

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

**P.O. BOX 564**

**MEXICO, NY 13114-0564**



***By-laws***

**Revised 2020**

# 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 Oswego County area 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** or via e-mail or Club Website.

The Membership 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 \$24.00 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 (NYSSA) club membership of \$5.00 and a donation of \$1.00 for SLEDNY is also required for a total of \$30.00 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 \$24.00.

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*". It is the members' responsibility to notify the membership secretary of any changes of addresses.

### **Section 3 – Member Resignation or Termination**

A member of the club may resign the club at any time upon written, verbal or electronic notice to the Membership Secretary. No refunds of dues will be made.

A member of the club may be terminated by a majority vote of the Board of Directors for nonpayment 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 4 – Membership Age and Voting Rights**

One member, over 18 years of age, shall constitute one vote at the annual meeting. 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 5 – 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.

Gratuitous memberships shall be granted to the officers of the club. The board of directors and general members shall have the opportunity to earn a gratuitous membership by providing documented proof of 10 hours of volunteer work for the club. Pre-approval of volunteer work is required. Memberships will be credited to the next years' dues and not reimbursed by the club.

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.

### **Section 2 - Equipment Insurance**

The club shall carry comprehensive insurance on the equipment of the club.

### **Section 3 - Officer Insurance**

The club shall carry Executive Protection Liability Insurance for the officers of the club.

### **Section 4 – Groomer Operations**

The club groomer operations shall be governed by the document "*Groomer Policy DN 003*". This document shall only be amended or modified by a majority vote of 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 nine people with a maximum of fifteen. Eight of these directors will be the elected officers: President, Vice President, Treasurer, Recording Secretary, Membership Secretary, Communications Director, Trail Coordinator, and Groomer Maintenance Coordinator. These elected officers and board members shall serve a term of one year and can be nominated and re-elected by the membership at the annual meeting. The minimum age of a director shall be 18 years of age.

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, 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.

## **Section 4 – Presiding Officer Vote**

The presiding officer shall vote only in the case of a deadlock upon any vote by the Board of Directors. His/her vote will constitute the final decision.

## **Section 5 - Committees**

The Board of Directors may appoint an executive committee of the Board to carry on any business that is necessary between Board meetings. The Board or President may appoint other club committees as needed.

## **Section 6 – Spending Limits**

Officers may spend up to \$500 for routine club business and up to \$2,000 for emergency maintenance of equipment and/or trails. Immediate notification to the Board Members is required (email, phone, text).

All expenses over \$2,000 must be approved by majority vote of the Board of Directors. Voting can be made via electronic communications when needed.

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, 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 or by the Board of Directors. 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 meetings shall perform the duties and have the powers of the president. The vice-president shall also oversee the activities of the three appointed area groomer coordinators.

### **Section 3 – Recording Secretary**

The recording secretary shall keep all the club minutes, roster of the meetings, list of committees and their members and all the usual secretarial functions of the office as required by the by-laws and the Board of Directors.

### **Section 4 – Membership Secretary**

The membership secretary shall keep records of all current club members and receive applications of membership to the club and process these memberships through NYSSA.

### **Section 5 - 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. A treasurer's report shall be prepared for each meeting. He/she shall maintain a ledger for expenditures and accounts receivable.

### **Section 6 – Communications Director**

The Communications Director shall compile information and post meeting notices on the club website and social media pages.

### **Section 7 – Trail Coordinator**

The Trail Coordinator shall oversee all trail activities. Groomer Operators shall stay in close contact with the trail coordinator. The Trail Coordinator and Groomer Maintenance Coordinator shall work together on maintenance and purchase of equipment. Trail Coordinator will maintain a current list of landowners of property that the club trails utilize.

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

The Groomer Maintenance Coordinator shall oversee all groomer maintenance activities. The Groomer Maintenance Coordinator and Trail Coordinator shall work together on maintenance and purchase of equipment.

### **Section 9 – 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 may 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. Notice of the time and place of the annual meeting shall be prepared and published on the website and social media page by the Communications Director.

## **Section 2 – Emergency/Special Meetings**

Emergency or Special meetings of the Board of Directors may be called by any officer giving at least 24 hours' notice (electronically, text, email, verbally) of the time, place and purpose of such meetings.

## **Section 3 – Regular Meetings**

Regular meetings of the Board of Directors and membership shall be determined by the Board and posted on the club website and/or social media pages and provided to NYSSA with the date, time and location determined by the Board of Directors.

## **Section 4 – 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.

# **Article 8 - Election Procedure**

## **Section 1 – Election Procedures**

Elections for Officers and Members to 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 members of the Board 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 by either accepting the nomination in person or by written acceptance pre-delivered to someone present at the meeting.

## **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 Board of Directors present at a regular or annual meeting of the club. Any such proposed amendments shall be presented to such meeting for consideration and shall thereupon be held for a one-month review. A majority vote by the Board is required to amend the by-laws after a 30 day review.

For the purpose of this section one-month shall be defined as the period of time between regular meeting dates of the club.

# **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 local newspaper.

## **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 to local volunteer agencies or as allowed by law.

# **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 and other social media pages shall be maintained by the Communications Director or his/her designee. The Board of Directors shall have final say on the content of the web page.

*These By-Laws were amended April 10, 1996; September 12, 2002; May 5, 2006; January 4, 2016; and November 13, 2020.*

## **Appendix**

**Official Membership Application DN 001**

**Official Landowner and Gratuitous Membership Application DN 002**

**Groomer Policy DN 003**



**Mexico Trail Riders, Inc. Membership Application YEAR: \_\_\_\_\_**

**Membership Year is September 1st through August 31st. Any application received on or after April 1st will be credited to the following year. NYS Charities Registration 20-50-85**

The Mexico Trail Riders membership is \$30.00 per year; with \$24 going to the club and \$5 to the NYSSA for their basic membership plus \$1 to SLEDNY. This is for an individual or family; this includes you, your spouse (married or not) and all children under 18. You may also select to upgrade the NYSSA membership to the Trail Defender level, by selecting this you are doing this in lieu of the basic NYSSA membership, the additional cost is \$20. If you have already joined NYSSA through another club you can claim exempt. MTR memberships includes: state registration voucher, and decal.

**For the DMV voucher we need the EXACT names and address as it appears on ALL registrations. We have provided spaces for six names, Member, Spouse (married or not) and up to four children, if there are any additional names required please include them on a separate piece of paper or on the back. Addresses must all be the same, which is what defines a family in the eyes of the voucher. We have provided for a separate mailing and voucher address if needed, if not leave voucher address blank. We only need last names if different from member.**

**Check One: New (  ) Renewal (  ) NYSSA ID ( \_\_\_\_\_ )**

**First Name** (Include Initial if on registration)    **Last Name** (Only if different from member)    **Suffix** (Jr. Sr.)

Member	_____	_____	_____
Spouse	_____	_____	_____
1st Child	_____	_____	_____
2nd Child	_____	_____	_____
3rd Child	_____	_____	_____
4th Child	_____	_____	_____

**Address** (Only need Voucher if Different from mailing)    **City**    **State**    **Zip**

**Mailing** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of Sleds:** \_\_\_\_\_ **Phone:** (\_\_\_\_) - \_\_\_\_\_ **Check to be Exempt From NYSSA PAC**

**Membership Options Section – Please Select One (Please Circle)**

- MTR Individual Membership \$30.00
- MTR Family Membership \$30.00
- MTR Membership With NYSSA Trail Defender Membership of \$20.00 \$50.00
- Landowner/Military Free
- T-shirts (Circle Size and color: Small, Medium, Large, X-large) (2X-3X \$18.00) (Black/Gray) \$15.00
- Long Sleeve (Circle Size and color: Small, Medium, Large, X-large) (2X-3X \$20.00) (Black/Gray) \$18.00

*By completing this membership for application, I agree to abide by the By-Laws of this Club. The club membership secretary will mail membership vouchers after each year's renewal payment is received. Make Checks Payable to: Mexico Trail Riders, Inc. - PO Box 564 - Mexico, New York 13114-0564*

**Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*To be filled out by membership committee: Received \$ \_\_\_\_\_ | Cash | Check # \_\_\_\_\_ Logged By \_\_\_\_\_ | Map | ID | Voucher# \_\_\_\_\_*



**Mexico Trail Riders, Inc. Gratuitous Membership Application YEAR: \_\_\_\_\_**

**Membership Year is September 1st through August 31st. Any application received on or after April 1st will be credited to the following year. NYS Charities Registration 20-50-85**

Membership Is Free For Our Landowners And Certain Individuals That Sponsor Our Club ONLY. This information is required only to issue sticker and mail newsletters. The Mexico Trail Riders membership includes a basic NYSSA membership. You may also select to upgrade the NYSSA membership to the Trail Defender level, by selecting this you are doing this in lieu of the basic NYSSA membership, the additional cost is \$20 and is wholly the burden of the applicant. If you have already joined NYSSA through another club you can claim exempt, while this does not save you anything it does the club as we pay your basic NYSSA Fee. MTR memberships includes: state registration voucher and decal.

**For the DMV voucher we need the EXACT names and address as it appears on ALL registrations. We have provided spaces for six names, Member, Spouse (married or not) and up to four children, if there are any additional names required please include them on a separate piece of paper or on the back. Addresses must all be the same, which is what defines a family in the eyes of the voucher. We have provided for a separate mailing and voucher address if needed, if not leave voucher address blank. We only need last names if different from member.**

**Check One: New (  ) Renewal (  )**

**First Name** (Include Initial if on registration)    **Last Name** (Only if different from member)    **Suffix** (Jr. –Sr.)

Member	_____	_____	_____
Spouse	_____	_____	_____
1st Child	_____	_____	_____
2nd Child	_____	_____	_____
3rd Child	_____	_____	_____
4th Child	_____	_____	_____

**Address** (Only need Voucher if Different from mailing)    **City**    **State**    **Zip**

**Mailing** \_\_\_\_\_

**Voucher** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of Sleds:** \_\_\_\_\_ **Phone:** (\_\_\_\_) - \_\_\_\_\_ **Check to be Exempt From NYSSA PAC**

**Membership Options Section – Please Select One (Please Circle)**

- MTR Membership With NYSSA Exempt (Need Name of Other Club) \_\_\_\_\_ Free
- MTR Membership With Basic NYSSA Membership \_\_\_\_\_ Free
- MTR Membership With NYSSA Trail Defender Membership of \$20.00 \_\_\_\_\_ \$20.00

*By completing this membership for application, I agree to abide by the By-Laws of this Club. The club membership secretary will mail membership vouchers after each year's renewal payment is received. Make Checks Payable to: Mexico Trail Riders, Inc. - PO Box 564 - Mexico, New York 13114-0564*

**Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*To be filled out by membership committee: Received \$ \_\_\_\_\_ | Cash | Check # \_\_\_\_\_ Logged By \_\_\_\_\_ | Map | ID | Voucher# \_\_\_\_\_*

# Mexico TrailRiders Groomer Policy DN-003

Revised September 3, 2020

## **Coordination:**

- Area coordinators (3) appointed by board of directors
- Operators assigned to each area, primary and back-up operators
- Follow regular schedule when possible

## **Level 1 Operator (Training Level):**

- MTR member in good standing
- Sixteen years of age
- Four hours minimum as passenger
- Must be supervised by level 2 operator
- Attend MTR operator training annually
- Attend safety course within two years, certificate to be filed by club
- Able to assist with repairs, trail preparation and signing

## **Level 2 Operator (fully qualified) additional requirements:**

- Eighteen years of age
- Valid driver license
- Completion of 16 hours operating time supervised by level 2 operator
- Level 2 status subject to approval by MTR board upon review of documentation

## **Area coordinator Lead responsibilities:**

- Groomer scheduling
- Ensure groomer operating policies are being followed
- Report service need to maintenance coordinator
- Update the board of trail conditions

## **Operation:**

- Notify area coordinator prior to grooming
- Ensure list of contacts, log sheets and pre operation paperwork are in groomer and completed
- Cell phone required
- Two operators when grooming (minimum age 16)
- Fill fuel tank when done, inspect equipment and notify coordinator of any issues or maintenance needed