

KATAHDIN VALLEY WHEELERS BY-LAWS



Revised
April 25, 2023

By-Laws

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Article I

Name and Location- Corporation name is Katahdin Valley Wheelers ATV Club, hereinafter KVW. Location is town of Stacyville, Penobscot County, Maine.

Article II

Purpose and Powers- Purpose is social and recreational- operate the clubhouse, hold events to raise money for trail maintenance for use and benefit of its members. To plan rides, to encourage ATV recreation and to promote outdoor activities, to teach ATV safety, to promote land conservation ship and outdoor ethics.

KVW shall be able to apply for, contract with or secure grants, contract, or financial aid to achieve it goals as set forth above.

KVW is a not-for-profit organization so no part of its earnings shall be distributed to its members, officers, or private persons except to pay for reasonable pay for services rendered or to make payments for goods purchased to achieve its goals as set forth above.

Article III

Membership/Classes/Elections/Rights/Qualifications

Membership is open to any person with a completed application and payment of one year's dues.

Membership will run annually from April 1 to March 31 of the following year. There will be 3 classes of membership available.

A. Primary Member- includes spouse and dependent children at the same address.

B. Associate Member- has primary membership with another club in good standing.

c. Supporting Business Member

Powers-Any member 18 years or older in good standing can vote and hold office- elected or appointed- in the KVV club.

At any club function, any children under age 18 must be under adult supervision of a parent, guardian, or responsible adult.

Membership may be revoked for certain conditions after a hearing by the full Board of Directors and a 2/3 affirmative vote. Conditions would include violating club by-laws, unlawful behavior, and violation of the conditions on the signed application for membership.

Annual dues are set each year and are subject to change annually. Article

IV

Meetings

Annual meetings will be held in the month of April or at such time and place as the Board of Directors may determine. Notice of the meeting will be posted on social media, KVV website or by phone or in person. Failure to hold an annual meeting shall not invalidate the actions or positions of the Board of Directors. They shall retain their positions and powers until a successor is elected.

Monthly meetings will be held the third Wednesday each month at 6:30 at a place designated by the board of Directors. Reasonable notice will be given as noted above.

Special meetings at the request of the President may be called at a time and place designated by the President. Notice will be given as stated above. A majority vote by the full BOD or petition of seven members from the general membership will be needed. A minimum of 7 members must be present for the vote to be valid.

Proxy- There will be no voting by proxy permitted by the general membership or by the Board of Directors.

Notice- Written notice of every meeting of membership shall be posted, emailed, mailed, or given in person to each member by the secretary.

A minimum of 7 members is needed to validate each transaction of business.

Roberts Rules of Order shall govern all meetings.

Article V

Board of Directors

Board of Directors is composed of 4 elected officers, 3 elected Chairmen and an _____ and Alternate _____, each serving one year. Attendance at all board meetings is expected of Board Members.

The Board shall meet monthly prior to the general membership meeting. The Board shall meet prior to the annual meeting for planning and after the end of the season for evaluation. Minutes shall be kept of all meetings and reported on at general membership meetings.

Three unexcused absences may lead to Board action. A Board member may be removed for cause following a hearing and vote of general membership for removal by a simple majority vote. See Article IV.

A minimum of 4 Board members is needed to validate business transactions.

Article VI

Officers

The management and administration of the club is entrusted to 4 officers- President, Vice President, Secretary and Treasurer. Attendance at all board meetings and general membership meetings is expected.

President-Shall be the official spokesperson of KVV, shall sign all contracts and documents on behalf of the KVV.

Vice President- In the absence or disability of the President, shall have and exercise all the powers of the President. He/She may have other duties as the President may give.

Secretary- Shall keep an accurate written record of the meetings of the KVV. Shall give the required notice of the meetings as written in these by-laws. Shall notify persons of their membership status, have custody of the minutes book and other records except for financial records.

Treasurer- Keep the accounts and have charge of the funds, make deposits, and pay bills. Shall render a written report of the financial condition of the KVV to the membership at each meeting. Funds may not be released without an invoice, receipt, or prior approval of the membership. In all cases a final receipt must be presented for the record of all released funds.

Committees- The President, from time to time, may appoint persons or committees as, in his/her judgement, may be necessary to further the purpose of the KVV.

Trail Master-To recruit an assistant Trail Master and other members from the general membership as may be required to assure a safe and well-kept trail system. Responsible for the scheduling of trail work and the reporting at meetings of the condition and changing conditions of the trail system. He/she shall request all assistance needed from the Board of directors.

Fundraising/Activities-Will lead fundraising, will plan and schedule rides, picnics and other club events which shall be presented to the Board of directors and at general membership meetings for approval. Once approval is given, the Activities committee will be expected to recruit other members for assistance, and will be responsible to ensure date, time and location of events is communicated timely.

Absences- In the case of absence or inability of the Secretary or Treasurer — The Board of Directors may appoint a pro-temp Secretary or Treasurer.

Elections of Officers- The officers and Board of Directors will be elected at the annual meeting. The nominee for each position receiving the highest number of votes shall assume the office. If only one nominee is selected for a particular office, the President may waive formal balloting. The terms of each officer shall be until their successor is elected. All candidates for an elected position shall be named at one meeting prior to the annual meeting and nominations from the floor will be requested at that time. Nominations will then be closed by a vote.

Article VII

Fiscal year- fiscal year of KVW will correspond to the ATV Maine fiscal year.

Article VIII

Indemnification-KVW shall have the power and shall indemnify members, Board of Directors or other persons, whether officers, director, employee, agent or other persons acting for or on behalf of and with authority of KVW in all matters and actions performed lawfully, within the guidelines of Federal, state and these By-Laws for which indemnification is permitted by the State of Maine.

Article IX

Amendments-These by-laws and the articles of incorporation may be amended by a majority of the membership present at a monthly meeting. The proposed changes will be in written form and the first reading will be at the monthly meeting. A second reading at the next monthly meeting will be followed by a vote on the proposed change.

All monies raised for the KVW club, not limited to memberships, donations, functions, rides, grants, shall be turned over to the treasurer and deposited within 7 days. All payments must be documented by means of receipt or invoice, and properly documented for audit. All petty cash funds require all receipts to be turned in at the end of the event for recording and deposit.

Any club expenditure relating to club activities or operation exceeding \$250.00 shall be presented by the Board of Directors to the members with a recommendation. Any expense under \$250.00 can be approved by the President with a fiscal cap of \$600.00. Members must vote and approve any amount above the fiscal cap. Proposals for trail work, materials or services must be presented to the BOD for a

recommendation, for a vote of authorization to spend up to the proposed amounts quoted. The bidding process will be used if possible or through discussion with providers relative to cost and time. When the work has been completed, the BOD will reconcile the invoice with the work and upon final approval, the treasurer will issue payment. All records of the work will be filed as corporate records. 3 bids shall be requested if possible and presented to the BOD who shall present a recommendation to the membership for a vote on awarding the contract or purchasing the product.

All other purchases not related to or not included in a one-time project shall be addressed as set forth in article IX which shall be presented to the membership for a vote. Exempt from this would be the authorized purchase of petty cash used for day-to-day operation.