

**Oneida County ATV Association (OCATVA)  
Club By-Laws**

**Article I -- Purpose, Mission and Vision**

Section 1. The purpose of the Oneida County ATV Association (OCATVA) is to provide safe, well-maintained ATV trails that are environmentally friendly so that all can enjoy a positive ATV experience.

Section 2. The mission is to preserve and advance ATV opportunities.

Section 3. The vision is to educate the ATV community on the ethics of our sport.

**Article II -- Membership**

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

- a. Active members, paid in full, for current year.
- b. Associate and Honorary members.
- c. Open to all ATV enthusiasts.

Section 2. Each active member shall be entitled to one vote.

Section 3. A member may resign from the club at any time upon written notice to the Secretary.

Section 4. Membership in the club may be terminated by a majority vote of membership in attendance.

Section 5. Honorary Membership may be awarded to an individual, group, or business by a two-thirds vote of the delegates in attendance at any monthly meeting.

Section 6. Dues:	Single Membership	\$10.00	Annually
	Family Membership	\$20.00	Annually
	Associate Membership	\$50.00	Annually
	Honorary Membership	Dues Waived	

- (a). An Associate Membership is given to an individual, business or an organization who pays \$50.00 or more in Annual dues.

Section 7. The membership shall meet on the 2nd Tuesday of each month at a place agreed upon by the majority of the membership. The meeting time shall be at 6:00 PM.

Section 8. Any member of the club may be suspended or lose his/her membership for neglect of duty, dishonesty, or conduct unbecoming a member of the club. All charges against a member must be in writing to the Executive Committee and signed by the accuser(s). Upon receipt of the charges, the Secretary shall forward a copy to the accused with notice of the date and time of the Executive Committee meeting, at least two weeks prior to the meeting at which the charges will be discussed and action, if any, will be determined by a vote of two-thirds of the members present at any regular meeting. The accused may appear at the Executive Committee meeting for his/her defense.

**Article III -- Executive Committee**

Section 1. The Executive Committee shall have the ultimate authority for the direction and activities of this

organization. The Executive Committee shall be comprised of the following:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Sergeant-At-Arms
- f. Advisor (Trail Coordinator)

Section 2. All Executive Committee members shall be elected by printed ballot at an annual meeting to be held during the 2nd Tuesday of January. All officers and advisors shall hold office for a term of two (2) years or until their successors are elected. The President, Treasurer, and Advisor shall be elected in even numbered years. The Vice-President, Secretary, and Sergeant-At-Arms shall be elected in odd numbered years. The President shall fill by appointment, unexpired, vacant positions. If the office of President becomes vacant, the Vice-President shall fill the unexpired term. Should both positions become vacated simultaneously, the remaining Executive Committee shall fill the positions by majority vote.

Section 3. All OCATVA officers shall attend 3/4 (9) of the monthly meetings held on the 2nd Tuesday of the month. When an officer is absent for three (3) unexcused absences per year, he/she shall relinquish his/her position from the Executive Committee at the request of the Executive Committee.

Section 4. Members of the OCATVA who are in good standing and are at least 18 years of age may hold any office.

Section 5. Three (3) members of the Executive Committee shall constitute a quorum. From time to time matters may arise that call for immediate action. In such cases, the President shall poll the Executive Committee and take action on the matter as directed by a majority of the members of the Executive Committee.

Section 6. General Meeting. Members in attendance at the general meeting shall constitute a quorum.

Section 7. The OCATVA will use Robert's Rules as a guide for procedure in conducting meetings.

#### **Article IV -- Duties of Officers**

Section 1. The President shall have primary responsibility for the legal and financial affairs of this organization. The President can spend up to \$200 without executive approval. The President shall preside at the meetings of the Association and the Executive Committee. The President shall appoint ad-hoc committees as deemed necessary. The President shall vote only in the event of a tie breaker.

Section 2. The Vice-President shall perform all the duties of the President, in the absence of the President.

Section 3. The Secretary shall keep a record of the meetings of the Association in the minutes book provided for that purpose. The Secretary shall be responsible for the legal records of this Association and perform other duties that generally fall to that office or requested by the executive committee.

Section 4. The Treasurer shall have primary responsibility for the financial records of the Association. The Treasurer shall oversee and record all collection of dues and all other money due the Association. The duties also include paying lawful expenses in a timely fashion. This shall include presenting the board with a written financial report at each meeting and to advise the membership at the annual meeting. The Treasurer's books may be subject to an annual audit before the annual meeting, by a committee appointed by the President consisting of Non-Executive members.

Section 5. The Sergeant-At-Arms shall keep peace, maintain order and enforce times during meetings and practices. He/she will distribute, collect and count ballots at elections, interpret by-laws, and keep a copy of and maintain Robert's Rules of Order.

Section 6. The duties of the Advisor/Trail Coordinator shall have primary responsibility for updating the membership on trail status and make recommendations for trail improvement and safety. He/she shall communicate with the Executive Committee and membership at the monthly meetings and monthly news letter. Other duties include coordinating and leading trail maintenance projects.

#### **ARTICLE V -- Education and Safety**

Section 1. The President shall appoint an instructional leader to organize club safety classes. There shall be at least one (1) safety class per year.

#### **ARTICLE VI -- Amendments**

Section 1. These By-Laws may be amended in the following manner: Any member, at any monthly meeting, may propose an amendment which shall be in writing. This proposed amendment shall be referred to a By-Laws Committee appointed by the President who shall report at the next monthly meeting recommending the proposed amendment be adopted or rejected. A majority vote of the members present at the next meeting shall be necessary for the passage of the amendment.

#### **ARTICLE VII -- Fiscal Year**

Section 1. The fiscal year of this organization shall be the calendar year from January 1st to December 31st of that year.

#### **ARTICLE VIII -- Annual Meeting**

Section 1. The annual meeting shall be held one (1) hour before the regular January meeting.

#### **ARTICLE VIII -- Disbandment**

Section 1. This club shall be disbanded only upon a three-fourths vote of the members present at a regular meeting or a special meeting called for this purpose. A written notice shall be sent to all members at least thirty (30) days prior to such meeting.

#### **ARTICLE X -- Order of Business**

1. Call meeting to order
2. Roll Call
3. Reading of the minutes of previous meeting
4. Treasurer's Report
5. President/Vice President Report
6. Trail Coordinator Report
7. Presentation of New Members -- Vote of Approval
8. Old Business
9. Report of Committees
10. New Business
11. Presentation of vouchers or purchase orders for payment
12. Agenda items for next meeting
13. Announce date of Special Events/Rides
14. Adjournment