

# **WEARE WINTER WANDERERS, INC.**

## **BY-LAWS AND CONSTITUTION**

(ADOPTED) 12/6/2014

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### **ARTICLE I- ORGANIZATION NAME:**

- A.) The name of the Organization shall be the Weare Winter Wanderers, Inc.
- B.) The website for the Organization will remain [www.wearewinterwandererssc.org](http://www.wearewinterwandererssc.org).

### **ARTICLE II- PURPOSE:**

- A.) To establish and uphold a good image for the sport of snowmobiling by educating and encouraging users in the proper, considerate and courteous use of snowmobiles.
- B.) To promote good conduct, sportsmanship and safety in snowmobiling.
- C.) Promote properly organized snowmobile trips, rallies, competitions, and other social functions.
- D.) To aid local and federal officials in rescue operations, which would necessitate the requirement for snowmobiles.
- E.) Protect local snowmobile owners from discriminatory legislation, regulation, and unjust taxation.
- F.) Work with state and federal officials and land owners towards mutually satisfactory rules for broader use by snowmobiles on public and private lands.
- G.) Promote a friendly association and good fellowship among snowmobile owners.
- H.) To promote safe snowmobiling for its members.
- I.) To exchange trail information with other clubs, establish and maintain a trail system within the State of New Hampshire.
- J.) To own or lease property for club uses.

### **ARTICLE III- GOVERNMENT:**

- A.) The Club shall follow Roberts Rules of Order.
- B.) The club will be governed by the Officials elected by the club members.
- C.) Executive Officers will include the President, Vice President, Secretary, Treasurer, Trail Master and Trail Administrator.

1.) The Directors will be: Membership, Publicity, Social, Equipment and Web Master.

D.) It shall be the duty of the Board of Directors and Club Officials to carry out the wishes of the members.

E.) All Elected Officers will serve for a term of one (1) year or until replaced or reelected. Any vacancies occurring during the year shall be filled by appointment by the Board of Directors for the balance of the remaining term and he/she will be eligible for reelection..

F.) No person shall contract any debts for or against the club without first being authorized.

1.) All functions of the club will be governed by a budget and purchase order system.

2.) All budgets will be completed, presented and posted to the membership. Budgets will be posted at least 20 days in advance of, and voted on at the annual meeting in July

3.) No funds shall be expended or debts incurred that were previously authorized pursuant to this section without the prior approval of the committee chairmen, Treasurer and one other member of the board.

4.) In the event a donation is accepted by the club or any club function and the donation is not earmarked by the donor for a specific cause the funds will go directly to the general fund. If the funds are earmarked for any cause by the donor they will be used to fulfill that wish.

5. In the event that a club enters into a sponsorship agreement with another party only the funds necessary to fulfill the terms of the agreement may be expended. All other funds in excess of that amount will go to the general fund and cannot be used to increase any budget.

G.) The Board of Directors shall consist of Six (6) Executive Officers plus Five (5) Directors each of whom must be an active member of the Club. A majority of the Board of Directors shall constitute a quorum; quorum is required for any voting. Each Year the Five Directors shall be elected to serve One (1) Year.

H.) The board of directors will act as the overall steering committee for the club. They will appoint club committees, fill any vacancies or change the membership in such committees. The board of directors shall have the authority at any time to discharge any committee, committee member or elected officer with a majority vote.

- I.) An Advisory Board will be selected by the Board of Directors with a minimum of five (5) members. One member should be the immediate past president.

#### ARTICLE IV- MEMBERSHIP:

- A.) Any person eighteen (18) years of age and over having interest may join.
- B.) Membership shall consist of three (3) classes:
  - 1.) Active
  - 2.) Associate members, under 18 years of age
  - 3.) Inactive / Honorary Members
  - 4.) 4) A single child of a family member can remain a member until 21 years of age
- C.) Membership may be revoked for due cause by a majority vote of the Board of Directors.
- D.) Any member or applicant for membership shall not be discriminated against for reasons of race, color, or creed or gender
- E.) Any member may resign from the club at any time in writing or verbally during a recorded meeting.
- F.) Any member who shall commit an act of violence with malice or forethought causing bodily harm to any member, or destruction of any property during any business, general, social or any other official club gathering may be disqualified for membership by the board of directors.

#### ARTICLE V: NOMINATIONS

- A.) Only active or past active members shall be considered for a Director or Executive Officer having been an active member for one 1 year.
- B.) The President may only vote in the event of a tie and may act as an ex-officio at an election meeting.

#### ARTICLE V.1: VOTING

- A.) Nominating Committee will prepare a slate of nominees to be published on March 1. The slate of nominees will be announced at the March meeting to be voted on at the April meeting (election meeting).
- B.) The officers elect will take office at the annual meeting to be held in July.
- C.) Lame Duck session will be defined as the time between the Election Meeting and the Annual meeting.

## ARTICLE VI- MEETINGS:

- A.) All general meetings will open with a salute to the flag, must have a roll call and be recorded.
- B.) The Annual Meeting will be held in the month of July. A date, time and place will be selected by the Social Director. Regular scheduled meetings will be held the second 2<sup>nd</sup> week of the month. The time, date and location for the next meeting shall be announced at the previous meeting. The time and place of all meetings will be subject to change by the Board of Directors, with proper notification to the membership.
- C.) Board of Directors and Executive Officers meetings will be scheduled by the President at the request of a club member, and or a member of the board.
- D.) Any member in good standing is welcome to attend a Board of Directors meeting as a non-voting attendee.
- E.) E.) Once a vote has been made, the subject will not be discussed again unless there has been significant change to the content of the subject or by petition can be verbal of one member in good standing to the Board of Directors to review and consider adding it to the agenda and posting on the web-site in advance. This rule cannot be used to revise a budget.

## ARTICLE VII-DUES:

- A.) All dues for membership will be payable at the first regular meeting of the year July and said dues when paid will constitute a member in good standing. Any member not having paid his/her dues by October 1 will not be considered a member in good standing.
  - 1.) A member in good standing is simply a member that has paid dues.
  - 2.) An Active Member is defined as a Member who participates in a minimum of Three (3) club functions of which two (2) must be club work related events.
- B.) The amount of dues shall be reviewed during the lame duck session by the Board of Directors and the proposed changes will be voted upon by the club members with a 2/3 majority vote at the annual meeting.
- C.) Any Member may be appointed or elected to serve on any committee. A membership is entitled to a maximum of two (2) votes. (Must be 18 years to vote) Only Active Members are eligible to vote in an election. One Active Membership is entitled to two (2) votes. No one person can cast more than one vote.

- D.) Current landowners, lifetime members and B.O.D. will receive a complimentary membership)
- E.) All incentive reimbursements will be approved by the Board of Directors based on eligibility and the current financial status of club. Only Active Memberships will be considered for any incentive reimbursement.

#### ARTICLE VIII- DUTIES:

- A.) The President shall preside at all regular, special, or Board of Directors meetings. They shall be an Ex-Officio member with the right to vote. They shall have such power and perform such duties as may normally be incidental to the Office of the President of any organization. The President will ensure attendance at all Hillsborough County meetings and can appoint a member in the event there is no representation. He/She will make certain all Board Members responsibilities are executed as assigned. It shall be the responsibility of the President to possess post office box keys and may appoint one (1) other person to access its contents. The President will assure that a proposed written agenda will be posted on the web-site and be distributed to the Board of Directors and all Members in good standing on the e-mail list prior to the meeting.
- B.) The Vice President will assist the President in the discharge of their duties and shall preside in the absence of the President. They are also to be in charge of Map production and Sales. Other duties as assigned by the President or the Board of Directors.
- C.) The Secretary shall keep a correct record of the proceedings of all general meetings and present said minutes at the succeeding meeting. In the absence of the President and Vice President, it is his/her duty to call the meeting to order and to occupy the chair until a chairman proctor is elected. The Secretary will read all matters to be acted upon when requested to do so and to call roll of the Club when necessary. The Secretary will have custody of all papers and documents, to sign his/her name to the minutes and to authenticate by his/her signature alone, in connection with that of the Presiding Officer, all acts, orders and proceedings of the Club. The secretary will be responsible for his / her own annual budget. Other duties as assigned by the President or the Board of Directors
- D.) The Treasurer shall receive all dues and keep a record of financial matters. He/she shall pay all obligations as sanctioned by the Members of the Club and keep a true and

complete record of all financial transactions. He/she will make reports at all general meetings. The accounts shall be audited each year by the Board of Directors in June and a printed report prepared and distributed to Members at the Annual Meeting. He/she will file all necessary financial documents with federal, state and local agencies. The Treasurer will be responsible for his /her own annual budget. Other duties as assigned by the President or the Board of Directors.

- E.) The Trailmaster will be responsible for all aspects of the club trail system, including but not limited to; properly marking and maintaining, grooming schedule, work parties, trail retention and expansion, groomer safety and certifications. He/she will also be responsible for the coordination of all Grant in Aid applications to plan and budget all projects for Construction and Grooming Grant in Aid and preparing any RTP requests with the Trail Administrator. The Trail master will be responsible for his /her own annual budgets. Other duties as assigned by the President or the Board of Directors.
- F.) The Trail Administrator shall make out all necessary requests and documents for the( Department of Resources and Economic Development (DRED) ), as well as be responsible for all public relations that concern the trails, including landowner list and correspondences. He/she must be present at both Grant in Aid signing meetings. The Trail Administrator is responsible for all aspects pertaining to Grant in Aid forms including obtaining groomer logs, billing and submitting all grant applications; Federal, State and Local. The Trail Administrator will be responsible for his / her own annual budget. Other duties as assigned by the President or the Board of Directors.
- G.) Directors will be elected at the April election meeting and will take office at the Annual Meeting.
- 1.) Membership Director shall be responsible for collecting all membership applications, processing the applications, sending out membership cards as needed, providing the other officers and directors with an updated membership list, and turning over all funds to the treasurer. Any membership activity must be completed by week's end including but not limited to processing, mailing of NHTA cards, updating and distributing the member list to the Board of Directors. The membership director will be responsible for his /her own annual budget. Other duties as assigned by the President or the Board of Directors.

- 2.) Publicity Director shall be responsible for the monthly newsletter which will be sent to all active members regarding the Club's monthly activities and reports from the officers and directors as well as producing press releases, news articles, advertisements and any promotions of all club functions. The Publicity Director will be responsible for his / her own annual budget. Other duties as assigned by the President or the Board of Directors.
- 3.) Social Director shall be responsible for all social events that the club may participate in such as the Christmas Party, Club Trip, Sunshine committee and Annual Meeting. The Social Director will be responsible for his /her own annual budget. Other duties as assigned by the President or the Board of Directors.
- 4.) Web Master shall be responsible for the maintenance of the Club website, social networking and club calendar. He/she will be responsible for securing proper web hosting, data storage and will work directly with the Publicity Director. The Web Master will be responsible for his /her own budget. Other duties as assigned by the President or the Board of Directors.
- 5.) The Equipment Director will be responsible for all club owned/leased equipment to include all groomers, storage trailers, cook trailer and all related maintenance equipment. The equipment director will insure all maintenance is done in a timely manner and is ready for use at all times. The equipment director will notify the BOD when a piece of equipment is out of service so appropriate decision can be made on the best course of action to be taken at the time. The equipment director will be responsible for his/her own annual budget .The equipment director will be responsible for estimates on any needed repairs not falling within the budget. Other duties as assigned by the President or the Board of Directors.
- 6.) The Advisory Board will act as an oversight committee, be responsible for all by-law issues and changes and will act as the nominating committee. The Immediate Past President should chair the advisory board, in the event of a vacancy; the Board of Directors will appoint a chairperson. The Advisory Board will also be responsible for producing an awards packet and will be responsible for an annual budget. The Advisory Board will consist of at least five (5) members.

- H.) An appointed Committee Chairperson shall select the number of members from within the Club to fulfill the objectives of the committee. There must be a minimum of three (3) members for all committees.
- I.) A member in good standing and all new members upon completion of a membership application and full payment of dues are eligible to receive the latest version of Club By-Laws and upon request shall receive said By-Laws from the Club Secretary or may download a copy from the club website.
- J.) All officers shall read the By-Laws and be familiar with the contents prior to the annual meeting. All incoming and outgoing officers will meet during the lame duck session to discuss bylaws & budget procedures

#### ARTICLE IX- AMENDMENTS:

- A.) Proposed amendments to these by-laws may be submitted to the club membership by majority vote of the board of directors or by petition signed by at least ten (10) members in good standing and submitted to the secretary in writing.
- B.) A two thirds (2/3) majority by the membership present at the meeting shall be required to amend the By-Laws at an announced By-Laws meeting.
- C.) No vote to make any By-Law change will be done without a twenty (20) day written notice to all members.
- D.) Upon any amendments to these By-Laws a complete set shall be posted on the web-site.



# WEARE WINTER WANDERERS , INC.

## PROPOSED BY-LAW CHANGES

RESPECTFULLY SUBMITTED ON 10/08/2014 BY:

Committee Chairman: Brett Merrill

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: Bill Bolton

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: Leon Buxton

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: Jeffrey Filleul

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: Bethany Chapman

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: Alan Chapman

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: John Esdale

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member: Dave Ward

Signature: \_\_\_\_\_ Date: \_\_\_\_\_