

# PANHANDLE TRAIL RIDERS ASSOCIATION

## BY-LAWS

*Adopted May 1994*

*Revised April 2007*

*Revised September 2008*

### ARTICLE-1 Name

**1.1** The name of the organization shall be the **PANHANDLE TRAIL RIDERS ASSOCIATION (PANTRA)**

### ARTICLE-2 PURPOSE

**2.1** To provide an educational and recreational forum for owners and operators of off-road motorcycles and communication through regular meetings, a monthly newsletter, and a web site.

**2.2** To educate trail riding enthusiasts about existing or potential problems of land use and how such problems can be solved or mitigated. These problems include but are not limited to:  
**2.2.1** User conflicts and potential resource damage. PANTRA fully supports the work of Tread Lightly! and agrees with the Tread Lightly! Program (as described in the Tread Lightly! Tread Trainer Course 2005). PANTRA promotes the observance of proper trail etiquette and sensitivity to potential trail damage.

**2.2.2** Noise. PANTRA strongly urges riders to utilize exhaust systems that include an operational USDA Approved spark arrestor and that muffle exhaust noise to a decibel level that is consistent with currently accepted off-road motorcycle noise levels. PANTRA realizes that excessive noise can be detrimental to the future of off-road motorcycle use on public and private lands.

**2.3** To help in the development and maintenance of both public and private lands for responsible off-road motorcycle recreation.

**2.4** To provide a communication link between off-road motorcyclists, State legislators, regulatory agencies of State and Federal lands, and private landowners who allow off-road use for recreation purposes.

**2.5** To organize volunteer groups for the clearing and maintaining of trails which includes removal of fallen trees, and installing and cleaning of erosion control devices.

**2.6** To announce volunteer projects, trail rides, camp-outs, meetings, poker runs, and social gatherings.

**2.7** To provide a free bulletin board service in the newsletter and web site for club members.

## ARTICLE-3 MEMBERSHIP

**3.1 Eligibility.** Owners and operators of off-road motorcycles or any person who supports off- road motorcycle recreation.

**3.2 Regular membership** shall be defined as any person who pays dues as set forth by the club and abides by the club By-Laws. The term of the membership shall be one year, with the dues assessed annually on May 1st. New member dues will not be prorated. Dues once paid are not refundable. New member dues paid after January 1 shall place the member in good standing until May 1 of the following year.

**3.3 Good standing.** All members shall be considered in good standing unless they are two or more months behind on membership dues. Any member not in good standing shall give up all voting rights and the privileges of membership.

**3.4 Removal from good standing.** Any member may be expelled for conduct unbecoming a member of the association by a majority vote of the board of directors. Any expelled member may request a review by the membership at the next monthly meeting and such a request shall be submitted to the members present for a vote. A two- thirds majority vote of a quorum is required to re-instate the expelled member.

## ARTICLE –4 DUES

**4.1 Individual membership.** Dues for an individual shall be 20.00 per year. The individual member shall have one vote on association business and can participate in all activities and functions offered by the club.

**4.2 Family membership.** Dues for a family shall be 25.00 per year. Each family member shall have one vote on association business and can participate in all activities and functions offered by the club.

**4.3 Student membership.** Dues for a student shall be 10.00 per year. A student shall be defined as anyone less than 18 years of age. Parental consent is required for membership.

## ARTICLE –5 OFFICERS

**5.1** The Board of Directors shall consist of seven members as follows; the President, Vice President, Secretary, Treasurer, and three Board members elected at large. The terms of the office for officers and board members shall be one year. Any officer shall remain in the elected office until succeeded by a duly elected person for that office. Officers are eligible for re-election. A Board member may fill vacancies in any office for the balance of the term, if approved by a majority of the membership at a regular association meeting where a quorum is present. Any officer or board member may be removed from office without cause by a vote of two-thirds majority at any regular meeting providing a quorum is present. Officers must be active members in good standing.

**5.2 President.** The President shall be the chief executive officer of the club and shall supervise and control the business affairs of the club. The president shall preside at all meetings of the club and of the Board of

Directors. Assist all other officers of the association in their records, correspondence, and other duties. Vote only when necessary to break a tie.

**5.3 Vice President.** The Vice President shall assume all the duties of the President in his/her absence. The Vice President shall assist in all the Presidents duties and assume the position of President if the office is vacated. The Vice President shall be the Manager of Physical Assets.

**5.4 Secretary.** The Secretary shall keep a record of all meetings, read the minutes of the previous meetings, keep a roll of members, and carry on all correspondence for the association. The Secretary shall at the expiration of the term of office submit all club documents to the successor of the office. The Secretary shall have a copy of these By-Laws at every meeting.

**5.5 Treasurer.** The Treasurer shall receive all monies paid to the association from all sources, keep an accurate account of all monies received and expended, pay all bills authorized by the Board of Directors, maintain association financial records and deliver a report at every monthly meeting. At the end of each fiscal year, the Treasurer shall submit a financial report to the membership. The fiscal year shall be January 1st to December 31st of each year. The Treasurer at the expiration of the term of office shall submit to the successor of the office all records and funds belonging to the association.

**5.6 Board of Directors.** The duly elected Board of Directors shall be available to perform duties at the request of the membership. A majority of the membership present at a regularly scheduled association meeting where a quorum is present shall be able to delegate to the Board of Directors the authority to perform association business such as paying financial obligations within limits the membership shall name, represent the membership to other organizations, or other such duties as the membership shall wish to delegate. A majority of the membership present at a regularly scheduled meeting where a quorum is present shall also be able to remove from the Board the authority to perform any such duties.

**5.6.1 Board of Directors Meetings.** When the membership shall delegate duties to the Board of Directors, the Board of Directors shall convene at regular intervals to be determined by the Board, and the minutes of the meetings shall be presented to the membership at regularly scheduled association meetings.

## ARTICLE-6 ELECTIONS

**6.1 Nominations** for the office of President, Vice President, Secretary, Treasurer, and Three Board members shall be accepted by the election committee starting on the first of November and continuing through the start of the regular meeting held in December. Nominations for officers may be cast at a regular monthly meeting in person, by proxy, postal mail, or e-mail.

**6.2** The election committee shall consist of the club Secretary and two Board members.

**6.3** All nominees for office shall be contacted by the election committee to either accept or decline the nomination.

**6.4 Eligibility.** All candidates for office shall be active members in good standing.

**6.5 Eligibility to vote.** All Individual, Family, and Student members in good standing are eligible to vote.

**6.6** During the regular meeting held in December, the election committee shall hold elections for the office of President, Vice President, Secretary, Treasurer, and Three Board members. Nominated individuals are allowed to run for every position, but only obtain one. The nominees willing to run for each position shall be voted upon by written ballot, a candidate receiving a majority of the votes shall be declared elected. The voting order shall be, President, Vice President, Secretary, Treasurer, and three Board members.

**6.7** All newly elected officers and Board members shall assume office on January 1<sup>st</sup>. The out going officers are obligated to assist new officers for a transition period of one month.

## ARTICLE-7 MEETINGS

**7.1** Regular meetings shall be held on the second Wednesday of each month.

**7.2** The presence of one-tenth of the membership in good standing including two officers shall constitute a quorum for the transaction of business. Any member in good standing shall be able to call for a report from the Secretary and a count of the members present to determine if a quorum is present.

**7.3** The President may call an association, committee, or officers meeting at any time with advanced notice.

**7.4** The order of business at the monthly meeting shall be as follows:

Call to order

Introduction of guests

Reading of minutes from Board of Directors meeting, if they have met

Reading of minutes from previous meeting

Treasury report

Committee reports

Old business

New business

Announcements/Additional rides scheduled

Adjournment

Bench racing and socializing

## ARTICLE 8-ASSOCIATION PHYSICAL ASSETS

**8.1** Ownership of Physical Assets. The association may from time to time procure Physical Assets for furthering the Purposes of the Association as delineated in Article 2. The Assets are separate from the funds in the Association Treasury. The membership shall determine the procurement or disposal of physical assets by a majority vote of the membership present at a regularly scheduled meeting where a quorum is present. The Vice President shall be the Manager of Physical Assets.

**8.2** Records of Physical Assets. The Association Vice President shall maintain an inventory of Physical Assets consisting of records of the date the membership authorized procurement, a description of the asset, the date of procurement, the initial value of the asset, the current estimated value of the asset, and the date of disposal. The Association Vice President shall maintain a record of the storage location of

physical assets. The Vice President shall maintain a record when members take and return Physical Assets for use for Association purposes. The Vice President shall submit a report at least quarterly of the Physical Asset inventory, storage locations, and Assets in use by members to the membership at a regularly scheduled meeting where a quorum is present

8.3 Storage of Physical Assets. The Vice President shall make arrangements for the storage of the physical assets. It is considered normal practice for members to store Physical Assets at their homes or places of business. Multiple locations for such storage shall be permitted. The storage locations for the physical assets shall be reasonably secure from damage and theft and weather protected appropriate to the asset being stored. If it is necessary to expend Association Treasury funds to rent storage space for Physical Assets, the membership shall authorize the expenditure by a majority vote of the membership present at a regularly scheduled meeting where a quorum is present. Authorized expenses incurred for the storage of Physical Assets shall be reimbursed by the Association Treasury.

8.4 Maintenance of Physical Assets. The Vice President shall make arrangements for a member or members to be responsible for maintaining the physical assets in serviceable condition. It is considered normal practice for members to maintain Physical Assets at their homes or places of business. The designated member or members shall report to the Vice President any maintenance performed or required to be performed and the Vice President shall submit a maintenance report at regularly scheduled meetings at least once quarterly. Physical Asset maintenance hours shall be logged in combination with trail maintenance activity time. The designated member or members responsible for maintaining Physical Assets shall be reimbursed for their expenses for parts or contract labor incurred in the maintenance of Physical Assets. Requests for reimbursement shall be submitted to the Vice President for submission to the membership at regular meetings. The membership shall approve reimbursements by a majority vote of the membership present at a regularly scheduled meeting where a quorum is present. The designated member or members can relinquish responsibility for physical assets by notifying the Vice President and surrendering the physical asset to the Vice President.

8.5 Use of Physical Assets. Physical Assets shall be used only by association members in good standing. Members wishing to utilize Physical Assets shall request use of the Asset from the Vice President. The Vice President shall record the name of the member, date, and intended purpose when members take possession of Physical Assets, and the date when the Asset is returned. Upon return, the member shall notify the Vice President if any maintenance or repairs of the Physical Asset are necessary. The Vice President shall notify the member responsible for maintenance of the Asset that maintenance or repair is required. Association members shall take reasonable care in the use of the physical asset and shall use safety equipment and practices that are normal in the use of the type of asset. The Association assumes no liability in the use of physical assets and members who use physical assets do so at their own risk.

8.5 Disposal of Physical Assets. The membership shall determine by a majority vote of the membership present at a regularly scheduled meeting where a quorum is present if assets shall be disposed of. Assets should generally be kept unless they are no longer useful for the Purposes for the Association, require repairs more expensive than the value of the asset would justify, or have, through obsolescence or wear, outlived their usefulness. The membership shall determine the method of disposal. Assets to be sold shall be openly advertised and sold by sealed bid. The members shall determine the minimum bid for the asset. Members of the Association shall be eligible to bid on physical assets to be disposed. Article 10.1 shall govern disposal of physical assets on the event of the dissolution of the Association.

## ARTICLE-9 AMENDMENTS

**9.1** The association By-Laws may be amended at any regular monthly meeting, provided a written or verbal notice of the proposed amendment has been presented to the membership body at least one meeting prior to the vote.

**9.2** Ratification of the proposed amendment requires a two-thirds majority vote of a quorum. The members voting must be in good standing.

## ARTICLE-10 LIABILITY

**10.1** PANTRA will not assume any responsibility for injuries incurred by club members or non-members while engaged in association activities.

**10.2** Any person engaging in association activities does so at their own risk.

## ARTICLE-11 ANNUAL INVENTORY

**11.1** During the first regular meeting held in January, the association President shall submit in writing to the members present, a full report detailing the association property and assets.

**11.2** One board member in good standing shall verify the report prior to the meeting.

**11.3** The report will be compared to the previous year's report for the purpose of comparing either gain or loss in club property and assets.

**11.4** If a new President has taken office, the outgoing President shall be obligated to assist the new association President with the report.

## ARTICLE-12 EXPENDITURES EXCEEDING \$1,000.00

**12.1** The request for club expenditures exceeding the sum of \$1,000.00 for a single item must have a one month membership notification period prior to the call for a vote at the next regular meeting.

**12.2** Membership shall be notified using the monthly newsletter and/or the PANTRA web site.

## ARTICLE-13 DISSOLUTION OF THE ASSOCIATION

**13.3** Upon final dissolution of the association, all funds and assets shall be donated to one or more similar organizations that share the same purpose with that of PANTRA.

**13.4** The organization(s) who would receive the assets and funds from PANTRA shall be determined by the Board of Directors and approved by a two-thirds majority vote of a quorum.

**13.5** None of the assets or funds from PANTRA will be distributed to the members.