

***MEXICO TRAIL RIDERS, INC.***

**P.O. BOX 564**

**MEXICO, NY 13114-0564**



***By-laws***

**October 1995**

**Revision No. 3 - Dated May 5<sup>th</sup>, 2006**  
**Prepared by: Barry Trimble, Tracy Carvell and**  
**Mark Dryden**

# Table of Contents

Revision History .....	4
Revision 1 .....	4
Revision 2 .....	4
Revision 3 .....	4
Article 1 - Name and Purpose .....	5
Section 1 – Club Name .....	5
Section 2 – Club Purpose.....	5
Article 2 - Membership .....	6
Section 1 – Membership Provisions .....	6
Section 2 – Membership Application .....	6
Section 3 – Membership Newsletter.....	6
Section 4 – Newspaper of Record.....	6
Section 5 – Member Resignation.....	7
Section 6 – Member Expulsion.....	7
Section 7 – Membership Age and Voting Rights .....	7
Section 8 – Gratuitous Memberships.....	7
Article 3 - Management .....	8
Section 1 - Management .....	8
Article 4 - Board of Directors .....	9
Section 1 – Number Required, Officers and Term Lengths .....	9
Section 2 - Vacancies.....	9
Section 3 – Meeting Quorum Requirements.....	9
Section 4 – Presiding Officer Vote.....	9
Section 5 - Committees.....	9
Section 6 – Spending Limits.....	10
Article 5 - Officers .....	11
Section 1 – President .....	11
Section 2 – Vice President.....	11
Section 3 - Secretary.....	11
Section 4 - Treasurer.....	11
Section 5 – Editor .....	11
Section 6 – Trail Coordinator .....	11
Section 7 – Groomer Maintenance Coordinator.....	12
Section 8 – Groomer Coordinator.....	12
Section 9 – Officer Order Precedence .....	12
Section 10 – Board of Director Expulsion.....	12
Article 6 - Fiscal Year and Membership Year .....	12
Section 1 – Fiscal Year.....	12
Section 2 – Membership Year .....	13
Article 7 - Meetings .....	14
Section 1 – Annual Meeting .....	14
Section 2 – Special Meetings.....	14
Section 3 – General Membership Meetings.....	14
Section 4 – Meeting Dates and Times .....	14
Section 5 – Board of Director Decisions .....	14
Article 8 - Election Procedure.....	14
Section 1 – Election Procedures .....	14
Section 2 – Election Results Announcements.....	15
Article 9 – Amendments to the By-Laws.....	16
Section 1 – Amendments to the By-Laws.....	16
Article 10 - Club Disbandment .....	17

Section 1 – Reason for Disbandment.....	17
Section 2 – Special Meeting Announcement Requirement.....	17
Section 3 – Special Meeting Voting Requirement.....	17
Section 4 – Asset Disposal.....	17
Article 11 - Club Logo.....	18
Section 1 – Club Logo.....	18
Article 12 - Club Web Page.....	19
Section 1 – Club Web Page.....	19

# Revision History

## Revision 1

Dated April 10<sup>th</sup>, 1996

### By-law Committee:

Gene Breezee  
Bill Beardslee  
Jim Waterbury  
Judy Bartlett  
Bob Barney

## Revision 2

Dated September 12<sup>th</sup>, 2002

### By-law Committee:

Dean Harper  
Dan Cartier  
Andy Duschen  
Mark Dryden

## Revision 3

Dated May 5<sup>th</sup>, 2006

### By-law Committee:

Barry Trimble  
Tracy Carvell  
Mark Dryden

# **Mexico Trail Riders, Inc.**

## **By-Laws**

### **Article 1 - Name and Purpose**

#### **Section 1 – Club Name**

The name of the club will be Mexico Trail Riders, Inc.

#### **Section 2 – Club Purpose**

The purpose of the Mexico Trail Riders, Inc. is as follows:

- Promote safe and responsible snowmobiling throughout our trail system and the local area by education and the development of a safe and comprehensive trail system.
- Promote greater interest in the sport of snowmobiling in the Mexico, Scriba, New Haven and Palermo areas by maintaining current and developing additional trail opportunities for our citizenry and visitors alike.
- To improve the public image of snowmobilers by the safe, considerate and courteous use of trails as well as providing snowmobile safety courses to the community.
- To cooperate with local officials to develop mutually satisfactory rules for broader and safer use of snowmobile trails in the community.
- To develop a fraternal spirit among landowners, townships, businesses and law enforcement personnel.
- To accomplish all club goals with the least amount of disruption to private property and the environment.
- To collect dues and/or borrow money for the development and maintenance of snowmobile trail system, related projects and other activities that may be permitted by law.

# **Article 2 - Membership**

## **Section 1 – Membership Provisions**

The club will be open to the general public, subject to review by the Board of Directors.

## **Section 2 – Membership Application**

Applications for membership shall be made in writing, addressed to the:

**Mexico Trail Riders, Inc.  
P.O. Box 564  
Mexico, New York 13114-0564**

The secretary 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 Mexico Trail Riders club membership is \$20.00 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) club membership of \$5.00 is also required for a total of \$25.00 due at application. There will be allowances for an exemption to the NYSSA basic club membership dues 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 \$20.00.

There can be at the discretion of the Board of Directors additional membership opportunities in the NYSSA made available to our members on our membership form. These premium level memberships opportunities are done for the convenience of our membership and are not required, however if any premium level membership is chosen this shall be applied in lieu of the basic NYSSA membership.

The membership period shall coincide with the club's membership year.

All general memberships shall use the "*Official Membership Application DN 001*".

## **Section 3 – Membership Newsletter**

All members will receive any newsletters, which will be supplied by the Editor. The newsletter will be published a minimum of 4 times a year.

## **Section 4 – Newspaper of Record**

The Oswego County Weeklies and its associated newspapers will be the official publication of the club in which the newsletters 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 or careless use of trails on property maintained by the club.

## **Section 7 – Membership Age and Voting Rights**

One membership, over 18 years of age, 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**

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 the NYSSA at the basic club 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 the NYSSA through another club or on their own.

There can be at the discretion of the Board of Directors additional membership opportunities in the NYSSA made available to these members on the form. These premium level membership opportunities are done for the convenience of our members and are not required nor will the club pay any additional cost for these premium memberships, however, if any premium level membership is chosen this shall be applied in lieu of the basic NYSSA membership and any additional cost must be paid for by the applicant.

The membership period shall coincide with the club's membership year.

All landowner and gratuitous memberships shall use the *“Official Landowner and Gratuitous Membership Application DN 002”*.

# **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 twelve people with a maximum of fifteen. Eight of these directors will be the elected officers: president, vice president, treasurer, secretary, and (newsletter) editor, Trail Coordinator, Groomer Maintenance Coordinator and Groomer Coordinator. These elected officers shall serve a term of one year and can be nominated and re-elected by the membership at the annual meeting. Directors first term shall be a two-year term and can be nominated for any number of additional terms at the annual meeting upon completion of their first term, these additional terms shall be one year. The minimum age of a director shall be 18 years of age in accordance with Article 2, Section 5.

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 remaining directors 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) a majority 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.

The Trail Coordinator and Groomer Maintenance Coordinator shall have the authority to spend up to \$2,000 between meetings for emergency uses directly related to their areas of responsibility (I.E. groomer repairs for the groomer coordinator and bridge repairs for the trail coordinator). It shall be required to email all Board Members and provide confirmation that a simple majority of the Board of Directors was obtained in favor of the expenditure. If email is unavailable for a given board member then a reasonable effort shall be made to contact those without email via telephone.

In the case of greater amounts needed or those that do not meet the parameters outlined above, the following rules apply:

Up to \$500 - approval of four (4) Board members

Up to \$1000 - approval of five (5) Board members

Up to \$3000 - approval of nine (9) Board members

Up to \$20,000 - requires a meeting and a vote of the Board. An attempt shall be made 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.

\$20,000 and over - 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 president.

# **Article 5 - Officers**

## **Section 1 – President**

The president will preside at all meetings of the club and the Board of Directors shall 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. He or she shall appear on all bank accounts as well as the treasurer.

## **Section 2 – Vice President**

The vice-president during the absence or incapacity of the president at the board meetings shall perform the duties and have the powers of the president.

## **Section 3 - Secretary**

The secretary shall keep all the club records other than financial, including minutes of the meetings, roster of the meetings, maintain a current list of land owners, list of committees and their members, shall send out notices of unpublished meetings, receive applications of membership 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 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, vice president or president. 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.

## **Section 5 – Editor**

The Editor shall compile all required information necessary to publish the newsletter, Trail Notes. The newsletter shall be published a minimum of four times a year and normally on a monthly basis. The Editor will also write and supply the Oswego County Weeklies with the monthly newsletter for publication consistent with the printer deadlines.

## **Section 6 – Trail Coordinator**

The Trail Coordinator shall be the lead focal point in the club for all trail activities, this includes trail maintenance, bridge repair and trail development. All local trail wardens shall stay in close contact with the trail coordinator as to the status of their sections. All new proposed activities from new trail development, major reroutes and major bridge building or rebuilding efforts shall brought to the attention of and receive authorization from the Trail Coordinator primarily for the purpose of expenditure budgeting. The Trail Coordinator shall

be the sole person authorized to order signing material (I.E. Voss Signs) via the club account. The Trail Coordinator shall follow direction from the Board of Directors and/or the general membership. This position includes certain spending limits for emergency situations as outlined in Article 4.

### **Section 7 – Groomer Maintenance Coordinator**

The Groomer Maintenance Coordinator shall be the focal point in the club for all groomer maintenance activities. The Groomer Maintenance Coordinator shall approve any modifications and major repairs to any machine. Any expenditure for groomer maintenance or modification shall be brought to the attention of and receive authorization from the Groomer Maintenance Coordinator primarily for the purpose of expenditure budgeting. The Groomer Maintenance Coordinator shall be the person who authorizes who can make charges to any club account (I.E. J and K Auto Parts) for the purpose of maintaining club equipment. The Groomer Maintenance Coordinator shall follow direction from the Board of Directors and/or the general membership. This position includes certain spending limits for emergency situations as outlined in Article 4.

### **Section 8 – Groomer Coordinator**

The Groomer Coordinator shall be the focal point in the club for all groomer operation activities. The Groomer Coordinator shall be responsible to insure that all operators receive training each calendar year to meet the requirements as outlined in New York State Department of Parks, recreation and historic preservation law. The Groomer Coordinator shall establish all grooming schedules to insure efficient operation of the equipment. The Groomer Maintenance Coordinator shall follow direction from the Board of Directors and/or the general membership.

### **Section 9 – 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 10 – Board of Director Expulsion**

Any member of the Board of Directors who misses three (3) consecutive meetings or (four) within a year absent exigent 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 1<sup>st</sup> and end on March 31<sup>st</sup>. This coincides with the New York State Trail Grant Fiscal Year.

## **Section 2 – Membership Year**

The membership year will commence on September 1<sup>st</sup> and end on August 31<sup>st</sup>. All dues submitted on or after April 1<sup>st</sup> will be credited to the next membership year.

# **Article 7 - Meetings**

## **Section 1 – Annual Meeting**

The annual meeting of the club shall be held at the April meeting to coincide with the fiscal year calendar. 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 and mailed according to the membership application. It is the members' responsibility to notify the secretary of any changes of addresses. A quorum of the Board of Directors is required see Article 4 Section 3.

## **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 (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 the second Wednesday of the month at 7:30 p.m. at a location designated by the Board of Directors. A quorum of the Board of Directors is required see Article 4 Section 3.

## **Section 5 – Board of Director Decisions**

Any decision made by the Board of Directors is binding on the general membership and not subject to their review (with the exception of club disbandment see Article 10). 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 from the general membership. Nominations will be taken from the floor

and then seconded. Once all nominations for the (8) eight officers and required board members have been made the secretary shall make a written ballot at the meeting and dispense the ballot 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 first meeting following the annual meeting the first 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 to such meeting for consideration and shall thereupon be laid on the table until the next regular meeting of the club. Only after this one-month 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 one-month shall be defined as the period of time between regular meeting dates of the club, which is the second Wednesday of one month to the second Wednesday of the next.



# **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**

If it is the consensus of the above stated vote to dissolve the club, all assets shall be disposed of under the supervision of the Board of Directors. From these proceeds first all debts shall be paid in full and if there is any remaining balance, this balance shall be donated equally to the Mexico Volunteer Fire Department, Palermo Volunteer Fire Department, Scriba Volunteer Fire Department and the New Haven Volunteer Fire Department.

# Article 11 - Club Logo

## Section 1 – Club Logo

The following is the official logo of the Mexico Trail Riders, Inc. this logo 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 club is [www.mexicotrailriders.com](http://www.mexicotrailriders.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 appointed by the Board of Directors and shall be referred to as web master. The Board of Directors shall have final say on the content of the web page.

**This page intentionally left blank.**