call meeting to order
- b) Reading of the minutes of the previous months meetings
- c) Reading of the communications
- d) Treasures report
- e) Welcome of new members
- f) Report of special committees
- g) Reports of standing or permanent committees
- h) Report of Board of Trustees (take up the recommendations and motions)
- I) Unfinished business
- j) New business
- k) Announcements
- l) Good and Welfare
- m) Programs
- n) Adjournment

SECTION 2; Annual Meeting

- a) Call meeting to order
- b) Read the minutes of the previous months meeting
- c) Annual written Treasurers report
- d) Officers report, if any
- e) Standing Committees
- f) Resolutions (if any)
- g) President (review of present activities and those in the making)
- h) Nomination of officers and trustees.
- I) Greetings from the newly elected president
- j) Program
- k) Adjournment by President

ARTICLE 11 - COMMITTEES

SECTION 1; STANDING COMMITTEES; The NEWAYGO COUNTY SNOWMOBILE ASSOCIATION INC. shall have the following committees; Executive Committee, Activities, Trail

Development, Organizational, Publicity, Community Relations. All committees should be appointed or elected, subject to the discretion of the Board of Trustees.

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SECTION 2; COMMITTEE CHAIRMAN; Committee chairman may be required to meet with the Board at the regular Board meeting.

ARTICLE 12 – FISCAL YEAR

SECTION 1; The fiscal year of the Club shall commence on the first day of January and end on the last day of December of that year

ARTICLE 13 – MEETINGS

SECTION 1; REGULAR MEETING; The regular membership will meet on the first Tuesday of every month at the designated meeting location, unless otherwise noted by the Board of Trustees.

SECTION 2; ANNUAL MEETING; THE annual membership meeting shall be held at the regular January meeting.

SECTION 3; NOTICES; Written notices of all the club meetings will be include in the Club newsletter.

SECTION 4; SPECIAL MEETING; Special membership meetings may be called by the Board of trustees or by the President by giving five(5) days written notice of the time, place and the purpose of the special meeting.

SECTION 5; QUORUM; 10 percent of the voting members shall constitute a quorum. Any formal action taken at any meeting of the membership shall require a majority vote of those members present.

ARTICLE 14- MEMBERSHIP FEES

SECTION 1; FEES; Membership fees shall consist of;

- a). Dues
- b). Assessments

SECTION 2; AMOUNT and TIME; The amount of membership fee as well as the time for their payments shall be determined from time to time by the Board of Trustees and withdrawal a recommendation to the membership.

SECTION 3; CHANGE of DUES; Dues shall be subject to change at the membership meeting in January by vote of the membership.

ARTICLE 16 – DISBANDMENT

SECTION 1; In the event that for some reason, this Assn. Disbands, all assets shall be donated to other like snowmobile organizations (MSA, other clubs or charities). No members will be eligible to receive any funds from disbandment.

STANDING RULES

1. Individual membership shall consist of one individual only, one vote allowed
2. Family membership shall consist of four(4) classes, two votes allowed
 - a). Father, Mother, and Children
 - b). Father and Children
 - c). Mother and Children
 - d). Husband and Wife
 - e). Charter and Life Memberships, one vote for single, two votes per family.
 - f). Commercial Memberships, two votes allowed.
- 3). Dues shall be \$15.00 per year for individual members, \$20.00 for family and \$50.00 for commercial Life member single \$125.00, family is \$200.00. Payable to the Newaygo County Snowmobile Association.
- 4). Compulsory assessments maybe imposed by the Club by a majority vote of members present at any meeting.
- 5). All members dues are due at the annual meeting in January or before with no exceptions.
- 6). There shall be no club funds used for the purchase of alcoholic beverages.
- 7). No club funds shall be donated to any organization unless approved by the membership.
- 8). A club member must be in good standing to participate in any activity sponsored for club members only.
- 9). All bill must go through the treasurer, No committee shall handle their own funds with out the approval of the Board of Trustees. Receipt from all events must be turned over to the Treasurer.
- 10). New memberships paid after January of calender year will end on December 31 of that same year.

GENERAL RULES (CLUB POLICIES)

1. Excessive use of alcoholic beverages during club activities will not be tolerated.
2. Parents or guardians are responsible for their children's actions.
3. Children under the age of 12 must have parental supervision when riding at club events.
4. All litter shall be placed in proper containers.
5. The club will not be responsible for lost or stolen articles.
6. The club will not be responsible for accidents during club events or activities.
7. The club will not accept any form of soliciting except by invitation of the membership.

