

BYLAWS OF THE IDAHO ATV ASSOCIATION, INC.

Article I – Name

Section 1. The name of the organization shall be “The Idaho ATV Association, Incorporated,” hereinafter referred to as the Association.

Article II – Purpose

Section 1. The purpose of this organization is:

- A. To foster, promote and enhance the use of All-Terrain Vehicles (hereinafter referred to as ATVs) for recreational purposes in the State of Idaho.
- B. To encourage, promote, and educate the safe and responsible use of ATVs.
- C. To organize and sponsor ATV rides and events.
- D. To cooperate with public land management and/or regulatory agencies, but always reserving the right to oppose regulations or actions the Association considers unfair and/or not serving the best interests of the members.
- E. To sponsor the enactment of fair state, federal and private land use laws and regulations pertaining to the ownership and operation of ATVs. To actively oppose such laws and regulations as are determined to be detrimental to the best interests of the members.
- F. To actively seek out and build mutually beneficial relationships with other recreational users of public land.

Section 2. The Association recognizes that organized ATV competition is an important part of recreational use of such machines.

Article III – Membership

Section 1. The Association shall have the following classes of Membership:

- A. **Individual Membership** – A person who engages in recreational ATV use and who subscribes to and supports the purposes of the Association. It shall have one vote.
- B. **Spouse/Family Membership** – An individual membership plus spouse and unmarried children under 18 years of age. This membership shall have up to two votes by those adults attending any meeting where a matter is put to a vote.
- C. **Business/Sponsor Membership** – A commercial enterprise that subscribes to and supports the purposes of the Association. It shall have one vote.
- D. **Associate Membership** – Persons or organizations that do not engage in recreational ATV use but wish to support the Association and/or participate in its social activities. This is a non-voting membership.
- E. **Honorary Membership** – Persons worthy of special recognition for activities and accomplishments in furtherance of the purposes and goals of the Association. This is a non-voting membership.

Section 2. Membership is open upon payment of dues to all persons who meet one or more of the above definitions without regard to race, creed, color, sex or national origin. A member may resign from the Association at any time.

Section 3. Membership in the Association will be terminated for non-payment of dues and any membership may be terminated by a vote of the full Board for such cause as deemed appropriate.

Article IV – Dues

Section 1. Dues may be fixed and adjusted from time to time, but not more than once annually. Changes may be recommended by the Board of Directors and must be approved by the vote of the membership. At the time of Incorporation, dues are fixed as follows:

Individual Member	\$15
Spouse/Family Member	\$20
Business/Sponsor	\$60
Associate Member	\$10
Honorary Member	No fee

Article V – Membership Year

Section 1. The membership year of the Association begins on January 1st of each calendar year and runs through December 31 of that same year.

Section 2. All memberships are due for renewal on January 1 of each year, with a two- month grace period. Any memberships not renewed by March 1 will be removed from the “active” member list and placed in the “inactive” member list. Inactive members will stop receiving their newsletter and any other benefits of membership. Any inactive member may renew their membership at any time in the year, with that membership still expiring on December 31 of that same year.

Section 3. Any new members wishing to join the Association in the months of October, November, or December of a given calendar year will be granted membership for the following membership year, with the remaining calendar year included at no additional charge.

Article VI – Management

Section 1. The management of the Association is vested in the **Board of Directors** consisting of the President, Vice-President, Secretary, Treasure, and three Directors all elected by the membership, except as provided below for the filling of mid-term vacancies. The immediate Past-President shall be a non-voting member of the Board of Directors.

Section 2. The Board shall meet as needed to handle the business of the Association. Meetings may be called by the President or by a majority of the Board members. A quorum shall consist of a majority of the Board members. All matters shall be decided by a majority vote of the Board. Meetings are open to all members of the Association.

Section 3. Any program, project or other expenditure projected to cost more than \$300 requires ratification by a vote of the members.

Section 4. At the December meeting the President shall appoint a three-member committee to review the last year’s financial activity and records and make a report of the audit to be presented at the January meeting.

Section 5. If any vacancies occur on the Board of Directors, the remaining members shall elect a successor to complete the un-expired term.

Section 6. Any member who is nominated and accepts an elected office in the Association and who fails to attend three consecutive stated meetings may, at the discretion of the Board, have his/her office declared vacant, excepting cases of sickness or excused absence.

Article VII – Duties of Officers and Directors

Section 1. The President or his/her appointee shall preside at all meetings of the membership and of the Board of Directors. The President is an ex-officio member of all committees. He/she may appoint committees to attend to the business of the Association.

Section 2. The Vice-President shall, during the absence or temporary incapacity of the President, perform the duties and have the powers of the President.

Section 3. The Secretary shall keep all the records of the Association, minutes of meetings, lists of Committees, and discharge all of the usual secretarial duties associated with the office as required by the Bylaws. When needed, he/she will work with the Membership Committee in regards to membership applications.

Section 4. The Treasurer shall receive all dues, via the Membership Committee, and other monies, and be the custodian thereof. He/she shall disburse such funds under the direction of the Board of Directors. The Treasurer shall keep such records as are necessary, submit a report at each regular meeting of the Association and make the records available to and cooperate fully with the committee appointed to prepare the annual financial review and audit.

Section 5. Directors may chair committees or perform such duties as are assigned by the Board.

Article VIII – Membership Meetings

Section 1. Regular meetings shall be held once a month and will be posted on the Association's web page and/or announced at the meetings. Special meetings may be called by the President, the Board or by the written request of at least twelve (12) members.

Section 2. At any regular or special meeting of the Association of which all members in good standing have been notified, a quorum shall consist of those attending. Notification is defined as depositing the Association's newsletter or other meeting notice in the US Mail bearing the member's address of record at seven (7) days prior to the meeting.

Section 3. At any regular or special meeting, resolutions may be adopted and instructions may be issued to the Officers and/or the Board of Directors, provided that they do not abridge powers specifically granted to them by these Bylaws.

Article IX – Rules of Order

Section 1. The rules contained in Robert's Rules of Order, Revised shall govern this Association in all matters to which they are applicable, including meetings of the membership and the Board.

Article X – Elections

- Section 1. At the January meeting the President or his/her appointee shall appoint a Nominating Committee, to be chaired by a Past-President if available. No later than the March meeting this Committee shall present the names of at least one qualified candidate for each position available. Additional nominations of qualified candidates may be made from the floor immediately prior to the election. All nominees must express an interest in the position and a willingness to serve if elected.
- Section 2. Elections shall be held at the April meeting. For any contested position, the vote shall be by secret ballot. For any uncontested position, election may be by motion for a unanimous ballot. Tie votes to be decided by the toss of coin. Newly elected Officers and Director will assume their duties upon election.
- Section 3. Term of office for Officers shall be one year.
- Section 4. Term of office for Director shall be three years with one elected annually. At the initial election, one each shall be elected for 1, 2 and 3 years, to be decided by lot.

Article XI – Committees

- Section 1. Committees may be designated as needed to carry on the affairs of the Association. Committees may be appointed by the President or by his/her appointee, created by a vote of the Board, or of the membership. Committee chairs shall be appointed by the President or the Board and may select other members as needed to carry out the tasks assigned.

Article XII – Amendments

- Section 1. These Bylaws may be amended by a majority vote of the members present at any regular or special meeting of the Association, providing the membership has been notified of the meeting and the substance of such changes at least thirty (30) days prior to such meeting.

Article XIII – Non-Profit Status

- Section 1. The Association is not intended to be a profit making organization, nor was it founded with the expectation of making a profit. The Association shall use all funds accrued through its activities for objectives and purposes in keeping with those set forth in these Bylaws.

Article XIV – Executive Director

- Section 1. Executive Director is a new position as of April 17, 2007. The purpose of this position is to be the promoter for the Idaho ATV Association across the State of Idaho. Volunteer duties may include informing chapters about changes in the law pertaining to all-terrain vehicles; attending political meetings and keeping chapters informed of the outcomes; advising chapter officers; providing articles for various chapter newsletters, when needed; and performing other executive duties, as required.

Article XV – Adoption

Section 1. These Bylaws supersede and replace any and all Bylaws of the Association ratified at any date earlier than the date shown below.

Section 2. These Bylaws of the Idaho ATV Association, Inc. have been ratified and accepted by a majority vote of the members at the regularly scheduled meeting of the Association on the ___ day of April, _____.

Secretary of the Association

Date

Addition to By-Laws
Boise Chapter Idaho ATV Association
Adopted June 15, 2010

- I The Treasurer of the Association will use an automated bookkeeping system sufficiently sophisticated to handle recording business transactions and produce such reports as may be appropriate to demonstrate taking in and expending association funds upon demand. Such system may be upgraded from time to time as technology and efficiency demand.
- II The Boise Chapter Idaho ATV Association declares that its fiscal year begins April 1 of each calendar year and ends March 31 of each calendar year.
- III Association leadership including elected officers and such other members as may be needed, prepare a budget for the new budget year listing individual line items and amounts proposed to be spent within each, such budget then to be presented to the general membership for discussion and approval at the Association regular March meeting.
- IV At each regular meeting of the Association, a brief report from the Treasurer shall be presented to attending members which generally describes monies taken in and funds expended, including beginning and ending balance of the approved budget.
- V The Treasurer will complete his or her bookkeeping duties of the previous year financial activities to close the books and submit them to the audit committee, not later than May Fifteen.
- VI On or about May Fifteen, of each calendar year, an audit committee made up of qualified members of the Association will be presented financial records of the previous fiscal year for examination. Those records should include the following: a) current copy of Association By-laws, b) bank statements for the previous fiscal year, c) all records authorizing expenditure of Association funds, d) receipts of all expenditures, e) receipts of all funds taken in by the Association, f) copies of checks provided from Associations banking institution, g) a full current inventory of all personal property owned by the Association, i) any other record, not specifically referenced which that records taking in or expending Association funds, adjustment to Association fund balances, acquisition of personal property or property no longer in the possession or owned by the Association. All records with the exception of cancelled checks should be original copies.

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VII An audit committee made up of members of the Association will be appointed by the Association Executive Committee. Aside from duties listed above, the audit committee may be tasked with completing a physical inventory of Association assets. Record of the inventory shall be presented to Association membership as an addendum to the annual Audit report.

VIII At the time of the annual inventory or when it comes to the attention of the Treasurer that a particular asset is no longer of use to the Association, the Treasurer and one other Officer of the Association shall inspect the item at issue and collectively determine that: a) the item is no longer of value to the Association, b) determine an approximate value, and, c) the item should be disposed of as provided by Association Bylaw. A list of all property disposed of during the fiscal year along with an explanation of why it was disposed of, its listed value, when it was disposed of, and who received the items on all items less than \$100.00. along with original receipts showing such transfer.

IX The duly appointed audit committee is authorized to meet, review documents referenced above, meet with such Association Officers as need be to satisfy themselves that all funds and personal property taken it and/or disposed of by the Association during the previous fiscal year meets standers set by Association Bylaws, that all funds have been accounted for appropriately. Upon completing examination of records and meeting with Association Officers, the Audit Committee will report its findings along with any recommendations to the President and general membership at its regular June meeting.

X It will be the policy of the Association to require approval by a quorum of those present at any regular meeting, of the expenditure of funds exceeding Three Hundred Dollars to any one vender for any one item prior to that item being purchased or ordered for delivery. Expenditure of funds less than Three Hundred Dollars may be authorized by a quorum of Association Executive Committee prior to such expenditure. If an expenditure is to be of an ongoing nature it must be approved by the general membership of the Association at any regular meeting prior committing to such agreement. The Treasurer shall review continuing contracts such as subscriptions, membership in other organizations, insurance policies and other such agreements of a continuing nature which have a financial impact upon the Association and offer advice to Association Officers regarding the efficacy of continuing to support such agreement. Timing of such review shall be determined by the Treasurer but should coincide with Association budgeting process. Association Executive Committee will determine by vote to either continue or discontinue agreement relationship.

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XI Upon receipt of Audit Committee finding each fiscal year, the Executive Committee may determine the appropriateness of disposing of “surplus” property of the Association. The term “surplus property” in this context shall be defined as personal property that is no longer needed or useable or useful to the Association. A list of such property to be disposed of is to be compiled noting the general condition and a value based upon the age, condition and general usefulness of the item. Item should be listed and described by category. Individual items may be given to groups. Items may be sold. Items may be given to charitable organizations. Items should be given to Association members only if all of the membership is provided an opportunity to participate in acquiring those items.