

**CONSTITUTION AND BYLAWS
OF THE
CALIFORNIA-NEVADA SNOWMOBILE ASSOCIATION
Amended March 2, 2013**

ARTICLE I NAME

- Section 1 The name of the association shall be **CALIFORNIA-NEVADA SNOWMOBILE ASSOCIATION**.
- Section 2 The statewide association shall represent all snowmobilers throughout California and Nevada.
- Section 3 The Association shall be divided into three regions as follows:
- A. The northern region shall include all members residing north of Interstate 80 to the Oregon border, excluding Nevada.
 - B. The central region shall include all members residing between Interstate 80 and California Highway 4, including all of Nevada.
 - C. The southern region shall include all members south of California Highway 4 to the Mexican border, excluding Nevada.
 - D. On regional matters, a member may vote only in one region.

ARTICLE II OBJECTIVES AND PURPOSE

- Section 1 To disseminate snowmobiling information among the snowmobiling community .
- Section 2 To promote safety and public goodwill toward the sport of snowmobiling.
- Section 3 To encourage and provide assistance in the organization and promotion of clubs dedicated to the sport of snowmobiling.
- Section 4 To provide a voice for the individual snowmobiler in all matters relating to the sport of snowmobiling.
- Section 5 To promote good fellowship among all snowmobilers.

ARTICLE III MEMBERSHIP

- Section 1 Membership shall not be affected by race, color, creed or national origin.
- Section 2 There shall be seven types of membership.
- A. **Individual Membership** shall consist of any person age 18 or older who is interested in the objectives of this association.
 - B. **Family Membership** shall consist of an individual and any legal dependents.
 - C. **Club Membership** shall consist of any snowmobile club interested in the objectives of this association.
 - D. **Business Membership** shall consist of any manufacturer, retailer or distributor of snowmobiles, related equipment or accessories and any other business interested in the objectives of this association..
 - E. **Honorary Membership** shall be granted by the board of directors.
 - F. **Teen Membership** shall consist of any person age 14 to 21 who is a member of a youth club sponsored by current CNSA club in good standing.
 - G. **Life Membership** shall include Individual or Family membership paid for the life of the member.
- Section 3 Application for membership.
- A. Application for membership shall be made to the membership chair with one year's dues in advance.

B. Applicants may be rejected only for failure to pay dues or by two-thirds majority vote of the board of directors.

Section 4 Dues.

- A. Annual dues for membership are payable on or before October 1 each year. Drafts, checks or money orders shall be made payable to California-Nevada Snowmobile Association.
- B. The fiscal year shall be from January 1 through December 31.
- C. Membership dues shall be delinquent on December 31.
- D. Amount of dues may be adjusted by majority vote of the members present at the annual general membership meeting.
- E. Life Membership shall be available at fifteen (15) times the current annual dues. The monies collected from life memberships shall be put into a separate account with the interest being used for servicing costs.

Section 5 Voting rights of members.

- A. Each Individual Membership in good standing and 18 years or older shall have one vote in all general meeting elections and motions.
- B. Each Family Member in good standing and 18 years or older is entitled to one vote in all general meeting elections and motions.
- C. Club Membership shall have one vote in any general meeting election or motion.
- D. Business Membership shall have one official representative with all rights identical to an individual membership including one vote in any general meeting election or motion.
- E. Honorary Membership shall not have a vote in any general meeting election or motion.
- F. Teen Membership - Each teen member in good standing and between age 18 and 21 shall have one vote in all general meeting elections and motions. If a teen member is also covered by a family membership, that individual is entitled to only one vote.
- G. No individual shall have more than one vote in any election or motion.

ARTICLE IV OFFICERS

Section 1 The officers of the association shall be a **President, Vice President, Secretary, Treasurer, Immediate Past President, and three Regional Directors.**

Section 2 The statewide officers, with the exception of the immediate past president, shall be elected at the annual general membership meeting to be held at the discretion of the board of directors-the new officers to assume their duties at the end of the convention. The Regional Directors shall be elected by the members of their respective regions at the annual general membership meeting.

- A. All statewide officers, with the exception of the immediate past president, shall be elected by a vote of more than 50 percent of the general membership present. All regional directors shall be elected by a vote of more than 50 percent of their respective regions.
- B. Should no candidate for statewide or regional office receive more than 50 percent of the vote during the annual general membership meeting, a runoff vote between the two candidates receiving the highest vote for an office shall be held.
- C. In the event that an officer must vacate a position held, the presiding officer shall seek volunteers and appoint a replacement to complete the term of the officer with the approval of the board. The selection shall be made as soon as possible following

the vacating of the position by conference call of the board members.

D. Nominations will close only after floor nominations at the General Membership meeting.

Section 3 Duties and Terms of office.

A. The **President** shall preside at all meetings of the general membership and Board of Directors, and chair the Executive Board.

B. The **Vice President** shall have the duties of the President when the President is absent. The Vice President shall also be the immediate successor to the President in the event of a vacancy in the office of President, and will retain this office until the next general membership meeting.

C. The **Secretary** shall keep the records of the association and shall give all necessary notices and handle all correspondence. The secretary shall serve at all board of directors' meetings, executive board meetings, and general membership meetings. The secretary shall keep the minutes of the meetings and submit copies of same to all board members within two weeks after each meeting. The secretary may delegate regional duties.

D. The **Treasurer** shall collect all revenues and pay all bills as approved in the budget. The treasurer shall provide a written copy of the financial statement for the annual general membership meeting. The treasurer shall also draft an annual budget for approval by the executive board.

E. The **Immediate Past President** shall attend all executive board meetings, board meetings and general membership meetings, and shall handle such duties as assigned by the President.

F. The **Regional Directors** shall assume or delegate all committee duties including membership drives; safety; convention, within their respective regions. These duties may be delegated as appropriate. Membership shall be the responsibility of a statewide membership chairman, and Snow Tracks shall be the responsibility of the Snow Tracks Editor.

G. All officers shall serve a two-year term and may succeed themselves.

H. No individual shall serve more than three successive terms in the same office.

I. No two family members can hold an elective office concurrently.

J. The President may appoint a lead person or coordinator for necessary services statewide or within the regions, as necessary.

ARTICLE V BOARD OF DIRECTORS

Section 1 Membership.

A. The board of directors shall consist of the five officers, the three regional directors, and one representative from each member club as appointed or elected by each club in good standing.

B. Each member club shall elect or appoint an alternate when their representative is unable to attend any meeting.

Section 2 Responsibilities of the board of directors.

A. The board of directors shall have the full power to direct the business of the association.

B. The term of all board members shall be from receipt of membership dues to end of current fiscal year.

C. Any board member may succeed himself.

- D. All currently elected statewide officers shall have signature authority on all accounts held by the association, however only one signature is required on checks. To provide accountability, a ledger sheet or bank statement shall be provided by the Treasurer to the Board Quarterly.

ARTICLE V EXECUTIVE BOARD

Section 1 Membership

- A. **Executive Board** shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President and the three Regional Directors. The Executive Board shall consider administrative matters such as those affecting the bylaws, articles of incorporation, procedures and finances.

ARTICLE VI MEETINGS

Section 1 Scheduling

- A. The annual general membership meeting and convention location shall be set at the discretion of the Board of Directors. The location to be decided at the general membership meeting for the following year's convention. The annual general membership meeting and convention shall be held in the Fall and should rotate between regions. The regional director for the hosting region shall be in charge of the convention.
- B. The president upon a one-week notice may call special meetings.
- C. The regional directors should host a Board of Directors meeting in their area, as agreed on with the Board of Directors.
- D. Executive Board meetings shall be called as necessary by the president to carry out the business of the association.

Section 2 Quorum.

- A. A quorum of the general membership for the annual meeting shall consist of thirty percent of the board of directors and any number of the general membership in good standing.

ARTICLE VII COMMITTEES

Section 1 Qualifications.

- A. The president may appoint statewide coordinators as needed.

Section 2 Duties and Powers.

- A. Each regional director shall assess the number of members required to perform the regional needs and select members to assist.
- B. Each regional director shall establish regional guidelines and coordinate them with other regions and the president.
- C. Each regional director shall report on regional activities via e-mail and to *Snow Tracks*.

Section 3 Types of Committees.

- A. Statewide Safety Coordinator, working with regional directors, state officials and the manufacturers, shall oversee the safety program of the association and shall keep the executive board advised on activities and needs.
- B. Statewide Membership Coordinator shall handle the statewide record keeping

related to association membership and shall assume other duties to promote the association as may be required. The coordinator shall work with regional directors to maintain a complete record of membership and shall provide updated mailing lists for *Snow Tracks*. The coordinator shall provide written reports to the executive board and through *Snow Tracks* to the membership. The Regions shall conduct membership drives as appropriate within their regions.

D. Snow Tracks Editor shall be responsible for gathering information and advertising related to the publication of a seasonal newspaper. The Editor shall be responsible for billing, receiving and accounting for monies related to the *Snow Tracks* publication. Membership should be advised where to view *Snow Tracks* on the internet, as a hard copy is no longer produced.

Section 4 Special committees may be appointed by the president as needed.

ARTICLE VIII ORGANIZATIONAL DISCIPLINE

Section 1 Members not having paid their dues by December 31 will be dropped from membership for non-payment of dues and shall not be entitled to vote or receive any notices or publications of this association.

Section 2 Expulsion or suspension of a membership may be affected by a two-thirds vote of a quorum of the Board of Directors when the actions or conduct of said member bring discredit or censure to the association. Said member shall be allowed a fair and impartial hearing by the Board of Directors, with all parties involved present before any action is taken. Such action shall not release said member from any obligation owed the association.

Section 3 Any member or applicant having been dismissed from the association may, after one year, reapply for membership.

Section 4 The property of this association is irrevocably dedicated to the objectives and purpose of this association and no part of the income or assets shall ever inue to the benefit of any officer, member or other private individual.

Section 5 No officer, chairman or member shall gain personal benefit by advantage of position. Such benefit shall constitute conflict of interest and require expulsion from membership per Article. VII, Section 2.

ARTICLE IX PROCEDURE

Section 1 Roberts Rules of Order, latest edition, shall prevail where these bylaws do not cover.

Section 2 A majority shall consist of the simple majority of the members present unless stated otherwise in these bylaws.

Section 3 There shall be no absentee ballots or proxy votes.

Section 4 A copies of these bylaws shall be made available to every membership in good standing. Members should be advised of the appropriate website to view the bylaws. If they do not have internet, they can receive a copy by mail upon request.

Section 5 More than one member of one household may not hold office simultaneously.

Section 6 This association shall comply with both California and Nevada corporation codes pertaining to nonprofit, non-stock corporations.

Section 7 No committee, officer or member may commit this association to any expense without approval of the Executive Board.

Section 8 All officers, board members and committee members shall hold association membership in good standing throughout their terms.

Section 9 The financial records kept by the treasurer shall be reviewed biannually. For the purposes of this review, the fiscal year shall be the calendar year.

ARTICLE X AMENDMENTS

Section 1 These bylaws may only be amended by a two-thirds majority vote of the membership attending the annual general membership meeting. This change is to take place at the end of convention.

ARTICLE XI STANDING RULES

Section 1 All non-parliamentary decisions of the Board of Directors shall be recorded in a separate document called Standard Operating Procedures. These procedures shall be updated, as necessary, when there is a bylaws change.

Section 2 These standing procedures may be adopted, amended or rescinded by a simple majority vote of the Board of Directors.

Section 3 No officer, chairperson or member shall express or imply any endorsement on behalf of the association of equipment, services or other commercial venture except by explicit action of the board. Solicitation and receipt shall be on an equal and impartial basis for all potential providers. The association newsletter shall notice this standing rule.

Section 4 The association membership mailing list shall not be released without prior approval of the Board of Directors.