

Constitution and Bylaws
of the
Susquehanna County
Snowmobilers' Association, Inc.



Revised and Updated April 2020

Article 1 – Meetings

Section 1: The name of this association will be “Susquehanna County Snowmobilers Association, Inc.” For the remainder of this document it will be referred to as “SCSA”

Section 2: The fiscal year shall run the regular calendar year from January 1st to December 31st

Section 3: Regularly scheduled meeting of the SCSA will be held monthly on the first Wednesday of September through April. The meeting locations will be determined at the previous meeting and will be posted on the SCSA Website. At the discretion of the Officers, should a meeting need to be rescheduled, a meeting notice will be distributed electronically and be posted on the SCSA Website at least 5 days in advance

Section 4: Only members in good standing are entitled to vote. At any regularly scheduled meeting, 50% of the board members will constitute a quorum in order to conduct business requiring a vote or expenditure of monies

Section 5: If an occasion arises that cannot wait until the next regularly scheduled meeting, the president can call an executive session of the Executive Committee. All decisions at an executive session are binding unless overridden by two-thirds vote at the next regularly scheduled meeting. The business of the Executive Committee can be conducted on the phone or electronically.

Section 6: This organization will follow the latest copy Roberts Rules of Parliamentary Procedure to conduct business. A copy of said publication shall be available at any regularly scheduled meeting

Section 7: The Executive Committee of this the SCSA is defined as the Officers of this Organization comprised of the President, Vice President, Treasurer and Secretary as well as 6 elected regular members also known as the Board of Directors

Section 8: The Executive Committee will deal with violations of the constitution and bylaws

Section 9: Proxy voting will be available to members in good standing, in written form only

Article 2 – Membership

Section 1: There shall be two classes of membership:

- 1) **Family membership:** Includes all husband, wife and all children in the household up to the age of eighteen or until graduation of high school
- 2) **Individual membership:** Is for individual members eighteen years of age or older.

Section 2: Member voting privileges:

1. **Family membership:** For paid members in good standing eighteen years of age and older, husband and wife each get one vote each
2. **Individual membership:** Paid members in good standing eighteen years of age or older, receives one vote each

Section 3: New members must submit a completed application and payment to obtain membership in the SCSA. This process can be done by:

1. Turning in the necessary application and payment directly at a regularly scheduled meeting
2. Mailing the necessary application and payment to the SCSA mailing address
3. Completing application online at the SCSA Website and submitting payment electronically

Section 4: Renewals can be paid in person at a regularly scheduled meeting, by mail or electronically on the SCSA Website

Article 3 – Dues

Section 1: The SCSA yearly Membership dues are as follows will be set at the annual meeting in December

Section 2: Membership year will run from October 1st through September 30th of the *following year*

Section 3: Membership dues are payable by the September meeting – if not you will be considered a nonmember until payment is made

Article 4 – Officers and Board of Directors

Section 1: Officers of this Organization will consist of:

President
Vice President
Secretary
Treasurer

Section 2: Officers are elected for a term of two years

1. The Office's of President and Secretary election will be held on even numbered years
2. The Office's of Vice President and Treasurer will be held on odd numbered years

Section 3: The Board of Directors of this organization shall consist of 6 elected regular members

- Each member of the board of directors is elected to a two (2) year term with staggered terms of three (3) members being elected one year and the remain three (3) the next year.

Section 4: Voting process

- An officer may run for two full terms. Should a person not finish the term elected, and a new person is nominated and elected to the position, that person may still run for two full terms

- Nominations for all offices will be presented at the regularly scheduled November meeting. The nominations are to be posted on the SCSA Website and in the monthly newsletter to come out before the next meeting
- The President will choose a minimum of three members to act as a Nomination Committee. The Committee will also count the ballot and announce the new elected officials
- Nominees for office must be members in good standing
- Voting on officers will be by secret ballot
- Elections will be held at the Annual Meeting in December

Section 6: If a vacancy should occur during a regular term, the President will choose three members to act as a Nomination Committee; this Committee will solicit interested member(s) to fill the vacant position. The Committee will conduct a vote at the next regularly scheduled meeting

Article 5 – Duties of Officers

Section 1: President: Shall preside at all meetings of the SCSA. He/She will decide all points of order that may arise during the meeting. The president will not vote on any matters before the SCSA or Executive Committee except in the case of a tie, and then the President will have the deciding vote. The President will also be an ex-officio member of all committees. The president will be an ambassador for the SCSA. He/She will conduct himself/herself with dignity and honor putting the SCSA and the sport of snowmobiling in a positive light with the general public. He/She will promote the SCSA as much as possible by bringing as much good publicity about the SCSA to the attention of the general public. At all times while representing the SCSA, the President will conduct himself/herself above reproach

Section 2: Vice-President: Will assume all the powers and authority vested in the office of the President in the President's absence or inability to fulfill his/her duties. In addition, the actions of the Vice-President, while representing the SCSA, will be in such a manner to support the President in promoting the SCSA and the sport of snowmobiling in a positive light with the general public by conducting himself/herself above reproach. The Vice-President will assume all the duties of the office of President in the event of the President's death, resignation or removal from office. The Vice-President will assist the Treasurer to maintain and balance a budget

Section 3: Secretary: will record all proceeding of the SCSA. At regularly scheduled meetings, the Secretary will report on the proceedings of the previous meeting. He/She will maintain any

records required by the SCSA. It will be the duties of the Secretary to send out all notices to members of the SCSA. The Secretary will receive and answer communications, read all notices and sign all notices issued by the SCSA.

Section 4: Treasurer: It is the duty of the Treasurer to pay bills presented to him/her that have been authorized by the SCSA membership at a regularly scheduled meeting, the executive committee, or routine expenditures from an approved budget. The Treasurer will keep a record of all money received and disbursed. The Treasurer will present/read a report of all receipts, expenditures, and balance of all accounts at every regularly scheduled meeting. At the close of his/her term, the Treasurer will submit a report and all records belonging to the SCSA. The books will be approved by the membership on recommendation of the Executive Committee at which time they will be turned over to his/her successor

Section 5: Board of Directors: Will consist of six (6) elected regular members in good standing. The duties will consist of taking care of any business that, because of its urgency, cannot wait for the next regularly meeting. It will be the duty of The President to call such a meeting and he/she will preside at such meetings.

Section 6: Abandonment of Office: Should any officer of the SCSA miss two (2) consecutive meetings, the *Board of Directors* will then review the circumstances and vote on possible dismissal from office

Article 6 – Rules and Regulations

Section 1: This constitution and bylaws can be amended by the following procedure:

1. All proposals to alter or amend these by-laws shall be submitted in writing to the executive committee. If this committee approves of the proposal, they will submit it to the club membership at the next two regular meetings at which a quorum exists.
2. If a proposal is disapproved of by the executive committee, they shall notify the member submitting such proposal of their decision and the reason. Any member whose proposal is disapproved by the executive committee, if he/she can secure the signatures of 1/3 of club members, it shall be voted on exactly as if had been approved by the executive committee
3. If the proposal receives a 2/3 vote of the quorum at the second meeting it will become part of the by-laws. If it receives a negative majority vote the proposal is dead

The Constitution and Bylaws shall be reviewed periodically by the Bylaw Committee for necessary changes or updates

Section 2: Member Conduct: If a member exhibits behavior that a fellow member feels is inappropriate, he/she should bring that behavior to the attention of the President. At the discretion of the President, he/she will discretely handle the situation. If the President deems necessary, he/she can call a meeting of the executive committee to discuss. The Executive Committee can take action deemed necessary up to and including expulsion from The Association. In the event someone feels the actions of the President are inappropriate, he/she can approach the Vice President. The Vice President will use his/her discretion to handle the situation. The President can only be removed from office by two-thirds vote of the members present at a regularly meeting. The President will be excused from the room while this discussion and vote is taking place. Once removed, the Executive Committee can meet with the Vice President presiding to decide any other action needing to be taken up to and including expulsion.

Section 3: Expenditures: Any expenditure needed must be voted on at a regularly scheduled meeting or an executive meeting. When submitting expenditure outside the budget, the motion must also contain provisions on where the money is going to come from to cover it. The President and not less than 6 other Officers/Board Members may authorize a withdrawal of funds from the treasure for business needs. Example: Remembrance for sickness or death, office supplies and/or the best interest of the SCSA. This withdrawal amount may not exceed one thousand dollars (\$1000.00). The treasurer and the president, or vice-president in his/her absence, shall be allowed to sign checks for the SCSA. All checks will require two signatures

Section 4: Trail Opening: No Association member will ride their snowmobiles on association trails before the end of PA rifle deer season or in accordance with recommendations by the PA Snowmobilers Association (<http://www.pasnow.org>)

Section 5: Landowner relations: Should a visibly marked SCSA trail be damaged, SCSA will help the landowner repair their property. If the damage was a result of a member, restitution must be made by the person causing the damage. If the damage was caused by a group on a club sponsored ride or outing, and the damage was accidental, the SCSA will contact the insurance company for restitution or the club will pay for the expense per the Executive Committees' decision.

Section 6: Committees: There will be one chairperson per committee. If you are on a committee, you may not take it upon yourself to proceed unless you have advised the chairperson. Doing so will result in being dismissed from the committee and/or revocation of membership. Should issues arise that can't come to a conclusion within the committee, the President will make the final decision. The SCSA will have the following standing Committees:

- Trails and Bridges
- Advertising and Public Relations
- Club Activity/Fund Raising
- Bylaws

The president shall reserve the right to create additional committees as need warrants. These committees shall expire when released by the president or his/her term is up.

Section 7: The President will select three members, two (2) BOD members and one (1) regular member, to annually to audit the SCSA financial records. This should be completed at the end of the club calendar year.

Article 7 -- Order of Business

1. Roll call – Introduction of the Board of Directors and new members.
2. Reading of the minutes of the preceding meeting
3. Report of Treasurer
4. Report of Committee's
5. Old business
6. New business
7. Good of the Order
8. Adjournment