

# TURF AND TUNDRA TRAILS ASSOCIATION

## BY-LAWS

2022

### PURPOSE OF THE CLUB

To promote the activities of recreational all-terrain vehicle/utility vehicle use (ATV/UTV); build and maintain ATV trails/routes/trouts in Burnett County; post and replace signs as needed; update and coordinate publishing of maps with current trails, annually; teach and promote safety on trails/routes/trouts; keep members informed of new trails/routes/trouts, new riding rules and regulations; keep members informed of illegal situations; promote the club by selling promotional items as well as organize fundraisers; and maintain relations with the Burnett County Snowmobile Association.

### VOTING QUALIFICATIONS FOR OFFICERS AND BOARD MEMBERS

To be eligible to vote, a person must have been a member for at least one year prior to the election and at least 18 years of age. Any lapse in membership will cause a new beginning date for the one-year membership qualification.

### ELECTION OF OFFICERS AND BOARD MEMBERS

Term of Office and Elections – The term of office for all officers is two years. Election for President, Secretary and two board members will take place on even numbered years and election of Vice President, Treasurer and two board members will take place on odd numbered years. Elections will take place at the August meeting. Nominations will take place at the June meeting to nominate candidates for the election in August. Voting for Officers and Board members must be in-person.

All officers and board members are required to be available to perform maintenance and/or coordinate activities on the trail/route/trout system for one month prior to and one month succeeding the effective date of the contract for maintenance of the trail/route/trout system. A candidate for officer or board member position must have been an active member for at least one year before being eligible to run for office.

In the event an officer or board member position becomes vacant during the term, the Executive Committee will appoint a qualified member to serve in the interim, until the next regular election.

### EXECUTIVE COMMITTEE

The Executive Committee consists of the four officers and four board members.

### OFFICER DUTIES

The **President** shall preside over general membership and executive committee meetings; will assign duties and responsibilities for tasks required to conduct the business of the Turf and Tundra Trails Association Incorporated; will prepare meeting agenda and newsletters; will stay connected with State, County, Township Officers; and keep current membership in the Burnett County Snow Trails Association.

The **Vice President** will be responsible for oversight of trail/route/trout maintenance including grooming, brushing, and signing; and assist and assume the duties of the president whenever it becomes necessary.

The **Treasurer** will be required to keep a record of all club receipts and disbursements; administer the checking account; issue checks for disbursement expenses at the approval of the president or vice president only; coordinate with the collection of dues and all other monies coming into the club; and prepare and present a financial accounting of activities at each general meeting. Books shall be open to any person who has been a member in good standing for at least two years.

The **Secretary** will record minutes at each regular meeting; maintain membership list and process membership applications; notify members annually via mail (USPS) of club renewal and process renewal sheets and collection of dues; distribute minutes and other information via email to all members as required to keep them informed of club activities and functions; post minutes and miscellaneous information on Club's social media platform.

A **Board Member** will attend and participate at all board meetings; perform specific tasks assigned by President; be available to perform maintenance and/or coordinate activities on the trail/route/trout system and equipment.

## MEMBERSHIPS

Memberships are available for

Individuals

Families (to include domestic partners/spouses and children under 18 years of age residing at same address)

Businesses

Businesses with map location

Individual and family memberships will expire on June 30 of each year. Expired members will be considered inactive and removed from the active list on August 31 of each year. After March 1 of each year, new memberships will be extended to the following June 30, one year and possibly four (4) months.

## MEETINGS

There will be at least six (6) meetings per year during the months of April through September. All members will be notified electronically of the date, time, and location.

Anyone wishing to bring up an item of business to be discussed should notify an officer or board member, in advance of the meeting and be placed on the agenda.

## MISCELLANEOUS ITEMS

- All work done by club members, Officers or Board Members will be on a voluntary basis with no monetary reimbursement.

- Any preapproved purchases made on behalf of the club by a board member or Officer will be reimbursed upon proof of purchase with a receipt.
- Donations outside of Club must be approved by Officers and Board members.

#### DISSOLUTION OF TURF AND TUNDRA TRAILS ASSOCIATION INCORPORATED

In the event of dissolution of the Turf and Tundra Trails Association Incorporated, distribution of assets will be distributed to other non-profit organizations providing the non-profit organizations have been in business for at least five years and will be decided by the Executive Committee.

#### CHANGING OR MODIFYING BY-LAWS

All members will be notified electronically of the date, time, and place of the meeting when pending changes are to be discussed and voted on. Copies of the proposed revised by-laws will be provided in advance to all current members before the meeting date. Any change in our by-laws will require a majority vote of all activate members in attendance at the meeting.

Adopted September 16, 2022, by unanimous vote of members present at the meeting.