

Tioga Ridge Runners Snowmobile Club Limited
P.O. Box 578
Owego, NY 13827-0578



By-Laws

(February 06, 2020)

Revision 7
February 6th, 2020
By-law Committee:
Jeff Ayres
Bob Jennings
Seth Klees
Kevin Turshman
Josh Westbrook
Mike Worzel

Table of Contents

Table of Contents	2
Revision History:	4
Revision 1 - Dec. 16th, 2004	4
Revision 2 - Oct. 27th, 2005	4
Revision 3 - Jun. 13th, 2006	4
Revision 4 - Oct. 15th, 2009	4
Revision 5 - Nov. 18th, 2010	5
Revision 6 - Jun. 4th, 2015	5
Revision 7 - Feb. 6th, 2020	5
Article 1 - Name and Purpose	7
Section 1 - Club Name	7
Section 2 - Club Purpose	7
Article 2 – Membership	8
Section 1 - Membership Provisions	8
Section 2 - Membership Application	8
Section 3 - Membership Newsletter	8
Section 4 - Newspaper of Record	8
Section 5 - Member Resignation	8
Section 6 - Member Expulsion	9
Section 7 - Membership Age and Voting Rights	9
Section 8 - Gratuitous Memberships	9
Article 3 - Management	10
Section 1 - Management	10
Article 4 - Board of Directors	10
Section 1 - Number Required, Officers and Term Lengths	10
Section 2 - Vacancies	10
Section 3 - Meeting Quorum Requirements	10
Section 4 - Presiding Officer Vote	10
Section 5 - Committees	11
Section 6 - Spending Limits	11
Article 5 – Officers	12
Section 1 - President	12
Section 2 - Vice-President	12
Section 3 – Secretary	12
Section 4 – Treasurer	12
Section 5 – Trail Grant Administrator	12

Section 6 - Membership Coordinator.....	12
Section 7 - Fund-Raising & Events Coordinator	13
Section 8 - Officer Order Precedence	13
Section 9 - Board of Director Expulsion	13
Article 6 - Fiscal Year and Membership Year	13
Section 1 - Fiscal Year.....	13
Section 2 - Membership Year	13
Article 7 - Meetings	13
Section 1 - Annual Election Meeting.....	13
Section 2 - Special Meetings	13
Section 3 - General Membership Meetings	14
Section 4 - Meeting Dates and Times.....	14
Article 8 - Election Procedure.....	14
Section 1 - Election Procedures	14
Section 2 - Election Results Announcements	14
Article 9 - Amendments to the By-Laws	15
Section 1 - Amendments to the By-Laws	15
Article 10 - Club Disbandment.....	15
Section 1 - Reason for Disbandment	15
Section 2 - Special Meeting Announcement Requirement.....	15
Section 3 . Special Meeting Voting Requirement.....	15
Section 4 - Asset Disposal	15
Article 11 - Club Logo.....	16
Section 1 - Club Logo.....	16
Article 12 - Club Web Page	16
Section 1 - Club Web Page.....	16

Revision History:

Revision 1 - Dec. 16th, 2004

By-law Committee: J. Irvine, E. Zimmer, G. Diego, M. Worzel, M. Inderwies

Changes -

Revision 2 - Oct. 27th, 2005

By-law Committee: J. Irvine, M. Worzel, R. Coffin, P. Corby, M. Kwiatkowski, M. Pettit, S. Singleton

Changes -

Revision 3 - Jun. 13th, 2006

By-law Committee: J. Irvine, M. Worzel, R. Coffin, P. Corby, M. Kwiatkowski, M. Pettit, S. Singleton

Changes -

001. Changed dues to \$25 and Membership year to Sept. 1 to Aug. 31 per SRRA

Revision 4 - Oct. 15th, 2009

By-law Committee: M. Worzel, B. Jennings, O. Huttel, G. Barber, D. Stephens, Brad Waterman

Changes -

001. Changed directors initial term to 1 year from 2 years.
002. Change quorum requirements for meetings to 6 Board members.
003. Increase spending limit minimums to reflect increased cost of equipment and services required by the club
004. Change the wording of the president's duties to coincide with the wording in ARTICLE 4 - Board of Directors, Section 5 - Committees.
005. Change the wording of the Membership Coordinator's duties to reflect changes in the position.
006. Change the meeting dates to reflect current practices.
007. Change the description of the official club logo to add the new logo.
008. Change the wording of the treasurers requirement to be bonded to may be bonded.

Revision 5 - Nov. 18th, 2010

By-law Committee: M. Worzel, B. Jennings, O. Huttel, D. Stephens, Brad Waterman

Changes -

001. Changed Club Purposes to match the amended Certificate of Incorporation.
002. Changed the asset disposal wording to match the amended Certificate of Incorporation.

Revision 6 - Jun. 4th, 2015

By-law Committee: M. Worzel, B. Jennings.

Changes -

001. Changed membership dues to comply with membership dues structure change adopted by NYSSA at annual meeting April 12, 2015.
002. Changed the Gratuitous Membership section to include military personnel as adopted by NYSSA. Also made change to use one membership form to include gratuitous members as well as regular members.

Revision 7 - Feb. 6th, 2020

By-law Committee: M. Worzel, B. Jennings, J. Ayers, S. Klees, K. Turshman, J. Westbrook

Changes -

001. Changed the distributor of the newsletter, and removed the frequency of publication requirement from the by-laws.
002. Added the Officer position of Trail Grant Administrator.
003. Changed the approval needed to spend up to \$500 from two (2) board members, the treasurer, and the designated second check signing board member, to three (3) board members, and the treasurer or the designated second check signing board member. Additionally, changed the approval needed to spend up to \$1,500 from three (3) board members, the treasurer, the designated second check signing board member and an alternate board member, to four (4) board members, and the treasurer or the designated second check signing board member.
004. Updated the description of the Vice-President by removing the requirement of holding titles of Trail Coordinator and Maintenance Coordinator. These titles will be assigned as needed by the President or Board of Directors.

005. Updated the description of the Secretary by removing the responsibilities of maintaining a current land owner list and trail database, overseeing the Trail Grant-In-Aid program, and picking up the mail. The oversight of the Trail Grant-In-Aid program will be assigned to the Trail Grant Administrator. The duties of maintaining a current land owner and trail database, and picking up the mail will be assigned as needed by the President or Board of Directors.
006. Added Article 5 - Section 5 - Trail Administrator, and revised the section number of the subsequent sections in this article.
007. Updated the description of Fund-Raising & Events Coordinator to be more in-line with current accepted practices.
008. Updated the term of elected Officers and Board Members to coincide with the calendar year, while also allowing for a transition period between elections and taking office. Additionally, removed the mailing requirement and allow other contact methods.
009. Removed meeting date and time from the by-laws.
010. Updated the number of officers to include Trail Grant Administrator.
011. Update the grammar in the first sentence of Artical 12 - Section 1. Additionally, add the ability of "individual(s)" to maintain the web page.

Article 1 - Name and Purpose

Section 1 - Club Name

The name of the club will be Tioga Ridge Runners Snowmobile Club Limited

Section 2 - Club Purpose

The purpose of the Tioga Ridge Runners Snowmobile Club Limited is as follows:

- To maintain and enhance snowmobile trails in New York State and specifically in and around Tioga County as public facilities for the use of the general public without charge in furtherance of the public policy of this State to encourage the development and maintenance of snowmobile trails and thereby also to reduce the burdens of government.
- To increase public awareness of the need for and value of preserving, protecting and managing the natural environment for use by the general public, including snowmobiling, and thereby to further the interest of New York State in preserving and protecting the state's natural resources.
- To encourage conservation of natural resources, including lands and forests, and to promote multiple uses of our lands and forests by the general public.
- To provide information to the general public about the outdoor activity of snowmobiling, including information about the safe operation of snowmobiles, the safe travel and navigation of lands by means of snowmobiles, and the protection of the environment while using snowmobiles, and thereby to further the interest of the State, as declared by the Legislature, to promote the proper and safe use and operation of snowmobiles.
- To promote public safety and lessen the burdens of government by providing support to governmental authorities having jurisdiction over public safety, the environment, and snowmobiling, including cooperating with governmental agencies to maintain and improve public snowmobile trails.

Article 2 – Membership

Section 1 - Membership Provisions

The club will be open to all persons in the general public interested in snowmobiling.

Section 2 - Membership Application

Applications for membership shall be made in writing, brought to any club meeting or mailed and addressed to the:

Tioga Ridge Runners Snowmobile Club

P.O. Box 578

Owego, New York 13827-0578

The Membership Coordinator of the club will provide forms for membership. The signature on the form is an agreement by the applicant to abide by the by-laws of the club. The Tioga Ridge Runners Snowmobile Club membership is \$24.00 a year for an individual or family; this includes you, your spouse and any children 10-17. However, a basic New York State Snowmobile Association (hence forth know as the NYSSA) membership of \$5.00 is also required as well as a \$1 contribution to SledNY, for a total of \$30.00 due at application. There will be allowances for an exemption to the NYSSA basic membership dues and contribution to SledNY if the applicant is already a member of the NYSSA and has a valid NYSSA ID number or the name of the other club, this club must be one that has mandatory NYSSA membership. The membership form shall have a location to apply this exemption information. If this exemption is applied then the dues required at application shall be \$24.00.

The membership period shall coincide with the club's membership year. The official club membership application shall contain all of the NYSSA required membership information and shall be modeled after the NYSSA sample club application. All general memberships shall use the Official Membership Application available from the Membership Coordinator, online at the official club website or join using the NYSSA online membership system.

Section 3 - Membership Newsletter

All members will receive any newsletters, which will be supplied by the Secretary.

Section 4 - Newspaper of Record

The Owego Penny Saver and its associated newspapers will be the official publication of the club in which notices will be published.

Section 5 - Member Resignation

A member may resign from the club at any time upon written or verbal notice to the secretary. No refunds of dues will be made.

Section 6 - Member Expulsion

A member of the club may be terminated by a majority vote of the Board of Directors for non-payment of dues or for any reason or conduct deemed detrimental to the stated purpose set up by the organization such as, but not limited to, recklessness, negligence, inappropriate behavior, non-compliance with state and local snowmobile modification regulations (namely exhaust modifications), unregistered/uninsured operation, snowmobile DUI conviction or careless use of trails on property maintained by the club.

Section 7 - Membership Age and Voting Rights

One membership, 18 years of age and over, shall constitute one vote. In the case of family memberships, each adult member listed on the membership application over 18 years of age shall be eligible to vote. 18 years of age constitutes a separate paying membership. A family membership shall be you, your spouse and children ages 10 to 17.

Section 8 - Gratuitous Memberships

Any Military personnel currently engaged in full time active military service with the Army, Navy, Air Force, Marines, Coast Guard and/or those members who have been awarded the Purple Heart will be granted a gratuitous membership. All cooperating landowners who allow the use of their property as a part of the trail system as well as individuals and business owners who have made donations of at least \$100 annually will be granted a gratuitous membership. Any individual or business owner making a large contribution can be allowed multiple year gratuitous membership as deemed appropriate by the Board of Directors. Any gratuitous membership shall also be accompanied by a gratuitous membership in NYSSA at the basic membership level paid for by the club. The membership form shall have a location to apply a NYSSA ID Number or club name to exempt the club from the NYSSA basic dues if the recipient is already a member of NYSSA through another club or on their own.

The membership period shall coincide with the club's membership year. All Military, landowner and gratuitous memberships shall use the Official club Membership Application.

Article 3 - Management

Section 1 - Management

The management of the club shall be vested in the Board of Directors.

Article 4 - Board of Directors

Section 1 - Number Required, Officers and Term Lengths

The Board of Directors shall consist of a minimum of eleven people with a maximum of fifteen. Seven of these directors will be the elected officers: president, vice president, secretary, treasurer, membership coordinator, funds-raising/events coordinator, and trail grant administrator. These elected officers and Directors shall serve a term of one year and can be nominated for any number of additional terms and re-elected by the membership at the annual meeting. The minimum age of a director shall be 18 years of age in accordance with Article 2, Section 7.

For the purpose of this section one-year shall be defined as the period of time between annual meeting dates of the club.

Section 2 - Vacancies

In cases of vacancies occurring in the Board of Directors by reason of death, resignation, or otherwise, the general membership shall by majority vote, elect from the general membership a successor for the unexpired term.

Section 3 - Meeting Quorum Requirements

At all meetings (Regular, Board of Director, Annual or Special) 6 members of the Board shall constitute a quorum. If a quorum is not present, the presiding officer shall adjourn the meeting to another time. There are special quorum requirements if the meeting subject is club disbandment see Article 10.

Section 4 - Presiding Officer Vote

The presiding officer shall vote only in the case of a deadlock upon any vote by the general membership or the Board of Directors. His/her vote will constitute the final decision.

Section 5 - Committees

The Board of Directors, may at its discretion by the affirmative vote of the Board of Directors, appoint an executive committee of the Board to carry on any business that is necessary between Board meetings. The Board may appoint other club committees or may delegate such authority to the President. The Board of Directors shall have the power at any time to discharge any committee.

Section 6 - Spending Limits

Official committee chairpersons shall have the power to spend \$300 between meetings of the Board of Directors. A report shall be made either in person or in writing to the Board at the next Board meeting. In the case of greater amounts needed, except for emergency in season repairs to club capital equipment, the following rules apply:

Up to \$500 - approval of three (3) Board members, and the treasurer or the designated second check signing board member.

Up to \$1500 - approval of four (4) Board members, and the treasurer or the designated second check signing board member.

Up to \$5000 - requires a meeting and a vote of the Board. An attempt shall be made, (by email, answering machine or adult contact) to contact the full board, and 2/3 of the board must be present at this meeting and there must be approval from the clear majority of the 2/3.

Over \$5000 - requires a vote of the general membership at a regular or special meeting and the recommendation of an appointed committee.

In any of the above cases, the money is accessed through the treasurer and the alternate officer chosen by vote of the Board of Directors to be on the club bank accounts. This alternate officer shall be authorized to sign checks only when the Treasurer is not available.

Article 5 – Officers

Section 1 - President

Shall report to the Board of Directors. The president will preside at all meetings of the club and the Board of Directors. May appoint needed committees, shall be member ex-officio of all committees and shall carry on those other responsibilities assigned to him or her by the by-laws, by the Board of Directors and/or by the membership.

Section 2 - Vice-President

The Vice-President shall report to the President. Shall assume all the duties of the President in the absence of the latter.

Section 3 - Secretary

The secretary shall report to the President. Shall keep minutes of the meetings, roster of the meetings, and list of committees and their members. Shall send out notices of unpublished meetings, and discharge all the usual secretarial functions of the office as required by the by-laws, the Board of Directors, and/or the membership.

Section 4 - Treasurer

The treasurer shall report to the President. Shall keep the accounts of the club and have charge of its funds. He/she shall keep all the club's funds (except petty cash) in a bank approved by the Board of Directors and in the name of the club, subject to withdrawal by checks signed by either the treasurer or the Board of Directors appointed alternate. The treasurer shall dispense funds as directed by the Board of Directors and/or the general membership. A treasurer's report shall be prepared for each meeting. He/she shall maintain a ledger for expenditures and accounts receivable. Shall turn over all club properties and records to their successor at end of term. May be bonded. Shall pay no bill without proper authorization by the club or its officers.

Section 5 - Trail Grant Administrator

The Trail Grant Administrator shall report to the President. Shall oversee the OPRHP's Trail Grant-In-Aid grant.

Section 6 - Membership Coordinator

The membership coordinator shall report to the President. Shall receive applications and dues for membership, transfer dues to the treasurer and maintain the membership database with NYSSA. Shall issue items included in club membership such as stickers and maps.

Section 7 - Fund-Raising & Events Coordinator

Shall report to the President. Shall be in overall charge of events. Shall purchase everything for events. Shall handle tickets and money for events. Shall count monies received with a Board Member before leaving any event. Shall present all Fund-Raising & Events ideas to Board of Directors before presenting ideas to membership. Shall have access to a current land owner and members list, for the purpose of sending out mailings for event and fund raiser notification.

Section 8 - Officer Order Precedence

The above listed officers are in order of precedence and one of these officers shall preside over all official business at all meetings. This shall set the order of who shall fill in for the president in his or her absence as the presiding officer.

Section 9 - Board of Director Expulsion

Any member of the Board of Directors who misses three (3) consecutive meetings or five (5) within a year absent extenuating circumstances will be subject to dismissal from the Board by the Board of Directors.

Article 6 - Fiscal Year and Membership Year

Section 1 - Fiscal Year

The Club Fiscal year will commence on April 1st and end on March 31st. This coincides with the New York State Trail Grant Fiscal Year.

Section 2 - Membership Year

The membership year will commence on September 1st and end on August 31st of the following year to coincide with New York State Snowmobile registration period.

Article 7 - Meetings

Section 1 - Annual Election Meeting

The annual election meeting of the club shall be held at the first December meeting. Written notice of the time and place of the annual meeting shall be prepared and distributed to the membership by the secretary at least ten (10) days prior to the annual meeting by email, answering machine, or adult contact. It is the members' responsibility to notify the secretary of any changes of contact information. A quorum of the Board of Directors is required see Article 4 Section 3. Officers and Board Members will begin their respective term on January 1st.

Section 2 - Special Meetings

Special meetings of the general membership or the Board of Directors may be called by the president giving 48 hours notice (by email, answering machine or adult contact) of the time, place and purpose of such meetings to the general membership or Board of Directors as appropriate. At such special meeting there shall be consideration only to such business as is specified in the notice of the meeting. Any member of the board may contact the president to call a special meeting and will not be denied the right of a meeting. A quorum of the Board of Directors is, required see Article 4 Section 3. There are special requirements if the subject is club disbandment see Article 10.

Section 3 - General Membership Meetings

Any formal action taken at any meeting of the general membership shall require a majority vote of members present. A quorum of the Board of Directors is required see Article 4 Section 3.

Section 4 - Meeting Dates and Times

Regular meetings shall be held at least once a month, excluding July, at a date, time, and location designated by a vote of the general membership. A quorum of the Board of Directors is required see Article 4 Section 3.

Article 8 - Election Procedure

Section 1 - Election Procedures

Elections for Officers and the Board of Directors will take place at the annual meeting with nominations taken for one month prior to the annual meeting from the general membership. Nominations will be taken from the floor and then seconded. Once all nominations for the (7) seven officers and required board members have been made at the last meeting in November the secretary shall make a written ballot and dispense the ballot at the annual meeting to the general membership. The votes will then be tabulated at the meeting and the results made public. Of those nominated, the nominee has the final word on their inclusion to the ballot.

Section 2 - Election Results Announcements

At the annual meeting the last order under new business, the president shall announce the newly elected board members.

Article 9 - Amendments to the By-Laws

Section 1 - Amendments to the By-Laws

These by-laws may be amended by a majority vote of the members present at a regular or annual meeting of the club. Any such proposed amendment shall be presented at such meeting for consideration and shall thereupon be laid on the table until the next regular meeting of the club. Only after this review period can positive consideration be given to the amendment. A majority vote is required by those in attendance to amend and there shall be a quorum of the Board of Directors as stated in Article 4 Section 3.

For the purpose of this section the review period shall be defined as the period of time between regular meeting dates of the club.

Article 10 - Club Disbandment

Section 1 - Reason for Disbandment

If in the course of its endeavors it becomes apparent to the Board of Directors and the membership that the club can no longer feasibly exist for whatever reason, be it lack of enthusiasm or the realization of global warming then the President shall call a special meeting of the entire membership.

Section 2 - Special Meeting Announcement Requirement

Written notice of the time and place of the this meeting shall be prepared and distributed to the membership by the secretary at least ten (10) days prior to the meeting and mailed according to the membership application information. It shall also be advertised at least 7 days in advance in the newspaper of record at that time.

Section 3 . Special Meeting Voting Requirement

At this meeting there shall be a vote on a resolution to dissolve the club. For passage of this resolution it shall require a majority vote of 2/3's of the Board of Directors of record at that time and a 2/3's majority vote of the membership that attend this special meeting.

Section 4 - Asset Disposal

Upon dissolution of the corporation, whether voluntary or involuntary, after payment of all debts and liabilities of the corporation of whatsoever kind or nature, its remaining funds and other property and rights shall be distributed, granted, conveyed and assigned for one or more exempt purposes within the meaning of Section 501(c)(3), or any successor section, of the Code, such exempt purpose or purposes to be selected by the directors of the corporation. In the event the directors fail to so select, the New York Supreme Court shall make such distribution.

Article 11 - Club Logo

Section 1 - Club Logo

The following are the official logos of the Tioga Ridge Runners, Ltd. These logos can be used on any letterhead, poster, advertisement or web page as deemed appropriate by the Board of Directors.



Article 12 - Club Web Page

Section 1 - Club Web Page

The official web page address of the club is www.tiogaridgerunners.com. This web page is to be used for the advertisement of club information and events. It can also be used to provide information on general snowmobile sports related activities and supporting business advertisements as deemed appropriate by the Board of Directors. At no time shall offensive material be placed on the web page. The web page shall be maintained by an individual(s) appointed by the Board of Directors. The Board of Directors shall have final say on the content of the web page.