

BC Sno-Riders, Inc.
P.O. Box 312
Port Crane, NY 13833
By-Laws

Article I Name, Location and Times of Meetings

Section 1- The official name of the club is: The BC SNO-Riders, Inc Harpursville, NY.

Section 2- Meetings shall be held on the second (2nd) Tuesay of the month, during the months of September through April at 7:00pm.

Section 3 – The location of the meetings will be determined by the Board of Directors and any changes will require notification at least seven (7) days in advance.

Article II Purpose of the club that has been organized.

Section 1 – To develop and maintain quality trails, in Broome and Chenango Counties, within New York State Snowmobile Association guidelines.

Section 2-To promote safe, courteous, wise and lawful use of snowmobile as a means of individual and family recreation.

Section 3 – To educate the public in the proper, useful and sportsmanlike use of the snowmobile.

Section 4 – To establish a liaison with the state agencies for the use of snowmobiles as a form of winter recreation on public lands.

Section 5 – To aid the public in snowmobiling in this area.

Section 6 – To aid the public in time of emergency.

Section 7 – The club will sanction no alcoholic beverages on trail rides.

Article III Membership and Dues

Section 1 – Those who wish to become members will submit and application and payment of yearly dues.

Section 2 – Any member who desires to continue to be a member will pay annual dues as designated by the elected club officers. The club officers at their annual

organization meeting shall designate the dues of this organization and the amount specified will be for the following year.

Section 3 – If a member has not paid his/her dues by the second Monday in December, his/her name will be dropped from the list of active members. The treasurer will notify them one month in advance.

Article IV Voting

Section 1 – At all meetings, except for the election of officers, all votes shall be via a show of hands except that for the election of officers where ballots will be provided. There shall not appear any markings that might indicate the person who cast the ballot. *At any regular meeting any member may request that a ballot shall be used.*

Section 2- At all voted by ballot, the President of such meeting should immediately prior to the commencement of balloting, appoint a committee of three who shall act as “inspectors of election” and who shall at the conclusion of such balloting, certify to the President the results. The Secretary shall record the results in the minutes of the meeting. No “inspector of Elections” shall be a candidate for office or shall be personally interested in the question voted upon.

Section 3 – The presence of not less than eight members shall constitute a quorum and shall be necessary to conduct the business of the organization; but a lesser number may adjourn the meeting for a period of not more than two weeks from the date scheduled by these by-laws and the Secretary shall cause a notice of this scheduled meeting to be sent to all members who were not present at the meeting originally called. A quorum as herein before set forth will be required at any adjourned meeting. A majority vote of those present would carry a motion.

Section 4 – Special meetings of this organization may be called by the President when he/she deems it necessary for the best interest of the club. Notices of such meetings shall be mailed to all members at the addresses as they appear in the membership roll book at least three days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called.

Section 5 – At the request of eight members of the organization, the President shall cause a special meeting to be called, but such a request must be made in writing at least seven days before the scheduled date.

Sections 6 – *Every member over the age of 18 can vote.*

Section 7 – A person must be present at the meeting to be nominated and elected to office unless such person has given the nominating committee verbal acceptance of the nomination to a certain office to be filled.

Article V Officers

Section 1 - The elective officers of the club shall consist of a President, Vice President, Secretary and Treasurer.

Section 2 – Elections shall be held in April of even years and officers hold office for a two year term, *unless nominated and re-elected for another term.*

Section 3 – President shall preside at all membership meetings. He/she shall present at each September meeting of the organization, an annual report of the work of the organization. He/she shall appoint all committees, temporary and permanent. He/she shall see that all books, reports and certificates , as required by law are kept and filed. He/she shall be one of the officers that may sign checks or drafts as may be reasonably construed as belonging to a chief executive of any organization.

Section 4 – Vice President shall, in the event of the absence or inability of the President, exercise his/her office, to become acting President of the organization, with all the rights, privileges and powers. As if he/she has been duly elected President. The Vice President shall be responsible for planning all club activities.

Section 5 – Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificates requires by law. He/she shall be the official custodian of the records and seal of this organization. He/she may be one of the officers required to sign check and drafts of the organization. He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

Section 6 – Treasurer is to maintain or cause to be maintained all accounts of the organization and have charge of its funds. He/she or his/her designate shall deposit all sums received in any bank, which shall be designated by the Board of Directors in the name of the organization. He/she shall disperse the funds of the organization under the direction of the Board of Directors. He/she shall render monthly, a written account of the finances of the organization and such reports shall be physically affixed to the minutes of the Board of Directors meeting.

Article VI Directors

Section 1 –A Board of Directors consisting of four (4) members, together with the officers of this organization shall manage the business of this organization.

Section 2 – The Directors to be chosen for the ensuing term shall be chosen at the April meeting of the organization in the same manner and style as the officers of this organization and they will serve a term of two years, unless nominated and re-elected for another two years.

Section 3 – The Board of Directors to be chosen shall have control and management of the affairs and business of this organization. Such Board of

Directors shall act in the name of the organization when it shall be regularly convened by its chairman, after due notice to all Directors of such meeting.

Section 4 – At least six members of the Board of Directors/ Officers shall constitute a quorum.

Section 5 – Each Director shall have one vote and such voting may not be done by proxy.

Section 6 – The Board of Directors may make such rules and regulations covering its meets, as it may, in its discretion, determine necessary.

Section 7 – Vacancies in said Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors, for the balance of the term.

Section 8 – The President of the organization by virtues of his/her office shall be a chairman of the Board of Directors.

Section 9 – A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director. A Director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules that it may, in its discretion, consider necessary for the interest of the club.

Article VII – Project Leaders

Section 1 – Positions will be approved and/or appointed in the best interest in the club by the Board of Directors.

Section 2 – Project Leaders will be part of the Board of Directors.

Section 3 – Officers and Board of Directors may take on the responsibility as a Project Leader or a person may take on multiple Project Leader roles, but they will have only one vote.

Section 4 – Trail Captain

Each Trail Captain will communicate with the landowners in their section of trail. Have sign order ready before June 15th, install signs by opening day of the snowmobile season and remove and store signs by May 1st and they will adhere to the signing guidelines provided by NYS Parks and Recreation. Trail maintenance and reroutes for their section of trail, and provide monthly documentation for the grant and aid program.

Section 5 – Trail Coordinator

The Trail Coordinator will be the contact for DOT and County Trail Coordinator. He/she will provide overall trail planning, communication and coordination with all Trail Captains, work with trail captains on signing guidelines and trail

conditions overall. Coordinate major trail changes and projects, plan future trails and provide monthly documentation for the grant and aid program.

Section 6 – Club Membership Administrator

The Club Membership Administrator will take applications; fill out appropriate forms and input data into NYSSA web site. If a member has not paid his/her dues by the second Monday in November they will be notified. He/ she will give monthly membership updates.

Section 7 – Grooming Program Manager

The Grooming Program Manager will set up a grooming schedule and routes. Establish and manage a grooming equipment maintenance program and groomer operator hands on training. Maintain a list of approved trained groomers, and provides monthly documentation for the grant and aid program.

Section 8 - Fund Raiser Chairperson

The Fund Raiser Chairperson shall organize the overall fundraising plans for the year. Coordinate the specific group working each fund raiser i.e. February Fest, BC Sno-Riders Open Golf Tournament, Afton Fair, Super Celebration, and Raffles, etc...

Section 9 - Equipment Manager

The Equipment Manager will keep maintenance logs and preventive maintenance schedules for equipment. Maintain equipment lists and locations of the equipment. Manage the maintenance budgets for each piece of equipment, numbers equipment to keep it organized, and submits annual budget for equipment to the Board of Directors.

Section 10 – Grant in Aid Administrator

The Grant in Aid Administrator will collect paperwork/spreadsheets monthly for work logs including; names and equipment used for maintaining trails, groomer names, hours groomed and number of miles groomed for each piece of equipment, receipts and copies of checks (both sides) for reimbursable monies spent. Input provided information into NYS OPRHP Spreadsheet and turn paperwork into Broome and Chenango Counties.

Article VIII Parliamentary Authority and Procedures

All meetings of this organization shall be conducted to the parliamentary law as set forth in Robert's Rules of Order.

Article IX Amendments

These by-laws may be amended at any regular meeting by two-thirds vote of those present, providing notice of amendment was given at a previous regular meeting, or was submitted to the members by mail at least one week before time of adoption.