

# **TURF AND TUNDRA TRAILS ASSOCIATION**

## **BY-LAWS**

Adopted 6/19/26

### PURPOSE OF THE CLUB

To promote recreational all-terrain vehicle and utility vehicle (ATV/UTV) use; support the development, maintenance, and signage of trails and routes; coordinate the publication of current trail maps and information; teach and promote safe riding practices; keep members informed of new trails, riding rules, regulations, and other matters affecting ATV/UTV use; promote the club through fundraising and promotional activities; and maintain positive relationships with governmental bodies, partner organizations, and the community.

### VOTING QUALIFICATIONS FOR OFFICERS AND DIRECTORS-AT-LARGE

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 DIRECTORS-AT-LARGE

Term of Office and Elections — The term of office for all officers and directors-at-large is two years. Election of the President, Secretary, and two directors-at-large will take place in even-numbered years, and election of the Vice President, Treasurer, and one director-at-large will take place in odd-numbered years. The club shall have three director-at-large positions, and all director-at-large positions are required to be filled. Elections will take place at the August meeting. Nominations will take place at the June meeting for the election to be held in August. Voting for officers and directors-at-large must be conducted in person. If an election cannot take place as scheduled due to unforeseen circumstances, the Executive Committee may reschedule the election as soon as reasonably possible.

All officers and directors-at-large are expected to be available to perform maintenance and/or coordinate activities related to the trail and route system for a reasonable period before and after the effective date of any maintenance contract. A candidate for an officer or director-at-large 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 director-at-large position becomes vacant during the term, the Executive Committee shall appoint a qualified member to serve in the interim until the next regular election. A director-at-large position may remain vacant only temporarily while the Executive Committee is identifying and appointing a qualified replacement.

The Executive Committee may remove an officer or director-at-large for conduct detrimental to the club, failure to fulfill the responsibilities of the position, or repeated unavailability. Removal will require a majority vote of the Executive Committee after the individual has been given notice of the concern and an opportunity to respond.

## EXECUTIVE COMMITTEE

The Executive Committee consists of the four officers and three directors-at-large. All three director-at-large positions are required positions and shall be filled. The number of voting Executive Committee members may be fewer than seven only when one or more officer or director-at-large positions are temporarily vacant while a qualified replacement is being appointed.

For Executive Committee votes, a quorum is a majority of the currently serving Executive Committee members. Unless these by-laws require a different vote, action requires a majority vote of the Executive Committee members present. A tie vote means the motion fails and no action is taken unless the matter is later reconsidered.

## OFFICER DUTIES

The President shall preside over general membership and Executive Committee meetings; assign duties and responsibilities necessary to conduct the business of the Turf and Tundra Trails Association Incorporated; prepare meeting agendas and club communications; maintain communication with state, county, township, and other relevant officials; and keep current membership in organizations that support the club's mission.

The Vice President will be responsible for oversight of trail and route maintenance, including grooming, brushing, and signing, and will assist and assume the duties of the President whenever necessary.

The Treasurer will keep a record of all club receipts and disbursements; administer the club checking account; issue checks for approved expenses with authorization from the President or Vice President; coordinate the collection of dues and other monies received by the club; and prepare and present a financial accounting of activities at each general meeting. The 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 the membership list and process membership applications and renewals; provide renewal notices and other required communications by electronic means, including email, text, website posting, or other approved methods; distribute minutes and other information to members as needed to keep them informed of club activities and functions; and post minutes and miscellaneous information on the Club's website and other communication platforms as appropriate.

A Director-at-Large will attend and participate in board meetings; perform specific tasks assigned by the President; and be available to perform maintenance and/or coordinate activities relating to the trail and route system and equipment.

## MEMBERSHIPS

Memberships are available for

- Individuals: Families (including domestic partners or spouses and children under 18 years of age residing at the 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 may be extended through the following June 30.

The Executive Committee may revoke or suspend a membership for conduct detrimental to the club, violation of club rules, or other behavior that materially interferes with club operations or activities. Such action will require a majority vote of the Executive Committee after notice of the concern and an opportunity for the member to respond.

#### MEETINGS

There will be at least six (6) meetings per year during the months of April through September, or at such other times as determined by the Executive Committee. Members will be notified electronically of the date, time, and location.

Anyone wishing to bring up an item of business for discussion should notify an officer or director-at-large in advance of the meeting so the item may be placed on the agenda.

#### MISCELLANEOUS ITEMS

- All work done by club members, officers, or directors-at-large will be on a voluntary basis with no monetary reimbursement unless otherwise approved by the Executive Committee.
- Any preapproved purchases made on behalf of the club by a director-at-large or officer will be reimbursed upon submission of proof of purchase.
- Donations made by the club must be approved by the officers and directors-at-large.

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

In the event of dissolution of the Turf and Tundra Trails Association Incorporated, the assets of the organization will be distributed to one or more nonprofit organizations, as determined by the Executive Committee, consistent with applicable law and the mission of the club.

#### CHANGING OR MODIFYING BY-LAWS

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