

Minocqua Forest Riders Snowmobile Club, Inc.  
By Laws (Revised and Adopted on)

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## Article I – Name and Mission Statement

### Section 1 – Name

The name of this corporation shall be “Minocqua Forest Riders Snowmobile Club, Inc.” (hereinafter referred to as “MFR” or “Club”), subject to the provisions of Chapter 181 of the Wisconsin Statutes known as “The Wisconsin Non-Stock Corporation Law”.

### Section 2 – Mission

The mission of this Club shall be:

- 1) To stimulate and advance the general welfare and safety of snowmobiling.
- 2) To establish and maintain a network of trails for the purpose of providing safe snowmobile riding with routes between towns and cities and area businesses and attractions.
- 3) To maintain a 100% volunteer organization.
- 4) To promote the acquisition and retention of club members.
- 5) To promote education and snowmobile safety through partnerships with the DNR and local law enforcement.

## Article II – Membership

### Section 1 – Active Members

All paid up members of the Club shall be deemed “Active Members”.

### Section 2 – Charter Membership

Charter membership of the Club shall close as of August 31, 1987, and shall be comprised of members in good standing as of that date.

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### Section 3 – Membership Dues

Yearly membership dues shall be set by the Board of Directors (hereinafter referred to as “BOD”).

### Section 4 – Membership Termination

Membership may be terminated by action of the BOD for non-payment of dues or for any other reason the BOD feels should warrant such terminations. There shall be no refund of dues.

### Section 5- Membership

Active single memberships shall have one vote and active family memberships shall have two votes. A family membership shall consist of a couple and their children under 18 years of age. At any meeting, other than the March Annual Meeting, members must be present to vote; two members of a family membership must be present to cast two votes. At the annual meeting, members may vote by being present at the meeting or may vote by absentee ballot for Club officers.

### Section 6 – Honorary Membership

The BOD may grant an honorary membership to a person who donates services to the Club.

### Section 7 – Honorary Lifetime Membership

Upon reaching the age of 70, any member with 10 or more years of consecutive active service shall be granted an honorary lifetime membership.

## ARTICLE III – Officers, Duties and Elections

### Section 1 – Executive Committee

The BOD shall consist of the Executive Committee and four elected Directors who will each serve two year terms. The Executive Committee shall consist of all elected officers and the Past President, provided this person is a member of the BOD. If this person is not, the President may appoint a Board member, not currently up for re-election, to fill this seat. All Officers and Directors shall be elected at the March Annual Meeting.

### Section 2 – Officers

The Officers of the Club shall be President, Vice-President, Secretary and Treasurer and their terms shall be for two years. The President, Treasurer and two Director positions shall be up for election in odd numbered years. The Vice-President, Secretary and the other two Director positions shall be up for election in even numbered years.

### Section 3 – President

The President shall conduct daily business activities incumbent on such position, including, but not limited to, responding to public issues relating to the Club, dealing with town/county/state representatives, easements, leases, subcontractor and other contracts, insurance issues and committee/worker issues, etc. The President also presides at all general and BOD meetings and appoints such committee/positions as necessary.

### Section 4- Vice-President

The Vice-President, in the absence of the President, shall perform the duties of and have the same authority as the President.

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### Section 5 – Secretary

The Secretary shall ensure official records are maintained of the Board. He/She ensures these records are available when required for reports, elections, and other votes. The Secretary ensures an up to date copy of the Bylaws is available at all meetings, provides advance notice of meetings, and takes minutes of meetings. The Secretary shall take charge of any meeting where the President and Vice-President are both absent.

### Section 6 – Treasurer

The Treasurer shall pay the Club's bills and keep accounts and records of the Club's financial affairs, according to the policy set by the BOD, and shall file all required tax forms. All checks must be signed by the Treasurer or another officer as approved by the BOD. The Treasurer shall maintain a master membership list with relevant information on a commonly used computer database. This information shall only be used for Club activities, dues tracking, and mailings, etc. This membership information shall be secured from the application forms compiled and provide to the Secretary and Communication Coordinator for their use.

### Section 7 – Past President

For the purpose of continuity in leadership after the election of a new President, the immediate past President may be appointed, by the Executive Committee, to serve on the BOD as an additional Board member and Past President for two years.

### Section 8 – Nominations Chairperson

By September 1<sup>st</sup> of each year, the President shall appoint a Nominations Chairperson. At the January General Meeting, the Nominations Chairperson shall place a slate of candidates in nomination for the election of officers identified in Article III, Section 2 of the By-Laws. Nominations may also be made from the floor at either the January or February Membership meetings. Nominations for the election shall be closed after the February meeting. If there are no nominations by the February meeting, the nominations process will remain open for the uncontested races at the March meeting. If no Active Member agrees to act as Nominations Chairperson or the Nominations Chairperson resigns or is otherwise unable to fulfill the role, the BOD will collectively, an act as the Nominations Chairperson. The election shall be held at the March Annual Meeting and newly elected Officers and Directors take office on April 1<sup>st</sup>.

### Section 9 – Absentee Ballots

Absentee ballots for election of Club Officers will be made available to any Club member requesting them. Absentee ballot procedure: Absentee ballots shall be available after nominations are closed at the end of February General Meeting. Absentee ballots will not be made available unless there is/are contested race(s). The Secretary shall deliver an absentee ballot to any Club member requesting one by phone, email or mail. Absentee ballot requests shall be sent to the Secretary at the Club's mailing address: P.O. Box 1161, Minocqua, WI 54548 or the Secretary's email address. Completed absentee ballots shall remain sealed until after the regular ballots have been cast at the March Annual Meeting and shall be opened and counted at that time. The Secretary will keep a record of all absentee ballots sent out and only received, signed ballots will be counted. Persons attending the March Annual Meeting cannot cast absentee ballots and also then vote the day of the election.

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### Section 10 – Removal of Officers/Board Members

An Officer or Board member may be removed from office when such member no longer represents the mission or By-Laws of the Club, or the BOD determines that the best interest of the Club would be better served through their removal. Removal requires a majority vote by the current Executive Committee and Directors.

### Section 11 – Vacancy

A director may resign at any time by delivering written notice to the presiding officer of the Board or to the President or Secretary. An officer may resign by written notice to the Registered Agent for the Club. Such resignation is effective upon receipt unless the notice specifies a later effective date. In the event of a vacancy in any office or BOD, the BOD shall appoint an Active Member to complete the unexpired term.

### Section 12 – Financial Institution

The BOD shall designate the financial institution of their choice for the Club's financial accounts. The BOD may request periodic audits.

## ARTICLE IV – Fiscal Year

The Club's fiscal year shall be May 1<sup>st</sup> through April 30<sup>th</sup>.

## ARTICLE V – Meetings

### Section 1 – Annual Meeting

The annual meeting of the members shall be the March Annual Meeting, at which time Officers and Directors of the Club are elected pursuant to Article III, Section 2 of the By-Laws .

### Section 2 – General Meetings

General meetings shall normally be held monthly, October, November and January through March, during the second week of the month, at the time and place designated by the Secretary. A general meeting quorum is a minimum of two officers, one director, and any general members present. There will not be a general meeting in December or in April through the summer months. .

### Section 3 – Additional General Meetings

Additional general meetings may be held as deemed necessary.

### Section 4 – Board Meetings

BOD meetings, via email, phone or in person, shall be held as deemed necessary. A quorum of four with a minimum of two officers and two directors is required to conduct a BOD meeting.

## ARTICLE VI- Procedural Rules

### Section 1 – Robert's Rules of Order

Robert's Rules of Order shall govern the procedures of all meetings of the Club.

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### ARTICLE VII – Prohibited Club Activities

#### Section 1 – Donations

Funds from the Club cannot be donated to other charities. However, some events might offer the opportunity for members to donate to charities (e.g. food pantry).

#### Section 2 – Raffles/Gambling

Funds from the Club cannot be used for raffles or other forms of gambling.

#### Section 3 – Reimbursements

The Club is a 100% volunteer organization, so reimbursements are generally prohibited. However, from time to time, the Club may reimburse Officers and Directors each Spring to defray the cost of mileage while doing Club business, and expenses related to banking and money management, postage, taxes, printing and other job duties. The BOD may preapprove mileage expenses exceeding \$500 incurred by Active Members while doing Club business.

### ARTICLE VIII – Amendments

#### Section 1 – By-Laws

By-Laws may be amended by: first notifying the membership of the proposed amendment via the Club newsletter, special mailing, or email followed by a reading of the proposed amendment(s) at the next General Meeting, followed by a two-thirds vote adopting the amendment by the members present at that second General Meeting.

#### Section 2 – Record Retention

By-Laws and policy and procedure revisions, changes or deletions shall be maintained in an electronic document and incorporated within the text of this document, rather than attached.

### ARTICLE IX- Insurance

#### Section 1 – Property Damage and Liability

The Club must have a minimum of two million dollars (\$2,000,000.00) of liability insurance coverage. (Oneida County Resolution #69-88) The liability insurance should cover a one-year period effective April 1<sup>st</sup> of each year. The Club must have a certificate of insurance on file in the Oneida County Forestry Department by the November Oneida County Snowmobile Council meeting. The certificate must name Oneida County as an additional insured on the policy, as well as indicate the effective date of the policy and the limits of the Club's coverage.

### ARTICLE X – Dissolution of the Club

#### Section 1- Net Assets

In the event of the dissolution of the MFR Snowmobile Club, all net assets of the Club shall be donated to other non-profit club(s), the Oneida County Snowmobile Council, or the Town of Minocqua. This will be done with the intent to best serve snowmobiling in the future.

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### Section 2 – Financial Benefit

In the event of the dissolution of the MFR Snowmobile Club, no member or officer of the Club shall benefit financially from the disbursement of the Club's assets.