

## **Article I - Purpose and Name**

**Section 1.** The name of this club shall be the “**Powder Mill Snowmobile Club.**”

**Section 2.** The purpose of the **Powder Mill Snowmobile Club** is to stimulate and advance the general welfare and safety of snowmobiling, to serve the interests of snowmobile owners, to defend such owners against discriminatory legislation, regulations and burdensome taxation, to develop a fraternal spirit among snowmobile and other winter sport enthusiasts, to provide a medium for the exchange of snowmobiling information, to develop, maintain and groom a network of riding trails, and to perform all desirable and lawful functions for the successful operation of the Club in the general public interest and for the promotion of good will among non-snowmobile owners.

## **Article II – Membership and Dues**

**Section 1.** Membership in the club shall consist of two classes:

- a. Active Members.
- b. Associate Members.

**Section 2.** Active membership is available to all snowmobile owners and interested non-owners and includes all applicants over 18 years old. A family membership can have no more than two voting members over the age of 18 years and can include all minor family members. The two voting members over the age of 18 years are considered two Active Members and the minor family members are Associate Members.

**Section 3.** Each Active Member shall be entitled to one vote and Associate Members to none.

**Section 4.** Applications for membership shall be made on-line through the NHSA website, choosing Club #805 or Powder Mill Snowmobile Club. Alternatively, membership may be made in writing addressed to the Membership Director of the Club on the appropriate form. All applicants shall agree to abide by the BY-LAWS of the Club. Applications shall be accompanied by the required dues for the membership.

**Section 5.** A member may resign from the Club at any time upon written notice to the Membership Director. Full or prorated reimbursement is not available as a result of submitting a resignation.

**Section 6.** Membership may be terminated or suspended by majority vote of the Board for any reason that is detrimental to the best interests of the Club.

**Section 7.** Cost of dues is set at the annual meeting by a vote of membership present. Individual and Family Club Membership is set at \$35 and includes the member’s \$10 NHSA membership fee. Any member who is already a member of NHSA (through membership of another club) must apply directly to the Club Treasurer and will receive a discount equal to the current NHSA membership fee. Members who are 70 and over at the time of registration will receive a \$10.00 discount. Senior Membership is set at \$25.00. Qualifying Seniors must apply directly to the Club Treasurer to receive this benefit.

## **Article III - Management**

**Section 1.** The management of the Club shall be vested in the Board of Directors comprised of the President, Vice-President, Secretary, Treasurer, Membership Director, Safety Director, three (3) Trailmasters, Trail Administrator, and the Past President.

## **Article IV - Board of Directors**

**Section 1.** The Board of Directors shall consist of up to eleven (11) Directors, each of whom shall be an Active Member of the Club. Directors shall be elected at the Annual Meeting of the membership and shall take office at the close of the Annual Meeting.

**Section 2.** In the case of vacancies on the Board of Directors by reason of resignation or otherwise, the remaining Directors may, at their option, by a majority vote, elect a successor or successors for the remaining term or terms.

**Section 3.** A majority of the members of the Board of Directors (six members) shall constitute a quorum for the transaction of Club business.

**Section 4.** Meetings of the Board of Directors shall be held at such time and place as may be from time to time fixed by resolution of the Board, or as may be specified in the notice of the meeting. The Board of Directors shall hold its regular annual meeting during the time and the place of the Annual Meeting of the membership. Upon the request of the President or any three (3) Directors, the Secretary shall call a special meeting of the Board of Directors.

**Section 5.** The Board of Directors may, at its discretion, by the affirmative vote of a majority of the whole Board of Directors appoint an Executive Committee of the Board to act in its stead in emergencies. The Board of Directors may appoint other Club Committees, fill any vacancies or change the membership in such committees or may delegate such authority to the Club President. The Board of Directors shall have the power at any time to discharge any committee.

**Section 6.** The Board of Directors may employ whatever personnel they deem necessary, and for which funds are budgeted, to aid in the management of the Club and the membership may authorize the expenditure of Club funds in any other manner in the proper furtherance of the purpose of the Club.

**Section 7.** The Board of Directors shall be responsible for presenting a slate of officers each year at the Annual Meeting.

## **Article V - Officers**

**Section 1.** The officers of the Club shall be comprised of President, Vice-President, Secretary, Treasurer, Membership Director, Safety Director, three (3) Trailmasters, Trail Administrator, Past President, Member at Large, and two (2) Alternates.

**Section 2.** A slate of officers shall be nominated by the Board of Directors and presented to the membership at the Annual Meeting for their vote. The Board of Directors may fill vacancies occurring between such elections for the remaining term at any Board meeting or by mail ballot. Any officer may be removed from office by the affirmative vote of two-thirds of the whole Board of Directors.

**Section 3.** All officers shall take office immediately upon election and hold office for one year until their successors shall have been elected and qualified.

**Section 4.** The President shall preside at all meetings of the Club and its Board of Directors, shall appoint such committees as authorized by the Board of Directors, shall appoint an ex-officio Director to all committees and discharge all of the usual functions of the office required by the By-Laws or by the Board of Directors.

**Section 5.** The Vice-President, during the absence or temporary incapacity of the President, shall perform the duties and have the power of the President.

**Section 6.** The Secretary shall keep all of the Club's records, other than financial, including minutes of meetings, list of committees and their members, shall send out notices of meetings, shall send out one annual newsletter, shall send reports to the Sno-Traveler, and discharge all of the usual secretarial functions of the office required by the By-Laws or by the Board of Directors. A Secretary's Report shall be prepared for each Board meeting.

**Section 7.** The Treasurer shall keep the accounts of the Club, have charge of all of its funds, and keep all of such funds in a bank approved by the Board of Directors and in the name of the Club, subject to withdrawal by checks signed in such a manner as may be from time to time approved by the Board of Directors. The Treasurer shall receive applications for membership, keep an updated roster of members, and post NHSA dues as required. A Treasurer's Report shall be prepared for each Board meeting and an annual audit shall be prepared and submitted at the Annual Meeting.

**Section 8.** The Safety Coordinator shall encourage associate members to complete an OHRV Safety Course or plan and hold a OHRV Safety Course on the Club's behalf. The Safety Coordinator shall check trail signing and trail safety and report to Head Trailmaster, and discharge all of the usual functions of the office required by the By-Laws or by the Board of Directors.

**Section 9.** The majority of elected Trail Masters shall elect the Head Trail Master (in case of a tie the President shall cast a vote). The Head Trail Master shall coordinate the trail system maintenance and grooming activities. The Head Trail Master shall seek assistance from members for trail maintenance, mapping, signing and for equipment maintenance. The Head Trail Master shall coordinate the training and certification of new groomer operators.

Trail Masters shall work under the direction of the Head Trail Master and discharge all of the usual functions of the office required by the By-Laws or by the Board of Directors.

**Section 10.** The Trail Administrator shall write grants and prepare club trail budgets, validate accuracy of mapping, and work closely with County and State Trails Officials as needed to assure the transparency of NHSA and State Trails Bureau regulations.

**Section 11.** The Member at large shall be an active participant of the board with voting rights.

**Section 12.** The two (2) Alternates shall act as members of the board. They shall vote in place of an absent director, and attend directors meeting.

**Section 13.** All officers shall have such other powers and duties as are required by law.

## **Article VI - Meetings**

**Section 1.** The membership meetings of the members of the Club shall be held near the second Tuesday of the month or on another predictable schedule voted on by the directors starting September ending with the annual meeting. The Annual Meeting of the members of the Club shall be held near the second Tuesday of April.

**Section 2.** Written notice of the time and place of all meetings of the membership shall be prepared and distributed to the membership by the Secretary.

**Section 3.** Special meetings of the Club may be called by three (3) Directors, or by the President or by any group of ten (10) active members by giving five (5) day's written notice of the time, place and purpose of such special meeting.

**Section 4.** Six (6) Directors shall constitute a quorum. Any formal action taken at any meeting of the membership shall require a majority vote of those active members present.

## **Article VII - Fiscal**

**Section 1.** The fiscal year of the Club shall commence on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

**Section 2.** The President and Head Trailmaster shall have authority to spend up to \$250.00 without membership approval for the purpose of Club business.

**Section 3.** All expenses over \$250 must be line items in the budget or voted on by the membership during a scheduled monthly meeting.

**Section 4.** Any funds allocated in the budget for a "Groomer Fund" will be primarily used for replacement of grooming equipment and shall be segregated from the general fund in a separate account or other means to clearly show a separate balance. The Groomer Fund can only be allocated for use in the fiscal budget approved by the members during the annual meeting or by a 2/3 majority vote of the filled director positions.

## **Article VIII – Volunteers and Groomer Operators**

**Section 1.** All Groomer operators driving equipment insured by the club must have completed and hold a "Certificate of Training" issued by the NH Bureau of Trails in Groomer Operator Safety and approved by the Trailmaster of their district. All Groomer operators must follow the equipment safety and usage policy; have a valid driver's license and a clean driving record.

**Section 2.** All Groomer operators driving equipment insured by the club are **Volunteers**. The Club only compensates the owners of the groomers for the cost of using the groomer not the cost of the operator. Groomer owners will be reimbursed at the rate set by the State, or at a lesser amount as mutually agreed.

**Section 3.** All workers are volunteers unless they have a contract before work has started for that specific job.

**Section 4.** All groomer operators must not have been convicted of DUI within the past seven years.

**Section 5.** Powder Mill Snowmobile Club will cover the cost of an Individual Membership for any Groomer operator who does not own a sled during the current season. PMSC will pay the \$10 fee to NHSA on the groomer's behalf.

## **Article IX - Amendments**

**Section 1.** These By-Laws may be amended by the affirmative vote of a majority of the active members of the Club present at the Annual Meeting.