

FUL-MONT SNOW TRAVELERS, INC.

BYLAWS

Proposed February 3, 2011
Adopted March 1, 2011

ARTICLE I: NAME

The name of this organization shall be the Ful-Mont Snow Travelers, Inc., hereinafter identified as the Club.

ARTICLE II: TYPE OF ORGANIZATION

This organization is a Non-Profit Corporation.

ARTICLE III: PURPOSE AND OBJECTIVES

1. Encourage the safe and legal use of snowmobiles on all trails and wherever members ride snowmobiles.
2. Plan, develop, construct, and maintain a network of snowmobile trails which connects to and/or is part of The New York State Snowmobile Trail System.
3. Promote snowmobiling through website postings, newsletters and education/public awareness activities.
4. Conduct periodic certified snowmobile safety training courses.
5. Cooperate with local law enforcement and EMS teams to respond in situations where snowmobiles are necessary.
6. Encourage cooperation with landowners and public officials; to include state, county, town and private and public land trusts.

ARTICLE IV: MEMBERSHIP

1. Membership in this club shall be open and available to any and all individuals irrespective of race, color, sex, creed or national origin.
2. Memberships and members are defined as follows:
 - a. Single Membership shall consist of one person 18 years of age or older.
 - b. Family Membership shall consist of at least 1 family member 18 years of age or older, their spouses or partners and any of their children or siblings up to the age of 18 years residing at the same address and listed on the membership application.
 - c. Honorary Membership may be presented in recognition of a person's efforts and contributions for the betterment of snowmobiling. This membership requires approval of 2/3 of the voting members present at a regular business meeting.
3. Membership in good standing shall require certain obligations:
 - a. Dues shall be determined by the Board of Directors and are due on or before the scheduled September club meeting.
 - b. Members in good standing must attend no less than 3 monthly meetings per season.
4. Members in good standing shall be entitled to all benefits and privileges of the Club, including but not limited to:
 - a. Right to participate in all club activities.
 - b. Right to attend and participate in all club meetings.
 - c. Right to vote in all club elections. Results of all club discussions and suggestions will be taken into consideration by the Board in the best interest of the Club.
 - d. Right to hold office in the Club, when eligible as defined in Article IV, Section 3.
 - e. Right to receive bulletins or publications of the Club.
 - f. Right to receive the official club snowmobile sticker.
 - g. Any member who through his/her actions violates the stated objectives or the bylaws of this club is subject to his/her membership termination. Any member's termination will need the consent of a 2/3 vote of voting members present at the first business meeting after the name has been posted for such consideration.

- h. Any and all landowner complaints, concerns or disputes must be reported immediately to the President of the Club.

ARTICLE V: BOARD OF DIRECTORS

1. By Certificate of Incorporation and its Bylaws, the Board of Directors shall have charge and management of the funds and property of the corporation. The Board of Directors has full power and the duty to carry out the purposes of the Snowmobile Club. The Board of Directors shall consist of 6 members.
2. Prospective directors must be club members in good standing for at least one year and have attended at least 50% of all regular monthly meetings prior to their appointment or election to the board.
3. The term of office for the elected members of the Board of Directors shall be three years. One-third (1/3) of the Board membership shall be elected to the board annually.
4. The President of the Club shall be an ex-officio voting member of the Board of Directors.
5. The Board of Directors shall elect a Chairman by a majority vote, to serve for one year.
6. The President of the Club may not be the Chairman of the Board of Directors.
7. The Board of Directors shall establish Rules and Regulations beyond the Bylaws for the Corporation and the Corporation's property, either on its own or as requested by the general membership.
8. Should any member of the Board of Directors be absent without prior approved excuse from 3 consecutive meetings of the Board or of 3 regularly scheduled club meetings his/her seat on the board may be declared vacant by the Board and the member so notified.
9. Whenever any vacancy occurs on the Board of Directors it shall be filled by a majority vote of the remaining members of The Board without delay at the next regularly scheduled board meeting. The person chosen shall serve for the remainder of the fiscal year. At the next annual election that vacated seat will be filled for the remainder of said term.
10. Regular meetings of the Board of Directors shall be held monthly. Special meetings of the Board of Directors may be called by the Chairman of the Board of Directors on his/her own initiative when deemed necessary, or upon request of any other two members of the Board of Directors. Two days notice of special meetings of the Board of Directors shall be given upon contacting all Directors. A majority of the Board of Directors shall constitute a quorum.
11. The Board of Directors shall review and approve all bills presented for payment and shall direct the Treasurer to pay only those bills, which have proper approval and supporting documentation.
12. The Board of Directors shall draft a total proposed budget for the next fiscal year, which will include data collected from operational officers, trail committee, standing committees, etc. The proposed budget must be presented to the general membership at the April meeting.
13. The Board of Directors shall review the Treasurer's records within 2 months of the fiscal year-end and report its results at the September membership meeting.
14. The Chairman of the Board can at his or her own discretion, appoint a Board Secretary to act as a record keeper of all Board of Directors meetings. The Chairman may appoint anyone with a majority approval of the Board to this position. This position will be a nonvoting position.
15. The Chairman of the Board, at his or her own discretion, or at the request of any two Board members, may invite any non-Board member to attend a Board of Directors meeting for the purpose of contributing commentary, advice or information deemed necessary for the Board of Directors to conduct its business at the meeting.
16. All Board of Directors members must actively chair or participate in at least one Club Committee.

ARTICLE VI: CLUB MEETINGS

1. Business meetings shall be held monthly, September through March 31, on the 2nd Wednesday of the month. Summer schedules may be amended based on need.
2. A quorum at any Club business meeting shall be at least two officers, two members of the Board of Directors and five active club members.
3. All meetings shall be conducted under Roberts Rules of Order.

ARTICLE VII: TERMS OF OFFICERS

1. The term of office for the elected officers of the Club shall be one (1) year commencing on the first of the month following their election.

2. A majority vote of all members present will be necessary to remove an officer from office at a membership meeting called for that purpose.
3. The President shall fill a vacancy in any office without undue delay. An eligible member appointed by the President to fill a vacancy shall serve until the next annual election.

ARTICLE VIII: DUTIES OF OFFICERS

1. President shall:
 - a. Preside at all meetings of the Club
 - b. Be responsible for all the day-to-day operations of the Club
 - c. Direct the officers in the performance of the duties of their office
 - d. Appoint committee chairmen
 - e. Appoint new officers to fill vacancies until the next election
 - f. Make sure that all pertinent information from County, State, etc. comes to the attention of the Board of Directors.
 - g. Be an ex-officio voting member of the Board of Directors
2. Vice President shall:
 - a. Perform the duties of the president in the absence of the president
 - b. Act as chairperson of the Nominating Committee and perform the duties of election of officers at the March Meeting
 - c. Interpret the letter of by-laws at any meeting.
3. Recording Secretary shall:
 - a. Be responsible for maintaining an accurate record of all regular and special meetings of the membership.
 - b. Maintain list of committees, both standing and special.
 - c. Keep a permanent file of the report forms filled out by committee or activity Chairpersons. Make sure any amendments to the bylaws are immediately entered on the official copy, with a reference to the date of the minutes where this action of the Club is recorded.
4. Treasurer shall:
 - a. Be responsible for keeping proper and accurate records of club funds.
 - b. Furnish a written statement of finances at each meeting, which shall include a summary of all receipts and disbursements since the previous meeting.
 - c. Pay all bills upon authorization of the Board of Directors with the co-signature from any member of the Board of Directors.
 - d. Keep in a permanent file all financial statements, bank records and documentation of all receipts and disbursements.
 - e. File Tax Returns for Club.

ARTICLE IX: ELECTIONS AND VOTING

1. Elections shall be held annually at the March meeting
2. Voting will be by secret ballot. Ballots will be distributed at the March meeting.
3. Each eligible voting member present at the meeting shall be entitled to one ballot
4. The Nominating Committee shall be in charge of running the election. At a designated time during the meeting, ballots will be collected by the Nominating Committee, who will tally the votes and give the results to the President for announcement at the meeting
5. The Nominating Committee shall retain ballots only until the final results are announced.

ARTICLE X: STANDING COMMITTEES

1. Trails Grant writing Committee:
 - a. Shall consist of a Coordinator appointed by the President and approved by the Board of Directors
 - b. Prepare annual NYS Parks and Recreation Grants.
 - c. Compile all necessary information needed for Montgomery County Trails program.
 - d. Compile all necessary information needed for Fulton County Trails Program.
 - e. GPS all trails as required.
 - f. Keep club official trails map up to date with all latest information.
 - g. Prepare overview of expected revenues to BOD to aid the Budget process.

2. Membership Committee:
 - a. Shall consist of a Coordinator appointed by the President and any other members interested in membership recruitment/retention activities.
 - b. Maintain Membership Data information from the NYSSA web-site.
 - c. Coordinator shall collect dues from applicants for membership, issuing membership cards and snowmobile stickers.
 - d. Coordinator shall keep a permanent file of application forms and furnish pertinent information to officers or other committee chairpersons.
3. Public Relations Committee:
 - a. Shall consist of a Coordinator appointed by the President and any other interested members.
 - b. Coordinator shall be responsible for publicity relative to club activities and schedules.
 - c. Coordinator shall publish and distribute a club newsletter or he or she can appoint someone to perform that duty.
 - d. Maintain and input all changes and updates to the Club website.
4. Ways and Means Committee:
 - a. Shall consist of a Coordinator appointed by the President and any other interested members.
 - b. Shall be responsible for identifying, organizing and conducting fundraiser
5. Nominating Committee
 - a. The Nominating Committee shall consist of three club members in good standing
 - b. The Vice President of the Club shall serve as chairperson of the Nominating Committee and shall appoint one board member and one club member to serve on the committee
 - c. At the February meeting, the Nominating Committee shall present a single slate of officers and directors chosen from among eligible members. The consent of all nominees to serve shall be secured before names are proposed.
 - d. No member may be nominated for more than one office (including nominations from the floor)
 - e. Members serving on the Nominating Committee shall not be nominated for a position by the Nominating Committee
 - f. Nominations from the floor will only be accepted at the February meeting; nominations will be closed at the end of the February meeting
 - g. The Nominating Committee shall prepare the final election ballot to be used in the voting at the March meeting where necessary. For any position in which there is only one candidate, the Secretary may be directed to cast one vote for that candidate.
6. Trail Committee
 - a. The Trail Coordinator shall be appointed by the President with the approval of the entire Board of Directors to serve for one year. The Coordinator must have a minimum of one year of experience in the last 2 years as a member of the trail committee before being eligible for this position.
 - b. The committee must consist of the Coordinator and at least four other members. These committee members are chosen from volunteers of the voting membership by the Coordinator, with the majority approval of the Board of Directors
 - c. The goals and projects of this committee are stated in a complete outline initiated by the Coordinator and approved annually by the Board of Directors:
 - i. Submit a trail budget to the Board of Directors before its February meeting
 - ii. Determine an exact trail system available for each snowmobile season
 - iii. By August of each year, gain or renew permission from landowners for use of lands that club trails will pass through
 - iv. Keep a continuing record of landowner information gathered each year on each parcel or block of land used
 - v. Take responsibility for organizing necessary trail maintenance work and trail marking
 - vi. Make volunteer forms available to all club members so they can indicate areas of trail work with which they may choose to assist
 - vii. Provide dated general trail maps, showing official trails for the season, for club members
 - viii. Maintain a land ownership map and a trail marker and maintenance map for use by the committee and for display
 - ix. Maintain correspondence and communication with landowners during the season and recommend form of appreciation to be given to them by the Club at riding season's end

- x. Within thirty days of last club meeting of the year, mail all eligible landowners a letter of appreciation, which offers “trail closed” signs and includes an evaluation questionnaire for future planning. Any form of appreciation, in addition to the letter, which the Club decides to give landowners should be arranged for and details and invitations included in this mailing
7. Budget Committee
- a. Committee shall consist of Board of Directors (6), all officers, chairpersons of standing committees, trail groomer leaders (2), and a maximum of (3) other members (these may be non-club members) who have special qualifications and/or knowledge that would further the goals and mission of the Club.
 - b. Each member of the committee shall be responsible for identifying financial needs for their area of club operations for the upcoming fiscal year.
 - c. Committee shall consolidate information and assist in preparation of a draft budget for review and approval by the Board of Directors.

ARTICLE XI: STANDARD OPERATING PROCEDURES: GROOMERS/TRAIL MAINTENANCE

- 1. The Club shall establish/adopt Standard Operating Procedures (SOP’s) for groomers/trail maintenance.
- 2. Groomer Coordinator will be appointed by the Board; duties and responsibilities of this position will be developed by the Board of Directors
- 3. One qualified person will be in charge of the groomers. All operators must be trained, qualified and approved to operate the groomer by the Groomer Coordinator
- 4. Detailed maintenance and log books must be maintained for each groomer and every trip
- 5. Proposed expenditures must be submitted for inclusion in the annual budget.
- 6. Extraordinary expenditures that occur during the year must be discussed with and approved by the Board of Directors

ARTICLE XII: AMENDMENTS TO THE BYLAWS

- 1. Amendments to these bylaws may be may be proposed at any regular Board of Directors meeting. Proposed amendments shall require a second, and approval of 2/3 of the Board of Directors present at the meeting to be considered for adoption at the next Board of Directors meeting.
- 2. All proposed amendments brought before the Board shall be presented to the next general membership meeting for review and suggestions before acting on.
- 3. A majority of the Board members in attendance at that next Board meeting shall be required to adopt any amendments or revisions.
- 4. The Chairman of the Board of Directors is responsible for recording the official changes or revisions to these Bylaws by posting on the clubs website, recording in the Clubs official records, and presenting to the general membership at the next regular monthly meeting.
- 5. A Change in Bylaw cannot be acted on until officially recorded.