

RIVERSIDE RECREATIONAL TRAILS BYLAWS

ARTICLE I

NAME AND PURPOSE

1. The name of this organization shall be: "Riverside Recreational Trails."
2. This organization is formed to establish, maintain, and nurture recreational trails; and to educate trail users and the general public thereof. We do so through family oriented activities, such as trail rides, overnight camping, playdays, etc. Fundraisers are held to support these goals, and donations may be made to further these same causes.

ARTICLE II

OFFICERS/BOARD MEMBERS

1. The Board of Directors is the governing body and shall consist of elected Executive Officers, Standing Committee Chairpersons, who shall be directors, and eligible Immediate Past President. In an emergency, or when new information becomes available, the Board of Directors shall have the power of acting for the general membership, or revise a decision of the general membership, so long as a quorum of the Board (which shall be 50%) is present. Any reversible decisions reached at Board meetings shall be presented for review and ratification at the next general meeting.
2. Executive Officers shall be elected in December to take office on January 1st of the following year. Executive Officers will be chosen by a simple majority vote. A quorum must be present for elections. A quorum will be a Board quorum and twice as many general members in attendance at a properly advertised meeting. Voting membership is tallied on the basis of 2 votes for each family member unit and 1 vote for each single member. The assembly may elect to provide absentee ballots for those members who are unable to attend the election meeting. The procedures for absentee ballots must be established and voted upon at a general meeting no later than September prior to the election, and published in the Clubs newsletter at least two times.
3. Description of Executive Officers to be elected: Nominees must be voting members in good standing for a minimum of one year. Nominations for Executive Officers shall be solicited during the October general meeting by the President. Nominations shall be taken until a motion is made, seconded and passed to stop, prior to the election at the December general meeting. All qualified nominees names shall be recorded by the Secretary at each meeting. All nominees names and the offices for which they are nominated shall be read by the President at the November and December general meeting.

President - A Presidents most important duty is revealed by his title: to preside over meetings. He/she should also have at hand the bylaws, rules of order, standing rules, and other documents to facilitate the transaction of business; to authenticate by his/her signature any documents relevant to the assembly; and in general to represent the assembly. The President does not vote unless there is a tie. The President may appoint ad-hoc committees. The President is encouraged to submit monthly articles for publication in the RRT Newsletter.

Vice President - In the absence of the President, the Vice President serves in his/her place. He/she is **not** considered an assistant to the President. Other duties may be assigned as necessary.

Secretary - The Secretaries duties are to record the minutes and keep them in a book, to maintain current copies of all organizational documents, to file reports, to issue written notices of meetings and certain motions, to prepare the agenda for the presiding officer, to provide copies of organizational documents, to make the minutes and organizational documents available to members at reasonable times and places, and to call roll when required.

Treasurer - The Treasurer acts as a banker, holding the funds deposited and paying them out on the order of the assembly. Reports are usually statements of the amount on hand, the sources and amounts of income, the purposes and amounts of disbursements, and the balance on hand.

4. The following Standing Committees will be chaired according to the following descriptions. Chairpersons of the Standing Committees are appointed by the President and will be Board Directors. Standing Committees may be created or eliminated consistent with provisions of this document. All Standing Committees will be described in the Bylaws. One person may hold more than one Board position and each Standing Committee is entitled to one vote in Board decisions, however, no person shall have more than one vote.

Trails Coordinator - Investigates trail ride possibilities and reports back to the membership. Reviews the calendar for one - day and / or overnight trail rides, and assists with the arrangement of reservations, maps, etc. as necessary. Determines routes, preides to determine length of time and level of experience required, and assigns trail bosses and drag riders for each ride, as necessary.

Fundraiser Chairperson - Reviews the events for the year that are possible fundraisers, investigating costs involved and preparing a report to the assembly. Once these are voted upon, the Fundraiser Chairperson organizes all details, including receiving permission from necessary authorities, obtaining volunteers, purchasing supplies as needed, etc.

Public Relations Chairperson - Receives a list of the Clubs events and investigates costs and ideas for advertising them. Places advertisements as needed. Submits articles to local publications. Serves as a “good will ambassador.” Good writing skills helpful.

Newsletter Editor - Solicits articles from other members, updates calendar, reports on Riverside Recreational Trails events and searches for other informational materials which members may find interesting for the monthly newsletter. Arranges for printing and mailing to all current members. Good typing and editorial skills helpful.

Legislative Coordinator - Observes municipal, county, state and federal trends regarding recreational trails, attends related meetings, and reports pertinent information to the assembly. Receives and distributes political information as appropriate. May arrange for a stand-in when unable to attend a particular meeting, as necessary.

Trails Maintenance Coordinator - Maintains communications with the City and County Parks Department with regard to trail cleanup and safety.

Historian - Keeps a record of all club events, including photographs, and maintains albums of such.

Parliamentarian - Maintains a working knowledge of the Clubs bylaws and Roberts Rules of Order, and advises the assembly of proper procedures as needed. Receives suggestions for changing the bylaws and oversees voting procedures.

Appreciation Committee - The Appreciation Committee is chaired by the Immediate Past President who observes considerable efforts of Board, committee and general members and appropriately recognizes those efforts at the end of his term.

5. Nonparticipation by any Director for three consecutive meetings without good cause will be cause for removal from the Board by a majority Board vote. The President may appoint an interim Director or Executive Officer to serve until the next election is held.
6. In the event of the resignation of an Executive Officer or Director the President may appoint an interim Executive Officer or Director to serve until the next election is held. In the absence of the President and Vice President the Board of Directors shall make the interim appointment by majority vote.

ARTICLE III

MEMBERSHIP

1. Any person or family unit may become a full voting member(s) at the cost of \$20.00 per year for single membership and \$25.00 per year for family membership.
2. Any person or family unit may become an associate member at the cost of \$15.00 per year for single membership and \$20.00 per year for family membership. An associate member may participate in all Club activities, but has no voting privileges.

3. Any person may become an Event Member at the cost of \$5.00 per day per event. An Event Member may participate in a designated Riverside Recreational Trails event and has no voting privileges. An Event Membership expires when the designated event concludes or by the majority vote of the full voting members present.
4. A family unit shall be any 1 or 2 adults who reside in the same household and share the living expenses, with or without dependents. A family unit must be a minimum of 2 people. A dependent who leaves the household, or ceases to be a dependent, remains a member until the family's next renewal date, at which time they will be required to join on their own..
5. The Board of Directors shall have the right to terminate the membership of any member or remove any Director or Executive Officer from office. Any termination requires at least two Board meetings. At the first meeting the Board will discuss the termination. At the second meeting the Board will consider and vote on the termination. During the first meeting the Board will direct by a majority vote of the Board that written notice be delivered to the person whose termination is being considered. This notice will contain the reason the Board is considering the termination and the date, time and location of the second meeting. This notice will also request the attendance of the subject at the second meeting to speak for themselves. The second meeting will be held no less than ten days after delivery of such notice. Termination requires a three - fourths vote of the Board at a Board meeting.
6. Dues are payable, in full, on application and shall be renewable on the anniversary date each year. Dues will become delinquent on the day following the day on which they are due, and if not paid within 1 month thereafter, the member shall be suspended. Until such time as a member has paid their dues in full, they shall be denied the right to vote in the affairs at any meeting. If the suspended member is an officer, they lose the right of office and an interim shall be appointed until a new election fills the position.

ARTICLE IV

MEETINGS

1. There will be a general meeting at which a Board quorum must be present held once a month.
2. The Board shall meet a minimum of four times a year. These four meetings shall be scheduled and advertised in the RRT Newsletter so general members may attend. Only Directors vote at Board meetings. The elected Executive Officers may call a Board meeting at any time upon a general consensus of the Executive Officers.
3. The schedule date, time and place for all meetings must be published at least one month prior to the date of the meeting, though emergency meetings may be called when necessary. Any reversible decisions reached at emergency Board meetings shall be presented for review and ratification at the next general meeting.
4. If during a general meeting a question of significant importance arises a member may immediately move for Board consideration of the question. If seconded by another member the question must be tabled awaiting Board consideration of the question. Recess of the general meeting may be called while an emergency Board meeting is held.

ARTICLE V

FINANCE

1. The monies shall be deposited in a bank or savings institution as designated by the elected officers, and monitored by the Treasurer. All financial records shall be available to Club members at any reasonable time.
2. All organization checks shall be signed by any one of the following: Treasurer, President, Vice President, or Secretary. Any checks over \$100.00 must be signed by 2 of the eligible officers.
3. All current month to month operation expense demands against said funds need no prior approval, but shall be approved in the Treasurers monthly report. Corresponding receipts to be held by the Treasurer.
4. Other expenses shall be disbursed or withdrawn only if approved by a simple majority at any meeting at which a quorum is present, or a 2/3rd vote of the Board of Directors. Any reversible decisions rendered by the Board at a meeting other than a scheduled general meeting shall be presented for review and ratification at the next general meeting.

5. Monies received at fundraising events will be counted by the Treasurer and 2 or more other members, to be decided by the Treasurer, one of which must be another Board member.
6. A ledger shall be kept by the Treasurer of all accounts payable and accounts receivable. A financial statement shall be made available to all members at the end of the fiscal year, which will run from January 1st through December 31st.
7. There will be an annual financial audits. In November of each year the President shall appoint three members, subject to confirmation by the Board, to serve as an audit committee. This committee shall meet with the Treasurer as necessary to conduct an audit of the financial records from July to December of the current year. The committee shall report the audit results to the Board no later than January and to the general membership at the next general meeting.

ARTICLE VI

OTHER

1. A simple majority vote of voting members at a designated general meeting at which at least 2/3rd if the Board is present shall be required to change the bylaws. Submission of changes to the bylaws must be received by the Parliamentarian no later than August 1st of each year. All suggestions shall be published in the Club newsletter for 2 months in a row, and then voted upon at the general meeting on the 3rd month.
2. Any other questions not covered in the Club bylaws will be governed by Roberts Rules of Order.

ARTICLE VII

MEMBERSHIP IN OTHER ORGANIZATIONS

1. By affirmative majority vote at a proper Club meeting, RRT may join other organizations as a Club. Unless otherwise stipulated by the other organizations' rules, a delegate shall be elected at an RRT Club meeting to act as the representative of RRT at such other organization meetings.
2. RRT may reimburse the delegate for reasonable expenses incurred at such meetings by majority Club vote.
3. The RRT President may appoint a substitute delegate with Club or Board approval. RRT shall also send at least one alternate appointed by majority vote of the Club. The Secretary shall provide a letter, signed by the President and one other officer certifying the delegate and alternate at such meetings.
4. In all matters that require a vote at such organization meetings where advance notice is provided, RRT, or the RRT Board, may direct the delegate on how to vote at the organizations' meeting. The delegate shall vote as directed.
5. When RRT has more than one vote at such organization meetings, all RRT votes shall be cast for a single position.
6. When business comes before such other meetings that require a vote and no time is allowed to consult RRT, or the RRT Board, the delegate may vote on behalf of RRT provided the RRT delegate votes as the delegate believes the Club majority wishes