

Central New Hampshire Snowmobile Club

P.O Box 1316
Campton
New Hampshire 03223

Mission Statement

The mission of the Central New Hampshire Snowmobile Club is to promote a safe environment for the enjoyment of snowmobiling in the White Mountain Region in Grafton County, and surrounding communities in Central New Hampshire.

Article 1 Name of Organization

Section 1

- A. In accordance with the voting majority of the chapter's members, the name of this organization shall be Central New Hampshire Snowmobile Club
- B. the Central New Hampshire Snowmobile Club is a non-profit corporation duly registered with the State of New Hampshire Secretary of State

Article 2 Purpose of Organization

Section 1

- A. To promote snowmobiling as a sport and recreation for its members.
- B. to Exchange within the Chapter and with other duly recognized Snowmobiling Chapter, ideas, trail information, group activities and information pertinent to the welfare of its members.
- C. To create, maintain, mark, and map a system of public trails for the use of its members and the general public.
- D. To promote good conduct, sportsmanship, safety, and conservation practices.
- E. to Publish a newsletter and distribute to the members via e-mail or snow blast.
The frequency shall be determined by the Board of Directors.

Article 3 Memberships

Section 1

- A. Membership in the chapter shall be granted at the discretion of the Board of Directors.
- B. Individual or family membership shall be in accordance with the NHSA memberships.
- C. Business/Distributorship membership; businesses having interest in furthering the sport of snowmobiling.
- D. Voting is as follows: 1 vote per family or individual membership.

Section 2

- A. The Board of Directors shall have the power to suspend and expel any member for the due cause by a majority vote after all due consideration.

Section 3

- A. This organization shall be non-racial, non-partisan, and non-sectarian and shall wholly abstain from any political or labor affiliations.

Article 4 Meetings

Section 1 Annual Meetings

- A. An annual business meeting for the election of officers and directors and for the transition of other business relative to the affairs of the Chapter shall be held not later than April of each year. The Chapter Secretary and or Public Relations Officer shall send notice of the annual meeting via the website and or social media no less than five days in advance of the meeting.
- B. Officers and Directors elected at the meeting shall take office May 1st and end April 30th.
- C. The fiscal year shall extend from July 1st through June 30th

Section 2 Board of Directors

- A. The board of directors shall meet a minimum of 3 times per year. The Specific date and location of each meeting shall be at the discretion of the Chairman of Vice-Chairman

Section 3 Regular Meetings

- A. There shall be regular monthly meetings of the chapter membership at least (5) months of each year. The time and place of the meetings shall be determined by the Board of Directors. Attendance shall be taken at each meeting.

Section 4 Special Meetings

- A. Special meetings shall be held at any time upon the authorization of the Board of Directors.

Article 5 Governing Body

Section 1

- A. The Board of Directors shall consist of seven (7) directors, each of whom shall be an active member in the club. Directors shall be elected at the regular meeting of the membership in April and shall take office oin the first meeting in May. Each Directors shall be elected to serve for two years and until his successor shall be elected and shall qualify. In the event of a change in the number of Directors

originally specified in the By-laws, provisions shall be made in the lengths of the initial terms so that, in succeeding years, the terms of one third of the Board members will expire each year.

The duties of the Board of Directors shall be:

- A. Elect Chairman and Vice-Chairman
- B. Conduct the business of the club, and manage and maintain the equipment and property of the club.
- C. To approve all purchases and extend purchasing limits to other officers.
- D. Act on issues of Club memberships, including but not limited to:
 - a. Revocation of membership in instances of disruptive, abusive, or violent behavior at club meetings or functions.
 - b. Family membership issues
 - c. Club officers who fail to perform as duly appointed and or required.
- E. To contract loans for operating expenses as seen fit.

Section 2 Vacancies

In the event of a vacancy on the Board of Directors, the BOD shall have the power to fill each vacancy until the next annual election.

Section 3 Nominations

The Board of Directors shall appoint a nomination committee of 3 or more people who will provide nominations at the February meeting. Additional nominations will be entered from the floor proper to the election at the April meeting. New officers will take office by May 1st.

Section 4 Eligibility

Only regular members in good standing shall be eligible to hold any elected office or appointment. To be in good standing, attendance of regular meetings you shall be present at 3 meetings within the fiscal year and membership paid in full.

Article 5 Officers

Section 1

- A. The officers of the chapter shall be President, Vice-President, Treasurer, Club Administrator, Trail Master, Trail Administrator, and Public Relations Officer.
- B. Officers of the Chapter shall be elected for a one-year term.

Section 2 Duties of the President

The President shall be the Chief Executive Officer of the Chapter and shall preside at all meetings. It shall be his/her duty to exercise general supervision over the activities and welfare of the Chapter.

Section 3 Duties of the Vice-President

The AVice-President shall, in the absence of the President, perform all duties and assume all responsibilities of the President until the Board of Directors shall revoke authority.

Section 4 Duties of the Treasurer

The Treasurer shall keep accounts of the Club and have charge of its funds. He/she shall keep all of the Club's funds in a bank account approved by the Board of Directors and in the name of the Club, subject to withdrawal by checks signed in such manner as may be from time to time approved by the Board of Directors. A Treasurer's report shall be prepared for each meeting.

Section 5 Duties of the Club Administrator

The Club Administrator shall keep all of the clubs records, other than financial, including minutes of the meeting, roster of members, lists of committees and their members, shall read all notices of meetings, receive applications for membership, remit list to NHSA, check emails, pick up the mail and discharge all of the the usual administrative functions of the office required by the By-Laws.

Section 6 Duties of the Trail Administrator

The trail administrator is authorized to enter into grant in aid contracts with the Bureau of Trails or other agencies and accept monies granted and received in compliance with such contracts.

The trail administrator shall coordinate all permission slips from all private land owners (conservation and selectmen of the town) , town entities, state, utility companies, organizations, trusts, that own property.

He/She will coordinate duties of all trail masters. He/She will maintain and schedule the grooming of all trails. He/She will control operation and maintenance logs on all motorized/grooming equipment. He/She can appoint any of the above duties to trail masters or the Maintenance Supervisor with the exception of Grant in Aid contracts.

Section 7 Duties of the Trail Master(s)

The Trail Master(s) shall coordinate with the Trail Administrator on his/her responsibilities of the trails for all maintenance for grooming needs for their area of responsibility. He/She shall assist the Trail Administrator on applying for grants and aid. He/She shall coordinate work parties as needed. There shall be no more than four(4) Trail Masters appointed by the Trail Administrator and approved by the Board of Directors.

Section 8 Duties of the Public Relations Officer

The Public Relations Officer is responsible for promoting the snowmobile club and maintaining positive communication with members, the community, landowners, businesses, and the public. Duties include promoting club activities, events, and fundraisers; managing social media and other club communications; sharing information about trail conditions and closures; working with local businesses and media; and representing the club in a positive and professional manner.

Section 9 Duties of the Maintenance Supervisor

The Maintenance Supervisor shall oversee all equipment maintenance. He/Shee shall be notified of all maintenance issues along with the Trail Administrator regarding all equipment belonging to the club. He/She will be required to keep a maintenance log of all equipment.

Article 7 Acquisition and Management of Property and Funds

Section 1

- A. The Chapter Board of Directors shall manage and control the property of the Chapter and shall be responsible for the maintenance and care of equipment.

Section 2

- A. Funds may be raised by annual dues, or in any other manner approved by the Board of Directors. All funds shall be deposited into the general account of the Chapter.

Section 3 Annual Dues

Annual dues will be voted on at the annual meeting and published prior to July 1st

Section 4 Payment of Annual Dues

The annual dues shall be payable after July 1st each year, the club's fiscal year runs July 1st to June 30th each session.

Section 5 Conduct of Club Business

- A. All members and officers of the Central New Hampshire Snowmobile Club shall be considered volunteers and shall not receive payment for their services as members, officers or as members of any committees.
- B. No officer or member of the club shall conduct any debts for or against the Club without first being authorized to do so by the Board of Directors.
- C. Club equipment may be operated by trained members in good standing when authorized by the Trail Master(s) or Trail Administrator.
- D. There shall be a written notice of any major change in the club's structure, equipment, operating procedure, or proposed change in the By-Laws. This notice shall be presented at a regular meeting of the club and voted on at the next regular meeting of the club.
- E. The club shall make no donations that exceed the net profits of fund raising activities in a fiscal year or approved by the Board of Directors.
- F. All donations are to be approved by the Board of Directors.

Article 8 Organization Dissolve

Upon dissolution of the organization

- A. The club's assets shall be sold, or auctioned off to the highest bidder, and all monies raised thereby shall be used to settle the debts and obligations of the Club. Any monies remaining shall be donated to the New Hampshire Snowmobile Association, INC.
- B. The clubs trail system shall be turned over to surrounding clubs as determine the State of NH, Bureau of Trails.

Article 9 Procedures

Parliamentary procedures shall be followed in conducting regular and special meetings.

- A. The order of business shall be as follows:
 - i. Call to order
 - ii. Roll Call
 - iii. Club Administrators Report
 - iv. Treasurer's Report
 - v. Communications
 - vi. Reports of Committees
 - vii. Unfinished Business
 - viii. New Business
 - ix. Announcements
 - x. Close of Meeting

Article 10 Restrictions

It is each individual's responsibility to have a safe mode of travel home if the consume alcohol at any chapter meetings, club functions or etc. Each member is fully responsible for themselves and their actions at any sponsored function. The individual, members or non-member, shall not hold the club or any of its members or officers liable due to their actions or indiscretion as the apply to the law. The Board of Directors reserves the right to remove anyone from any club function whose actions are deemed inappropriate or irresponsible.

Article 11 Quorum

Section 1

At the given time any 3 members, officers of Board of Directors combined that attend the regular meeting of the Chapter shall constitute a quorum at any meeting.

Two-thirds ($\frac{2}{3}$) of the Board of Directors constitute a quorum for any Board of Directors meetings.

Article 12 Amendments

Section 1

Amendments to these By-laws can be submitted by any member for recommendation to the Board of Directors.

Section 2

Any proposed amendments must be submitted to the Board of Directors at least thirty (30) days in advance of a meeting. Copies of the proposed amendment shall be made available to all members of the Chapter at least ten(10) days in advance of a meeting.

Section 3

A quorum of the members in attendance at a meeting shall be necessary to incorporate the proposed amendment into the Chapter By-laws.

Revised 11/8/2016

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