



Revised October 20,2022

**AIRLINE ATV RIDERS  
BY-LAWS**

**ARTICLE 1**

**PURPOSE**

The purposes of the Airline ATV Riders Club are:

- To build, repair and develop new trails as needed
- To organize club trail rides
- To provide activities in a family friendly atmosphere
- To stimulate and advance the general welfare and safety of ATVing
- To serve the interest of the ATVing owners
- To work with landowners to protect their land
- To promote the responsible use of ATV's

**Article 2  
MEMBERSHIP**

**Section 1**

Active membership in the club is available to all interested parties and shall consist of the following:

- (a) Single memberships at \$20.00 each
- (b) Family memberships at \$25.00 each. Family membership shall consist of any cohabiting household and all their children( up to and including 18-year-old) that are still living in the same house.
- (c) Business memberships are \$45.00 each. Each business member will receive a plaque and each year following they will receive a tag to affix to it.
- (d) Associate memberships at \$15.00 each.



## Section 2

Membership votes shall be determined as follows:

Single-one vote each

Family (over 18)- one vote each eligible member

Business– one vote per business

## Section 3

Applications for membership shall be made in writing to the Membership Chairperson on the appropriate form.

## Section 4

All new members will receive a club sticker with the current year attached, an ATV Maine sticker, and the most current Trail map the club has.

## Section 5

A membership can be terminated for non-payment of dues, abuse of ATV trails & properties, for disobeying of state laws, or reasons inconsistent with the Clubs best interest. Termination of the membership shall not release said member from obligation to pay all dues and other amounts owed to the end of the period of membership. Any active member can nominate another member for termination in writing with justification to the Chairman of the Board of Directors, who will bring it to the full Board for a vote and will be decided with a majority of the votes.

## Section 6

The amount of dues, as well as the time for their payment, shall be determined from time to time by the Board of Directors. The Fiscal and Membership year shall run from April 1<sup>st</sup> to March 31<sup>st</sup> each year. All dues are due by the 4<sup>th</sup> Thursday of April or the member will be removed from the membership roster. For new membership, joining after Oct 1<sup>st</sup> the membership will be good for the following year.



### Article 3 CLUB MANAGEMENT

#### Section 1

The policy making and governing body of the Airline ATV Riders shall be the Board of Directors (BOD). They will also manage the financial and business affairs of the Club.

#### Section 2

The Board of Directors shall consist of nine directors, each of whom will be an active member of the Club. Directors are voted in for 3 (three) year terms and 3 (three) directors are voted on each year. Directors will be elected at the March meeting and take office at the April meeting. The directors shall elect a Chairman of the Board to fill that position for 1 (one) year at the April meeting. The Chairman shall preside over the BOD Meeting, prepare an agenda for said meetings and is the spokesperson for that body. In the absence of the Chairperson the meeting will be conducted by one of the 2 (two) appointed alternates'.

#### Section 3

Attendance is required to at least one Board meeting per quarter, or the Board of Directors, with the majority vote can remove that person.

#### Section 4

If a vacancy occurs on the Board, the remaining Directors may at their option, by majority vote, appoint a successor to finish out each unexpired term.

#### Section 5

Board of director's meetings shall be held 1/2 hour before each monthly club meeting. Special meetings can be called by the President of the club or the Chairman of the Board.

#### Section 6

A majority of the Board of Directors shall constitute a quorum for the transaction of Club business except in emergencies. The Board of Directors may, at its discretion, by the affirmative vote of the whole Board, appoint an Executive Committee of the Board to act in its stead in emergencies. All must be members of the Board. BOD decisions may be overridden by a 2/3 vote of the Club members present at meeting.

#### Section 7

The Board of Directors appoints Club committees. The Board may, by resolution, delegate such authority to the Club President. The Board shall have power at all time to abolish any committee.



#### Article 4 OFFICERS

##### Section 1

The elected officers of the Club shall be: **President, Vice President, Secretary, Treasurer, Trail Master and Safety Officer.** The offices of Secretary and Treasurer may not be held by the same person. Elected positions are for 2 (two) year terms.

##### Section 2

The officers may be elected from the membership at the March meeting. Vacancies occurring between such elections may be filled for the unexpired term by the Board of Directors at any Board meeting. Any officer may be removed from office by the affirmative vote of 2/3 (two-thirds) of the whole Board of Directors for reasons inconsistent with the Clubs best interest.

##### Section 3

All officers shall take office at the April meeting following the vote and will hold office for a 2 (two) year term.

##### Section 4

The **President** shall preside at all meetings of the Club, may oversee and coordinate such committees as are authorized by the Board of Directors, may be a member ex-officio( by virtue of one's position) of all such Committees, shall be the public face of the Club and shall carry on any other responsibilities assigned to him/her by the Board of Directors

##### Section 5

The **Vice President** shall be the Chairperson for the Social & Special Events committee, regular Club ride schedule and other activities as assigned. He/she shall coordinate with the Trail Master to establish a list of Club rides for the riding season and any other sub-committees or other officer positions for special events. During the absence or temporary incapacity of the President shall have the duties and of powers of that office.

##### Section 6

The **Secretary** shall keep all Club records, except financial records, including printed minutes of the general Club meetings, all Board of Directors meetings and any special meetings called. Copies of all records shall be kept in the locked filing cabinet. Check the Club mailbox #14, located at the Eddington Post Office when appropriate or make arrangements with another Club officer to do it and direct all incoming correspondence to the appropriate Club official. Shall have six (6) months of all printed minutes available at all regular Club and Board of Directors meetings. Shall prepare and keep a list of all office equipment owned by the Club and who has it.



### Section 7

The **Treasurer** shall keep all financial records of the Club, keep all of the funds in a bank or credit union approved by the Board of Directors and in the name of the Club. Withdrawals shall be made by checks or credit card in such a manner as may be approved from time to time by the Board of Directors. Checks shall be signed by an authorized person. Shall file all Tax documents and reports in the established time frame to the State and Federal Government. Shall prepare the Treasurer's report for each Club and Board of Directors meeting.

### Section 8

The **Trail Master** shall write all trail grants. Shall contact and communicate with all landowners, both big and small, to get and keep permission to ride on their land, using State permission slips, both verbal and written. Shall organize trail cleanup and other public relations activities, coordinating these events with other officers in the Club. Shall organize trail maintenance days and ensure that trail signs are put up and maintained as allowed by the landowners and I/A/W Maine ATV trail signing guidelines. Shall keep a yearly record of work performed, i.e. who, where, work performed, time spent etc., and send it to the State Department of Conservation for reimbursement. All trail work submitted for reimbursement shall be pre-approved by the Trail Master. Shall prepare a list of all equipment owned and maintained by the Club for trail work.

### Section 9

The **Safety Officer** shall make a report at the general Club meetings, make a safety checklist for Club rides and keep records of all training for members deemed necessary by the Club or Insurance carrier. Shall prepare and keep current a list of all safety equipment belonging to the Club.



## Article 5

### APPOINTED POSITIONS

#### Section 1

The **Newsletter Editor** shall put together a monthly newsletter and distribute to all members either by US Mail or email. The Newsletter shall be posted on the Club website and any other social media as deemed necessary.

#### Section 2

The **Membership Director** shall keep a current roster of all members including permanent and email addresses and the last month of the year (March) roster and membership applications. Will have a copy of the monthly roster at each monthly meeting, shall send out membership materials to all members and send an updated roster to ATV Maine when required.

## Article 6

### FUNDS

All expenditures require documentation provided to the Treasurer for reconciliation.

#### Section 1

Any expenditure \$100.00 or less may be approved by the President

#### Section 2

Any expenditure over \$100.00 shall be approved by the majority of the Board of Directors.

#### Section 3

Regular monthly/yearly expenditures such as, but not limited to telephone, post office box, utilities, Comins Hall donation and fees may be approved by the Board of Directors for regular payment.



#### Section 4

After the Trail grant money is received and the Treasurer has all supporting documentation the Trail work reimbursements can be accomplished. Reimbursement rates will be as directed by the Department of Conservation ATV Division. The only trail work that is reimbursable is as follows:

1. Personal mileage to/from your home to the worksite.
2. Cost of use of ATV/UTV specifically used on the trail work/inspection.
3. Cost of supplies/materials used or needed with the supporting documentation.

Volunteer ( a person who performs a service willingly and without pay) labor **IS NOT** reimbursable.

#### Article 7

##### STANDING COMMITTEES

A Chairman shall be appointed for each committee and report directly to the President, Vice President or Board of Directors.

#### Section 1

**Raffles/Fund Raising:** Runs the Raffles and Fundraising opportunities for the club. Coordinate all events with the President.

#### Section 2

**Merchandise:** Ensure that there is at least an adequate variety of items on hand at all times to be sold at club meetings, Sportsman Show and etc. Shall keep the President informed of the inventory and what needs to be ordered.

#### Section 3

**Hospitality:** Shall send cards to members that are ill and keep members informed on such. Greets all members and guests and ensure all are signed in at meetings.



#### Section 4

**Trails:** The Trail master shall be the chairman of the trail committee. The committee will meet at the discretion of the Chairman to discuss the condition of the trails and bridges and prioritize any work that needs to be done. The President shall be kept up to date on the state of the trails.

#### Section 5

**Business Member Coordinator:** Responsible to be the liaison between current Business members and the Club. Contact each Business member each year for renewal. Ensures that each member receives their plaque and subsequent tags for display.

### Article 8

#### MEETINGS

#### Section 1

The annual meeting of the Club shall be held on the third Thursday of the month of March, and the regular meetings of the Club shall be held monthly on the third Thursday at a place fixed by resolution at the previous meeting or as designated by the President or by the Board of Directors. There are no meetings in December and January.

#### Section 2

Special meetings of the Club may be called by the President, Board of Directors, or by any group of five (5) or more active members by giving seven (7) days of written notice of the time, place and purpose of such meeting to the President or Secretary of the Club.





## Article 9

### ELECTIONS

The following procedures shall be used on all elections

#### Section 1

The election committee shall be comprised of at least three (3) individuals; two (2) from the Board of Directors and one (1) from the general membership. They will be in charge of compiling names of candidate for office, listing the names on the ballot and running the election (s).

#### Section 2

The election committee's slate of candidate shall be announced at the annual meeting of the Club. Before voting, nominations from the floor will be entertained.

#### Section 3

Ballots shall be distributed to eligible Club members and a secret vote shall take place. After voting the election committee shall collect the ballots and tabulate them. Those elected to office, by a majority vote of the membership present verified by the membership list, are immediately announced with the tabulated totals. Any ties shall be decided by an immediate run off vote of the tied candidates.

## Article 10

### ATV MAINE

If the Club is a member of ATV Maine it will send one representative to each quarterly meeting of ATV Maine. The Club will reimburse the representative for gas mileage at \$.44 cents per mile. If the meetings are in southern, western or northern Maine, the representative will be reimbursed for one (1) nights lodging, two (2) meals and gas up to a maximum of \$200.00.



#### **Article 11**

#### **CHARITITES**

All requests for donations to charitable organizations shall first be presented through the Board of Directors and voted upon for presentation to the general membership for a vote at a regular meeting. Maximum amount pr year for donations is \$500.00. A list shall be maintained the Secretary as to which charities are requesting donations, which charities received donations and the amount approved.

#### **Article 12**

#### **RECOGNITION**

Awards and Recognition may be presented at the April meeting of the Club if earned.

#### **TRAIL WORK AWARDS**

Trail Work Volunteers shall be awarded a Yellow Shirt for 40 hours or more of trail work for the year. Volunteers who have previously earned a Yellow Shirt will be presented with a Yellow T-shirt each year for 40 or more hours of trail work. This is an annual award. The Trail Masher shall keep all work records to validate all work and hours performed.

#### **VOLUNTEER AWARDS**

Volunteer Awards shall be awarded an Orange T-shirt for club members who have volunteered for 20 hours or more on other activities the Club is involved in, not including trail work. This is an annual award. The Vice President shall keep records to validate work and hours performed.

#### **MEMBER OF THE YEAR**

Member of the Year nominations shall be submitted in writing to the Board of Directors No Later Than The Beginning of The March Board Meeting of each year. The nomination letter shall describe what the member did for the overall benefit of the club. The nominations shall be reviewed by the Board of Directors and the nominations that meet the criteria will be forwarded to the membership for a vote at the March meeting. The Member of the Year shall be awarded a Club Jacket for the first time. Members honored more than once will receive a Club T-shirt and one year Club membership.



### **RECRUITER OF THE YEAR**

The Club member who recruits the most new members shall receive their next year's club dues as free. To get credit for the member your name must be on the application submitted and the new member must not have been an active Club member from the previous year.

### **10 YEAR MEMBER PIN**

- 1) A person that has been a member of the club for (10) ten consecutive years may choose to receive a 10-year pin, a patch or t-shirt, if they want one.
- 2) The person should be a member in good standing and receive the award in April each year.

### **Article 13**

### **CHANGES TO THE BY-LAWS**

These changes (updates) of the club by-laws have been voted on by the club members at the meeting October 20, 2022.

### **THESE CHANGES SUPERCEDE PRIOR DATED BY-LAWS**

**Other revision dates to club by-laws are:**

**October 20, 2022**

**August 19, 2021**

**July 19, 2018**

**June 21, 2018**

**October 19, 2017**

**July 20, 2017**