

# **Constitution and By-Laws of the Davis County Snowflakes Snowmobile Club**

## **Article 1**

### **Name and Purpose**

This non-profit organization shall be known as the Davis County Snowflakes Snowmobile Club. The purpose of this Club is to promote safe snowmobile activities for fellow enthusiasts in a fun social environment, to maintain a positive public image and to promote the availability of public lands for snowmobile access.

This Club shall maintain Club property, care for all Club moneys, organize all instructional meetings, Club rides, social events and provide support for members.

The Club shall organize monthly instructional, training or social meetings on the first Monday of each month together with a monthly Club snowmobile ride to be held on the following Saturday. The Club President may change these dates if special circumstances occur. These events shall begin each November and conclude the following April. Rides may be cancelled if snow conditions do not permit.

The members of this Club may be called upon to volunteer their time for the support of other non-profit or for profit organizations. The Club may have additional meetings, rides or activities at other times than those listed above if approved by a majority vote of board members.

## **Article 2**

### **Board Members**

Board members are to handle such business as is necessary to carry out the functions of the Club. Board members shall not receive compensation for their service. Board members should be willing to serve 1 year.

A board member may resign if special circumstances occur or if time does not permit for the board member to function in their position.

Board members of the Club shall be: President, Vice President, Secretary, Treasurer, Newsletter Editor/Webmaster, Utah Snowmobile Association (USA) Representative/New member Coordinator, 2 Party Chairs, 2 Ride Coordinators, Annual Ride Coordinator and Ambassador. Other positions may be created or deleted by a majority vote of board members.

### **Article 3**

#### **Election of Board Members**

Any member of the Davis County Snowflakes Snowmobile Club is eligible to be a board member. A nominated member for the board must be given the right to approve the nomination.

Board members are to be nominated, seconded and approved by a majority of Club members in attendance at the last Monday general Club meeting of each year.

Current board members may be re-nominated for an additional term(s) if nominated, seconded and a majority vote of Club members.

A board member may at any time withdraw their position in the event that time no longer permits their service. In this event, board members may at a regularly scheduled board meeting nominate, second and by majority vote of board members present install a replacement. This action requires ratification of general Club members at the next regularly scheduled Club meeting.

The Presidency (President, Vice President, Secretary, Treasurer) of the Club will assume the duties of any vacant Board Member office until the office is filled.

### **Article 4**

#### **Duties of Board Members**

##### **Duties of the President**

It shall be the duty of the President to convene, preside and conduct all board meetings as well as all general meetings and rides of the Club as possible. Board meetings shall be each Monday prior to each general Club meeting. The President shall follow the constitution and by-laws, watch over

all activities of the Club and shall be entitled to vote on issues with board members.

### **Duties of the Vice President**

It shall be the duty of the Vice President to perform the assigned duties given by the President or Board. If the office of President should become vacant, the Vice President shall there upon become the acting President and fulfill his or her term of office or until a replacement is selected.

The Vice President shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

### **Duties of the Secretary**

It shall be the duty of the Secretary to keep accurate minutes of all board and club meetings. The Secretary shall keep an inventory of all Club property and its location. The Secretary shall be in charge of checking out Club property and insuring its return.

The Secretary shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

The Secretary shall perform the duties of the President and/or Vice President in his or her absence.

### **Duties of the Treasurer**

It shall be the duty of the Treasurer to enroll all members and collect Club dues in a timely manner. The Treasurer shall be able to account for all Club moneys and reconcile each monthly bank statement. Each bank statement must be reviewed and signed by the Treasurer and President monthly.

The Treasurer shall deposit in a timely manner all moneys received by the club. The Treasurer shall issue receipts for all moneys received and shall pay all authorized invoices in a timely manner. A majority of board members must authorize by vote invoices over \$50.00. Invoices under

\$50.00 may be authorized by the approval of the President and Treasurer. A copy of all receipts must be filed for review if needed.

The Treasurer shall issue at each board meeting a full detailed financial report for the previous month. The Treasurer shall give a financial report to Club members at any regularly scheduled Club meeting when directed by a majority vote of board members.

The Treasurer shall ensure that the checking account always has at least a minimum of \$250.00 in the checking account. If the balance reduces to that amount, then no further expenditures will be allowed until such times as the balance is increased.

The Treasurer shall be responsible to ensure that any/all state and federal forms are completed and submitted by due dates.

The Treasurer shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

The Treasurer shall perform the duties of the Secretary in his or her absence.

### **Duties of the Newsletter Editor/Webmaster**

It shall be the duty of the Newsletter Editor/Webmaster to provide a monthly newsletter beginning in October of each year. The newsletter will provide all information that is necessary for all general Club members. Information and/or information articles may be supplied by all board members for inclusion. Classified section information may be supplied by general membership. The newsletter will be mailed and/or emailed to all club members the Tuesday following each general board meeting.

A web site will also be provided by the editor/webmaster. This site will regularly be updated for the benefit of Club members and the general public.

The Newsletter Editor/Webmaster shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

### **Duties of the USA Representative/New Member Coordinator**

It shall be the duty of the USA Representative to attend USA meetings when possible and report to board members and general club meeting of events sponsored by USA. The representative will report to USA of Club events.

The duties of the New Member Coordinator shall be to encourage all new members to participate in Club activities. Special invitations either by phone, email or mail shall be offered.

The USA Representative shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

### **Duties of the 2 Party Coordinators**

It shall be the duty of the 2 party coordinators to plan the opening and closing socials. These socials will be held on the first and last general Club meetings.

The party coordinators will also be in charge of the Club social event or meals after each Club ride.

If a majority of board members vote affirmative, the Party Coordinators shall organize and plan a Christmas party. All reservations and menu choices shall be advertised. No Club monies may be used to pay for this social event.

No alcohol may be purchased with Club monies.

The party coordinators shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

### **Duties of the 2 Ride Coordinators/Annual Trip Coordinator**

It shall be the duty of the 2 Ride Coordinators to plan each monthly Club snowmobile ride. Ride coordinators shall provide all information needed for each ride for all Club members. If possible, a detailed topographical map with locations and where each ride will go should be discussed during Club meetings. Ride coordinators will decide if more than 2 leaders are needed,

depending on difficulty of ride. Each Club ride should provide comfortable trails for the new rider and, if possible, a more difficult trail for more experienced riders.

It shall be the duty of the Annual Trip Coordinator to research and present detailed information of a location to offer the Club for its annual trip. Date, location and cost should be researched and presented to board members who should then give a majority vote for acceptance. The Trip Coordinator will then present at the December Club meeting the information and begin the reservation process for the trip.

Any deposit required by the location selected is the only approved Club expense that may be used to secure the annual trip. This deposit must be returned by those attending to the general Club bank account as soon as possible.

The 2 Ride Coordinators and the Annual Trip Coordinator shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

### **Duties of the Ambassador**

It shall be the duty of the Ambassador to represent the Davis County Snowflakes Snowmobile Club to all other clubs and associations. Any information obtained or shared shall be reported to all board members by email. This information shall be discussed at the next regularly scheduled board meeting. In the event that a decision must be made before the next board meeting, majority vote of board members by email will be allowed.

The ambassador shall solicit from the board or club information to be submitted for publication in the Snow Scoop and be responsible for its submission by publication dead lines.

The ambassador shall attend all board meetings, general meetings and rides of the Club as possible, enforce the constitution and by-laws, watch over all activities and shall be entitled to vote on issues with board members.

## **Article 5**

### **Dues and Membership**

A person or family is considered a member of the club in good standing if he or she has completed a Club application and his or her dues are current. Dues should be paid by the 1<sup>st</sup> general Club meeting in November. New members will be welcome any time during the year. Dues will not be pro-rated for late registration.

Dues are currently \$25.00 individual, \$30.00 family. 1<sup>st</sup> year members: \$12.00 individual, \$15.00 family. Due amounts may be amended by a majority vote of board members and ratification by a majority of Club members in attendance at any regularly scheduled monthly Club meeting. In the event that Club expenses exceed the minimum amount available in the checking account, a once a year special assessment may be approved by a majority vote of board members.

## **Article 6**

### **Duties of Members**

All members of the Club shall promote a positive image and the purpose of the Club. The general Club membership shall attend all general meetings and rides of the Club as possible and uphold the constitution and by-laws. Members, as often as possible, shall be willing to volunteer their assistance to any needs the Club or board members have.

Members are welcome to express their opinions on different subjects and should feel free to submit a written or emailed motion to board members. Board members will review any motions and present their recommendations to general members for ratification.

Members should take pride in being a member the Davis County Snowflakes Snowmobile Club by supporting all functions of the Club.

Members should encourage non-members to join the Club and enjoy the benefits of membership.

Members and their guests accept full responsibility for their own safety and recognize that snowmobiling can be a dangerous sport. Members will not hold the Club or its Board members responsible for any harm, injury or death any member may receive.

## **Article 7**

### **Disbandment**

In the event of a majority vote by Club members at a regularly scheduled Club meeting to disband this organization, all monies and assets shall be donated to Utah Snowmobile Association for the betterment of snowmobiling safety and enjoyment.

## **Article 8**

### **Amendments**

Amendments or alterations to this constitution and by-laws can be done with a majority ratification of the Club at a general meeting. Prior to the majority vote, board members will meet and discuss the amendments or alterations. Upon the board's majority recommendation, the matter of amendment or alteration will be presented to the body of the association for ratification.

Items or procedures not covered by these by-laws will follow the Roberts Rules of Order until board members can discuss, adopt a resolution by majority vote, and present to Club members for ratification. Upon ratification, the item(s) or procedure(s) shall become part of the constitution or by-laws.

This Constitution and By-laws presented and adopted by Club members on January 7, 2008. Board member are: President - Larry Sanders, Vice President - Darrell Miles, Secretary - Kathleen Wittner, Treasurer - Shelly Miles, Newsletter Editor/Webmaster - Dave Wittner, USA Representative & New Member Coordinator - Jennifer Johnson, Party Chairs - Tara Ombach

& Brad Bennington, Ride Coordinators - Jay Ombach & Justin Pool,  
Ambassador - Mark Michie