

Lakeshore Riders, Inc.  
Official Club Bylaws



Revision 4

Approved July 20, 2023

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**Revision History**

- Original Draft January 20, 2020, by Ted Reppi.
- Revision 1 February 22, 2020, by Ted Reppi.
- Revision 2 April 1, 2021, by Ted Reppi and John Renahan.
- Revision 3 October 6, 2022, by John Renahan per September 2022 Minutes.
- Revision 4 July 20, 2023, by Ted Reppi and John Renahan per June 2023 Minutes.

# Lakeshore Riders Inc. By-Laws

## Article 1 - Name and Purpose

### Section 1 - Club Name

The name of the club is Lakeshore Riders, Inc.

### Section 2 - Club Purpose

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

- Promote safe and responsible snowmobiling throughout our trail system and local area by education and development of a safe and comprehensive trail system.
- Promote greater interest in snowmobiling in the Wayne County area and develop 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 and to assist Police and Fire Emergency Response when possible.
- To cooperate with local officials to develop mutually satisfactory rules for broader and safer use of snowmobile trails in the community and to assist Police and Fire Emergency Response when possible.
- 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.
- All monies derived from the club through State funding, dues, fund raising events, and/or borrowing money, will first be used to pay for club operating expenses and then for the development and maintenance of our 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 public.

### Section 2 - Membership Application

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

**Lakeshore Riders, Inc.  
PO Box 334  
Alton, NY 14413**

The secretary of the club will provide forms for membership. They will also be made available on the club's website. The signature on the form is an agreement by the applicant to abide by the by-laws of the club. The Lakeshore Riders club membership is \$30.00 a year for an individual or family; this includes you, your spouse and any children 10-17. A basic New York State Snowmobile Association (hence forth known as the NYSSA) club membership of \$5.00 is also part of the 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 \$25.00. Cancelled checks submitted for club dues shall result in a \$35 charge.

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 Lakeshore Riders application.

### **Section 3 - Membership Newsletter**

All members will receive any newsletters, which will be supplied by the Secretary. The newsletter will be published as needed or at a minimum, the club minutes will be posted after each meeting to the website.

### **Section 4 - Newspaper of Record**

The Shopper and The Lakeshore News will be the official publications of the club.

### **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. If an Officer or Board of Directors member resigns, Article 4 Section 2 shall be followed.

### **Section 6 - Member Expulsion**

Any member of the club, including Board of Directors and Officers, may be terminated by a 2/3<sup>rd</sup>s vote of the Board of Directors for non-payment of dues, conduct deemed detrimental to the stated purpose set up by the organization such as, but not limited to, recklessness, negligence, inappropriate behavior, careless use of trails on property maintained by the club, or for any reason not listed here. In addition, Board of Directors, and Officers may also be terminated by a 2/3<sup>rd</sup>s vote of the Board of Directors for missing more than ½ of the yearly club meetings.

Prior to termination, the member may request a hearing of the Board of Directors at a meeting to be scheduled at the convenience of the Board. The Board of Directors has the power to review each member status at the beginning of each season.

### **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. Children under the age of 18 will be required to get parental signature.

### **Section 8 - Gratuitous Memberships**

A complimentary membership will be awarded to all officers (President, Vice President, Secretary and Treasurer) currently serving for that year of service. This membership need not be voted upon by the general 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 \$250 annually will be offered a gratuitous membership.

Any individual or business owner making a large (\$1000+) 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 Lakeshore Riders, 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 (11) members . Four of these directors will be the elected officers: President, Vice President, Treasurer, Secretary. These elected officers shall serve a term of one year and can be nominated and re-elected by the membership at the Annual Election Meeting . All directors, including elected officers, first term shall be a two-year term and can be nominated for any number of additional terms at the Annual Election 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 7.

For the purpose of this section, one-year shall be defined as the fiscal year 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 - 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 4 - 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 5 - Spending Limits**

Official committee chairpersons, only upon approval, shall have the power to spend \$300 between meetings of the Board of Directors. The expenditure must be within the normal scope of the proposed committee's budget plan. It is not to be considered a "use it or lose it" budget month to month and may not be used consecutively to accumulate materials or services for a personal agenda not previously approved by the committee's plan or budget. The monies may be spent via a club issued debit card, credit card, check, or an approved hard copy receipt can be submitted to the club for reimbursement. If needed a copy of the expense should be forwarded by way of text or email to the treasurer by way of picture of the receipt. A report shall be made either in person or in writing to the Board at the next General/Board meeting by the chairperson who spent the funds. If the money was deemed to be spent on non-appropriate or not in need of the committee's scope, the committee must repay the debt to the club. In the case of greater amounts needed, the following rules apply (In addition or each case):

Up to \$500 - approval of three (3) Board members

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

\$1,000 and over - requires a vote of the general membership at a regular or special meeting and the recommendation of an appointed committee or Board member.

In any of the above cases, the money is accessed through the Treasurer and President.

## **Section 6 - Hiring of Work or Services/Purchasing of Materials**

When the club votes on needed materials and/or work and/or services needed to complete a task, job, or project, the club will first seek to secure materials and/or work and/or services to accomplish the task, job, or project with volunteer donations first. If said need is not able to be accomplished via all attempts to secure a volunteer solution or for a reason of urgency is required outside the normal circumstances, the next step will be to secure help within the club network or resources. That club resource will propose a clear rate for labor/services or equipment and provide a total estimate for the task, job, or project to be completed in writing or e-mail. The estimate will need approval of the committee and board based on Section 5 above regarding spending limits. If project overages occur, the committee must report to the board as soon as possible the overage issue and the board will either vote to approve the overage, based on the circumstances, or ask to have a negotiation with the service or material provider so an agreement can be settled.

## **Article 5 - Officers**

### **Section 1 - President**

The president will preside at all meetings of the club. The Board of Directors shall appoint needed committees, and the President 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. He or She shall appear on all bank accounts.

### **Section 3 - Secretary**

The secretary shall keep all the club records, other than financial records, including minutes of the meetings, roster of the meetings, maintain a current list of landowners, list of committees and their

members. He/she 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. The Secretary shall compile all required information necessary to publish the minutes or a newsletter, and any trail notes/notices. The Secretary will keep records and log all reports required to receive State trail funding.

#### **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 or the president. The treasurer shall dispense funds as directed by the Board of Directors and/or the general membership. A detailed treasurer's report shall be prepared for each meeting, except special meetings, unless otherwise directed. He/she shall maintain a ledger for expenditures and accounts receivable.

#### **Section 5 - 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.

### **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> to coincide with the NYSSA Fiscal Year.

#### **Section 2 - Membership Year**

The membership year will commence on April 1<sup>st</sup> and end on March 31<sup>st</sup>, which coincides with the NYSSA membership year.

### **Article 7 - Meetings**

#### **Section 1 - Annual Election Meeting**

The Annual Election Meeting of the club shall be held to coincide with the normal March meeting at the end of the fiscal year calendar. Club Elections take place at the Annual Election Meeting in March. Written notice of the time and place of the Annual Election Meeting shall be prepared and distributed to the membership by the secretary at least ten (10) days prior to this meeting and e-mailed according to the membership application. It is the members' responsibility to notify the secretary of any changes of address. A quorum of the Board of Directors is required, see Article 7 Section 6.

#### **Section 2 - Annual Year End Review Meeting**

The Annual Year End Review Meeting of the club shall be held to coincide with the normal April meeting at the beginning of the fiscal year calendar. Election results will be announced by the secretary, and transfer of Officers and Board of Directors will occur with outgoing and incoming positions. During this meeting a full detailed financial review of the past year will be conducted by the Treasurer. A general review of off-season needs for the coming year will be discussed. Written notice of the time and place of the Annual Year End Review Meeting shall be prepared and distributed to the membership by the secretary at least ten (10) days prior to this meeting and e-mailed according to the membership application. It is the members' responsibility to notify the secretary of any changes of address. A quorum of the Board of Directors is



required. See Article 7 Section 7. and if any voting is needed to act, a quorum must be present. If needed a special meeting can be planned per Article 7, Section 3 for future votes that need to take place between this meeting and the General Membership September Meeting.

### **Section 3 - Special Meetings**

Special meetings of the general membership or the Board of Directors may be called by the president giving ten (10) days of notice via club membership contact given-text, phone or email, 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 7 Section 7. There are special requirements if the subject is club disbandment, see Article 10.

### **Section 4 - General Membership Meetings**

Any formal action taken at any meeting of the general membership shall require a majority vote of the members present. A quorum of the Board of Directors is required, see Article 7 Section 7.

### **Section 5 - Meeting Dates and Times**

Regular meetings shall be held monthly from September through April, on the First Thursday 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 7 Section 7.

### **Section 6 - Board of Director Decisions**

Any decision made by the Board of Directors is binding on the general membership and not subject to review (with the exception of club disbandment see Article 10). A quorum of the Board of Directors is required see Article 7 Section 7.

### **Section 7 - Meeting Quorum Requirements**

At all meetings, General Membership, Annual Election, Annual Year End Review, and Special, a majority of the Board of Directors shall constitute a quorum. If a quorum of five (5) 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.

All Board of Directors must annually sign the conflict-of-interest policy form.

### **Section 8 - Virtual Meetings**

In some circumstances, if a meeting must be called virtually, all meeting requirements previously laid out in this Article will be followed. Virtual meetings may be any form of electronic telecommunication ranging from virtual meeting applications such as Skype, Microsoft Teams, Google Meet, Webex, etc. group texts, group emails, and group phone calls over the internet or other forms of telephony communication mediums. A quorum of the Board of Directors is required. See Article 7 Section 7.

## **Article 8 - Election Procedure**

### **Section 1 - Election Procedures**

Elections for Officers and the Board of Directors will take place at the Annual Election Meeting with

nominations taken from the general membership at the monthly meeting prior to the Annual Election Meeting or via email to the Secretary. Nominations taken from the floor and e-mails to the secretary, which will be read, will all need to be recorded and seconded for consideration of the position. Of those nominated, the nominee has the final word on their inclusion to the ballot. Once all nominations for the four (4) officers and required board members have been made and recorded by the Secretary, all nominees will be added to a ballot created by the Secretary. The ballots will be distributed to the general membership at the Annual Election Meeting. The votes will then be tabulated at the Annual Election Meeting and the results made public.

## **Section 2 - Election Results Announcements**

At the first meeting following the annual March meeting, the first order under new business, the president shall announce the newly elected board members. The newly elected members will also be listed in the posted minutes, as well as the club website.

## **Article 9 - Amendments to The By-Laws**

### **Section 1 - Amendments to The By-Laws**

These by-laws may be amended by a 2/3<sup>rds</sup> vote of the members present at a General Membership, Annual Election, or Special Meeting of the club explicitly called for the purpose of amending these by-laws. Any such proposed amendment shall be presented at such meeting for consideration and shall thereupon be laid on the table for 25 days. Only after this 25 day review period; can positive consideration be given to the amendment. A 2/3<sup>rds</sup> vote is required by those in attendance at the next meeting to approve the amendment and there shall be a quorum of the Board of Directors as stated in Article 7 Section 7

## **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, active membership, or inability to financially run the club, then the President shall call a special meeting of the entire membership. This meeting will not be held virtually.

### **Section 2 - Special Meeting Announcement Requirement**

Written notice of the time and place of this meeting shall be prepared and distributed to the membership by the secretary at least ten (10) days prior to the meeting and e-mailed according to the membership application information. It shall also be advertised at least 7 days in advance in the newspapers 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<sup>rds</sup> of the Board of Directors of record at that time and a 2/3<sup>rds</sup> 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 distributed as required by law.

## **Article 11 - Club Logo**

### **Section 1 - Club Logo**

Below is the official logo of the Lakeshore Riders, Inc., This logo can and should be used on any letterhead, poster, advertisement, or web page/Facebook as deemed appropriate by the Board of Directors.



## **Article 12 - Club Web Page/Facebook**

### **Section 1 - Club Web Page/Facebook**

The official web page address of club is <https://www.LakeshoreRiders.org> . This web site and our Facebook page are 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 either site. Both sites shall be maintained by a committee appointed by the Board of Directors with the chairperson being referred to as “web master”. The Board of Directors shall have final say on the content of the sites.

**END OF DOCUMENT**