



SOUTH EAST ATV RIDERS ASSOCIATION Bi-LAWS
Adopted July 1998
Amended January 8, 2009

ARTICLE I

Name

The name of this organization shall be the Southeast ATV Riders Association.

ARTICLE II

Purpose

The purpose of this organization is to continually develop and promote ATV riding, as a safe family recreational opportunity that is friendly to the environment and other users of the resources.

ARTICLE III

Membership

SECTION 1. – COMPOSITION

The membership shall consist of volunteers, both men and women, adults and youth, sponsors and other community leaders; school, church and civic officials; having an interest in off-highway vehicle recreation. Membership in this organization shall be determined on a non-discriminatory basis without regard to race, color or national origin.

SECTION 2. – NUMBER

There shall be at least 30 people comprising the total organization membership for it to continue.

SECTION 3. – TERM OF MEMBERSHIP

The term of membership shall be annual.

Types of membership shall be:

- A. **Single:** To be comprised of one adult individual, 18 years of age or older, and having one eligible vote in elections.
- B. **Family:** To be comprised of one or two cohabitating adults and their unmarried children under the age of 18 living at home.
Unmarried children living at home and attending college will be considered a family member for purpose of membership until age 21. For voting purposes, a family membership will have one vote per adult and no more than two vote's total.

ARTICLE IV

Officers

SECTION 1. – OFFICERS

Officers of the organization shall be President, Vice-President, Secretary, and Treasurer.

SECTION 2. – TERM OF OFFICE

Officer's terms will be (2) years in duration.

President & Treasurer to be elected on even years.

Vice-President and Secretary to be elected on odd years.

SECTION 3. – METHOD OF ELECTION

- A. Nominations will be taken from the floor from any voting age member.
- B. Nominations must be accepted by the nominee in order to be valid.
- C. Nominations will be accepted for 2 months (March & April) prior to the May election meeting with nominations closing at the end of the second month (April).
No further nominations will be accepted after this time.
- D. The officers shall be elected at the first regular meeting in May and assume office at the June meeting.
- E. Officers shall serve until their successors have been elected and duly installed.

SECTION 4. – ABSENTEE VOTING

- A. All members in good standing may place an absentee ballot.
- B. All absentee ballots must be received 2 days prior to voting. They must be submitted in writing, by mail or e-mail, to either the President or Vice-President; whichever is not currently involved in the election.

SECTION 5. - DUTIES

- A. The President shall be the Chief Executive Officer of the organization. He/She shall preside at all meetings of the organization and shall be chairperson and preside at the meetings of the Executive Committee. The President shall prepare an agenda the week of the scheduled meeting for all current officers. The President shall appoint the members of all committees. He/She shall sign all documents requiring an official signature and shall perform all other duties incidental to the office.
- B. The Vice-President shall perform the duties of the President due to absence or incapacity of the President. The Vice-President shall automatically become President of the organization upon the resignation or death of the President. In the event the Vice-President becomes the President, a new Vice-President shall be elected to fill the vacancy. The Vice-President will also be responsible for membership records; including annual renewal notices, current roster, and the collection of dues.
- C. The Secretary shall keep a complete and accurate record of all the activities of the organization. Its Executive Committee shall issue all notices of the organization's meetings, shall be responsible for the correspondence of the organization, shall prepare and keep a list of all chair and members of special standing committees for the current and (2) previous years.
- D. The Treasurer shall keep a complete and accurate record of all monies allocated to the organization. Supervise the distribution of the funds subject to the direction and approval of (2) Executive and provide a financial report at monthly meetings.
- E. Vacancies occurring in any offices due to illness, death, or other incapacity to comply with assumed duties shall be filled with an election by the organization's members. Except in the case of the President, then the Vice-President shall succeed to chair as noted in Article IV, Section 5.B. Such officers shall serve only until the next regular election.

ARTICLE V

The Executive Committee

SECTION 1. – COMPOSITION

The Executive Committee shall be composed of all the elected officers and the immediate past chair. The immediate past chair shall serve in silence unless needed for purposes of clarification of actions taken during their term and would have no vote in any matters other than such.

SECTION 2. – FUNCTIONS

The functions of the Executive Committee shall be:

- A. To perform the essential organization activities that must be acted upon between meetings of the membership.
- B. To formulate and recommend programs and activities to the members of the organization for their consideration and approval.
- C. To identify and help formulate other committees necessary to further the purposes and functions of the organization.
- D. To carry on such other business as may be delegated to it by the organization's membership.

SECTION 3. – MEETINGS OF THE EXECUTIVE COMMITTEE

- A. A majority of the Executive Committee members must be present to constitute a quorum for the transacting of business.

ARTICLE VI

Ballot/Absentee Voting

Purchases or Expenses of \$1,000.00 or more, require a vote by ballot or absentee ballot. Allowing all club members a voice in the expenditures of our club. Excluded are the following; Annual Clam Bake, Holiday party, & Reverse Raffle.

ARTICLE VII

Quorum

All members present at any duly called meeting shall constitute a quorum for the transaction of business and a majority vote shall decide all issues with the exception of Amendments (see Article VII).

ARTICLE VIII

Amendments

Amendments may be made at any annual, regular, or special meeting by a 2/3 vote of those members present and voting provided the proposed amendment was submitted in writing to the membership at least 10 days prior to the date of the meeting.

ARTICLE IX

Parliamentary Authority

Roberts Rules of Order shall govern the official proceedings of the organization not otherwise specified in the By-Laws.