

WHY SHOULD I JOIN A SNOWMOBILE CLUB?

The sport of snowmobiling continues to be a very popular form of winter recreation. The Economic Impact of Snowmobiling in the United States is over \$7 billion annually

Snowmobile clubs are an integral part of this popular sport -- and with good reason. From fun to safety, the combined efforts of snowmobilers can accomplish far more than any one snowmobiler can individually. In fact, the possibilities are limited only by the collective imagination and talent of a club's members.

Moreover, the club can save you work and increase the pleasure of snowmobiling by spreading, between many hands, the work involved in organizing events, and marking and maintaining trails, and use areas between many hands.

A club can help you have more fun more safely with less effort and often less cost.

WHAT KINDS OF ACTIVITIES DO SNOWMOBILE CLUBS ENGAGE IN ?

A listing of actual snowmobile club activities would cover many pages. It would include development of trail networks and use areas, organized competitive events, trail rides, safety clinics, fund raising for charity, camping trips, rescue work, maintenance clinics, newsletter publication, and work with private and public landowners and managers.

There are thousands of snowmobile clubs scattered throughout snow country, with associations in 27 states.

Clubs sponsor outings and events year-around, monitor legislation and speak up in public hearings. They also hold safety and maintenance workshops, build and care for trails, and publish newsletters.

Clubs can help law enforcement agencies and many raise funds for charity. For maximum snowmobiling fun - join a club! They are the backbone of the sport.

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Moreover, the club can save you work and increase the pleasure of snowmobiling by spreading between many hands the work behind organized events, and marking and maintained trails and use areas.

Club activities are most often family-oriented, so that all ages join in the fun, and the work to make the fun possible. *SNOWMOBILE CLUBS SOUND LIKE GOOD IDEAS -- BUT DO THEY WORK?*

They certainly do! Just look at the record in two areas: trail development and fund raising for charity. Today some 225,000 miles of signed and maintained public trails are available to snowmobilers -- a very significant achievement. With regard to charitable activities, millions of dollars have been raised by organized snowmobilers for various charities in the United States, another impressive accomplishment.

I AM MOST CONCERNED ABOUT SECURING AREAS TO USE AND ENJOY MY MACHINE. CAN CLUBS HELP HERE?

The importance of snowmobile clubs is most evident in this area. Again and again, snowmobile clubs have secured permission to use parcels of land in return for provisions for management and maintenance by the club. An individual is hardly capable of providing similar assurances.

BUT MANY LAWS WHICH AFFECT ME ARE PASSED AT THE STATE & FEDERAL LEVELS! HOW CAN A CLUB HELP ME HERE?

Most active clubs specialize in community-level activities and link their resources with those of other clubs in their state or province through an association or federation of state/provincial snowmobilers. Again, the added numbers of snowmobilers and the aggregate talents of the clubs ensure the best representation of each snowmobiler's interests.

Moreover, some twenty-seven state associations and ten Canadian federations pool their experiences and ideas through the International Snowmobile Council. Thus, by belonging to a club, you can have this entire array of resources at your service! A list of ISC members is found on the final pages of this booklet.

FINE, I'M CONVINCED. BUT THERE IS NO STRONG SNOWMOBILE CLUB NEAR ME. WHAT CAN I DO?

Great! The rest of the book is designed just for that purpose -- to help you organize an effective local club.



THE ROLE OF A CLUB

For more than three decades, snowmobiling has offered an attractive mode of outdoor winter recreation to millions of North Americans living in snowbelt areas. Few recent developments have exhibited a social impact or magnitude similar to that associated with the perfection of the lightweight snowmobile. While snowmobiles are used extensively for utilitarian purposes, from rescue work to farming, from trapping to transport, the heart of snowmobile use remains recreational in nature.

Freed from the isolation of a house-bound winter, snowmobilers have discovered a new mechanism for social interaction, as families get together in clubs or groups. To those who have made the change, there is no finer activity than suiting up and taking off for a day-long of trail riding across meadows and through the forests. It is an invigorating and exhilarating experience, a test of skill, and a means of developing a kinship with friends and neighbors.

In the 70's, release from the somber atmosphere of severe winter conditions was markedly more difficult and the available recreational options much fewer. Today, this release remains secret only from those who have never tried snowmobiling, for a few hours of snowmobiling experience leave a lasting impression.

While snowmobiling should be fun, its very nature demands compliance with certain standards of operation to ensure personal safety.

Similarly, the operation of snowmobiles must conform to certain laws and codes to avoid unnecessary infringements on the rights of others. In order for snowmobilers to expect the right to use snowmobiles, they must be willing to respect the needs and desires of other outdoor recreation participants. Both in this area and in terms of safety, snowmobile clubs have consistently played key roles.

In the past, isolated cases of snowmobile abuse have contributed heavily to requiring snowmobilers to be defensive about their sport. Members of the non-snowmobiling public have in some instances forced legislative overreaction on the strength of universal opposition to the antics of irresponsible and inconsiderate operators. The actions by responsible operators can control these abuses. To do this, snowmobilers must use clubs to exert peer pressure.

All snowmobilers are encouraged to promote the following the **SAFE RIDERS PLEDGE**:

- * I will never drink and drive a snowmobile.
- * I will drive within the limits of my machine and my own abilities.
- * I will obey the rules and laws of the states I am visiting.
- * I will be careful when crossing roads, and always cross at a right angle to traffic.
- * I will keep my machine in top shape and follow a pre-operational check before each ride.
- * I will wear appropriate clothing, including gloves, boots, and a helmet with a visor.
- * I will let family or friends know my planned route, my destination, and my expected arrival time.
- * I will treat the outdoors with respect. I will not litter or damage trees or other vegetation.
- * I will respect other peoples' property and rights and lend a hand when I see someone in need.
- * I will not snowmobile where prohibited.

For numerous years snowmobilers have been riding with nature and doing our part to keep it beautiful. Today, responsible riding is more important than ever, so please:

Leave Tracks, Not Trash

If you had space to bring it in, then respect nature by carrying it out too.

Maintain Your Snowmobile

A well-tuned snowmobile is more environmentally-friendly and reliable.

Protect Wildlife

Animals are more vulnerable in winter, so keep your distance and leave them alone.

Leave It Stock

Refrain from using aftermarket pipes that increase noise and annoy others.

Stay On The Trail

Whenever possible, reduce your environmental impact by riding on organized trails.

Respect Sensitive Areas

There are lots of other places to ride, so avoid areas marked as environmentally sensitive or protected.

Embrace New Technology

Mother Nature appreciates snowmobiles that run even more efficiently and effectively.

Spread The Word

Snowmobiles have improved continuously thanks to oil injection, sound reduction measures, variable height exhaust valves, direct injection, on-board computers, and now 4-stroke engines.

SNOWMOBILERS AND THE LOCAL CLUB

Each club will inevitably play many roles. Undoubtedly, it can be the most effective way to maximize the enjoyment of snowmobiling while simultaneously building up a reputable public image for the sport of snowmobiling. For the club members, many benefits accrue:

1. Association with active people having similar interests for group activities, such as:
 - a. winter picnics and barbecues,
 - b. weekend tours,
 - c. rallies of all sorts,
 - d. moonlight tours,
 - e. competitive events,
 - f. community functions,
2. Sharing knowledge and experience about snowmobiles and user areas,
3. Expanded opportunities to work with local landowners,
4. Manpower to plan, construct, mark, groom and otherwise maintain trails,
5. An organization to sponsor safety clinics and host equipment demonstrations,
6. An effective force to explain the needs of snowmobilers to officials at the local and regional levels, particularly with regard to land-use planning and regulatory decisions.

Snowmobilers also benefit indirectly because the club becomes an identifiable, permanent entity with which local officials and landowners can deal both in emergencies and in long-term decision-making. To highlight this permanence, each club should maintain a fixed mailing address, usually a local post office box, to facilitate communications with these groups. Continuing consideration of others by club members will enable the many responsible snowmobile users to avoid categorization with the discourteous few.

Finally, snowmobiling is intimately tied to the important question of land-use regulations. It is essential that the land needs of snowmobile users be publicly expressed so that these needs can be reflected at the local, state, and, ultimately, federal levels as priorities for land-use planning are formulated. The collective talents of local club members are almost certain to surpass the talents of any one member in grappling with this complex issue, and the political potential of a club will greatly assist efforts to meet snowmobilers' needs.

ORGANIZING A CLUB

It is more than likely that you will find a snowmobile club in operation in your vicinity. If, however, you find that no club exists in your immediate area, or that the club has failed to become active, don't be discouraged. Many of the most dynamic clubs have been begun by a handful of enthusiasts who decided that a few hours of their time at the start were worth the ultimate benefits to be derived from club membership.

If you know of ten or more snowmobilers in your area not belonging to another, potentially competitive club, the chances are good that the necessary ingredients for an active club are present. A common love of snowmobiling is likely to be more than an adequate cement for this group bond.

If you feel that the opportunity exists, here are some of the recommend steps in forming a club:

1. Determine the reason you want and/or need a snowmobile club in the area and what it is you want the club to accomplish.
2. Talk to your friends who are active snowmobilers. Also identify and approach identifiable community figures who regularly snowmobile. Avoid the temptation to become overly restrictive in identifying the prospective membership of your organization.
3. Compile a card file on snowmobile owners in your area. Your state association, local dealers, and public officials may be able to assist you through their records.
4. Form a working committee of three or four enthusiastic individuals to plan the initial meeting and to divide the necessary work during the early stages of the club. Regular and frequent work sessions should be planned.
5. Visit your local snowmobile dealers. They are very likely to provide assistance many kinds, from "technical" advice to meeting space. Local dealers, police and public officials may be able to assist you through their records.
6. Establish contact with local newspapers and television and radio stations. Alert them to your plans.

INITIAL ORGANIZATIONAL MEETING

At this point, you are ready to plan your first meeting to guide the creation of a local club. It is important that most arrangements be made far enough in advance, preferably one month. This should include securing a meeting room, chairs, refreshments, pads and pencils. Then take the following steps:

- Select a meeting date with great care. Obtain a community calendar, and check with major local organizations to discover serious conflicts with other community events. Ultimately, the date should be chosen approximately three weeks in advance.
- Once the date of the meeting is selected, rapid action becomes essential. Printed announcements should be mailed to all known snowmobile owners in your file.
- Notify the news media by letter and in person. Arrange interviews if possible. Photographs are also a desirable device to increase community interest.
- Arrange to be placed on any community activity calendars and place notices at strategic locations in your community (such as gas stations, snowmobile dealers, post offices and other high-visibility public places).

Apportion groups of cards from your files to the working committee members and a handful of other enthusiastic people. Each person should call the names on the cards assigned approximately four days prior to the scheduled meeting.

- Discuss the purposes of your prospective club. Prepare a handout for the meeting listing these purposes. Among those you may wish to consider are:

1. Promote greater interest in snowmobiling;
2. Work for new or improved snowmobile laws, including those which would ensure the use of registration fees and gasoline tax revenues for snowmobile trail and use area development,
3. Promote the development of snowmobile trails, campsites and other facilities,
4. Improve the public image of snowmobile users by educating and encouraging users in the safe, considerate, and courteous use of snowmobiles,
5. Work with government officials and others toward mutually satisfactory rules for broader use by snowmobiles of government lands,
6. Promote the use of snowmobiles as family sports vehicles,
7. Promote properly organized snowmobile trips, rallies and competitions,
8. Promote friendliness and good fellowship among snowmobile owners,
9. Cooperate with police, fire, and Emergency Management officials, and other community organizations by providing snowmobiles for emergency duty:
10. Promote the healthful benefits of snowmobiling as an outdoor winter activity.

- Be sure to have attendance cards to be filled out at the meeting and name tags to be worn by all in attendance. If possible, folders should be prepared for all who attend with information on snowmobile products and area facilities. A supply of these can be maintained for use at later meetings as well.

- Plan to designate five committee chairmen at the meeting. These individuals should be selected prior to the session from among those showing the most interest in forming a club. The five committees we suggest are:

1. **Organizational Committee** -- to develop bylaws and plan for initial meetings;
2. **Objectives Committee** -- to recommend specific goals, policies, and purposes:
3. **Nominating Committee** -- to select a slate of directors at the first formal meeting of the club:
4. **Membership Committee** -- to maintain the card file, send out notices of meetings, and plan a membership drive beginning at the first meeting:
5. **Publicity Committee** -- to work with all other committees and publicize their efforts, to select a recommended name for the club to be presented at the first official meeting.

Beginning on page 21, background information for each committee is provided. All committee members should receive copies of this information.

The membership of these committees should be left open to volunteers at the initial organizational meeting. Your club will be much more successful if virtually all members are allowed and encouraged to participate in its initial design and subsequent operation.

Of the five initial committees, the first three will operate regularly for only a short time. The Membership and Publicity Committees, in contrast, will continue to function indefinitely. The members of the first three committees might well be encouraged at a later date to transfer their energies to the Activities Committee, which should be formed at the second club meeting.

- The Working Committee and the individuals selected to head the five committees should select a temporary presiding officer. He or she must be enthusiastic about the club and forceful enough to lead the organizational meeting, while at the same time being fair-minded and responsive to the audience. The single most important characteristic of an effective chairman is adequate preparation. The Working Committee and those designated to serve as committee chairmen should meet with the temporary presiding officer several days prior to the actual meeting to review all issues in detail, and plan a date for a second meeting.

• Finally, the temporary presiding officer should prepare an agenda for the meeting in consultation with the members of the Working Committee. Although the meeting should be kept short, several critical issues must be resolved. A basic recommended agenda follows:

1. Presiding officer calls the meeting to order:
2. Presiding officer reads a statement of purposes of the meeting and some specific objectives for the proposed club (*These should be carefully prepared and in writing*);
3. Presiding officer calls on a number of people to speak concerning the necessity of a club (*This is your selling job, so select your speakers from your most prominent and enthusiastic supporters. Plan this part carefully in advance*);
4. Presiding officer calls for a motion to organize a local snowmobile club (*Timing is important and the call should come as interest peaks. Someone should have been assigned in advance to make this motion and another person prepared to second it. Allow for brief discussion of the specific motion and then call for a vote by the audience*):
5. Presiding officer appoints the committees previously discussed (*Have someone selected in advance to make a proper motion to form the committees and someone to second it. Allow for brief discussion on the motion, and then call for a vote*);
6. Presiding officer designates the five chairmen previously selected and calls for volunteers for each committee (*Five sign-up pads can be placed in various parts of the room, and the appointed chairmen can then proceed to the appropriate areas*):
7. Presiding officer opens the meeting to general discussion, comments, and suggestions (*The necessary business of the initial organizational meeting has been accomplished. During this open period, the meeting should continue to move briskly, longwinded, aimless discussion will weaken interest. At this point, you may wish to discuss names for the club. Often, a contest for this purpose, run by the Publicity Committee, is a better mechanism to stir interest*);
8. Presiding officer calls for adjournment (*This should occur as soon as discussion begins to lag. Some one should be prepared to offer a motion which includes the date for the next meeting, as previously selected by the Working Committee*).

THE FIRST FORMAL MEETING

At this point, your club is well on the way to becoming an active reality. The difficult, time-demanding organizational phase of your club's history is drawing to a close, and each member will begin to receive direct benefits.

Certainly much work remains. Each of the committees must diligently address its tasks prior to the next meeting, but the necessary efforts have been spread among more individuals, and your club has developed its own momentum. The Organizational Committee should develop an agenda for the second meeting which will then be circulated among all other committees well in advance of the second meeting. A suitable agenda might be:

1. Presiding officer calls the meeting to order and calls for the reading of the minutes from the previous meeting (*Any corrections to the minutes should be called for*);
2. The Organizational Committee reports a suggested set of bylaws (*Printed copies should be made available to all attending the meeting. We recommend establishing a Board of Directors to manage the general business of the club, with the Board of Directors being elected by the entire active membership of the club. This gives a broader base for representatives of various groups and interests within the club to have a voice in its management. This should be fully explained by the Committee Chairman to all present. Any proposed changes should be discussed and voted upon*);
3. The bylaws are then offered to the body of attending persons for approval,
4. The Objectives Committee reports on its work, to be followed by discussion of its recommendations, subsequently, the Committee should offer a formal "Statement of Objectives" for approval by all present:
5. The Membership Committee next formally offers charter membership in the club in return for payment of the annual dues (*The amount of the dues should be jointly determined by this Committee and the Organizational Committee prior to the meeting. Once all have been offered this opportunity, the business session shall resume*);
6. The Nominating Committee offers to the club a recommended slate of officers as called for in the bylaws. Subsequently, all present who have formally joined the club shall be allowed to vote by secret ballot (*Ballots listing the Committee's choices and providing ample space for write-in nominations should be carefully distributed. Tallying should be done by two uninterested parties. Following tabulation, the results should be announced, and an initial Executive meeting should be scheduled*);

7. The Publicity Committee reports on its activities (*A suggestion for naming the club should be made. The members may then either approve or select from the Committee recommendations*),
8. The Presiding officer then thanks the members of the committees, and announces the formation of an Activities Committee to coordinate and plan local and regional social events,
9. The meeting should then be opened for general discussion (*Possible topics of consideration include:*
 - a. Various projects for the club during both the winter and summer months -- snowmobile trips, ice fishing, machine-use clinics, winter and summer picnics and cookouts, camping trips, competitions for both adult drivers and junior, races, rallies and jamborees,
 - b. Cooperation with local authorities, Emergency Management Agency, and other civic and service groups on community problems and in emergencies,
 - c. Development of authorized snowmobile trails, use areas, and campsites,
 - d. Affiliation with other clubs and regional snowmobile associations for exchange of information on all phases of snowmobiling,
 - e. Development of a Safety Education Program encouraging the proper use of snowmobiles.);
10. The club discusses and adopts a regular meeting schedule;
11. The Presiding officer then calls for a motion to adjourn.

REMEMBER, to keep members attend club meetings two things must be accomplished, the club meeting **MUST** :

- * BE WORTHWHILE
- * BE FUN

CLUB ACTIVITIES

As initial organizational demands diminish, the realm of possible activities for club members greatly increases. While planned club events represent one possible focus of attention, your club will soon find that it will also inspire more spontaneous undertakings.

It is also likely that your club could benefit by contacting neighboring clubs, exchanging ideas and scheduling joint activities. Trail development has been most successful in areas where several clubs have assumed responsibility for specific trail segments. Ideally, trails to adjoining communities should be planned, for this can establish safe user areas while still providing new terrain and scenery.

Many clubs have found that a great deal of productivity is evident if each month and meeting have a specialized focus. One suggested schedule follows:

Month	Focus
August	Review of the previous year, review of existing snowmobile legislation, development of club position on desired changes.
September	Trail development efforts -- local, state and provincial.
October	Discussion of new snowmobile improvements and developments.
November	Club trail rides and other winter activities
January	Legislative action -- federal, provincial and state.
February	Club promotion: non-member activities.
March	Machine maintenance and storage clinics.
April	Club elections annual banquet.
May - July	Committee activities: preparations for new season programs:summer social activities.

Perhaps the most important possibilities for action by mature clubs, however, are those which allow them to shape the development of the sport. For example, club members can work with local legislators and enforcement officials in a mutually beneficial fashion. Club members can also work in their communities to introduce people to the fun of snowmobiling. Both the International Snowmobile Manufacturers Association (ISMA)

and the International Snowmobile Council (ISC) recommend these types of activities very strongly.

In closing, remember that clubs can and should be politically active locally. This represents just a start, however, for overall effectiveness can be markedly improved by joint efforts with other clubs through state/provincial associations and federations. Just as a club can provide a political voice more powerful than that of any of its individual members, a state or provincial snowmobile association can increase the effectiveness of its constituent clubs. Moreover, by banding together, clubs can work to achieve a uniform governmental role in trail development, as well as other positive steps by the state or province to encourage safe and enjoyable snowmobiling.

Finally, state and provincial associations are excellent conduits for the exchange of ideas. Equipped with good ideas and enthusiastic members, any snowmobile club is assured of organizational success and many pleasant experiences for its membership.

BACKGROUND MATERIAL

This section is intended to provide additional, in-depth information for use by club organizers and members of specialized committees during the early portion of the club's development. It contains committee assignments and supportive materials for the Organizational Committee, Objectives Committee, Nominating Committee, Membership Committee and Publicity Committee.

THE ORGANIZATIONAL COMMITTEE

The primary objective of the Organizational Committee is to formulate a workable set of bylaws for your club. Among other items, this committee must examine such issues as:

- Advantages/disadvantages of formal incorporation;
- Types of memberships and amount of annual dues, in conjunction with the Membership Committee;
- Advantages/disadvantages of a Board of Directors;
- Frequency of meetings, and
- Election procedures.

Professional legal talent can prove invaluable in these matters, and ACSA recommends soliciting such assistance wherever possible. The following guidelines are presented for consideration by the committee:

ARTICLE I -- Purposes and Name

- Section 1. The name of this Club shall be " _____"
- Section 2. The purposes of the " _____" are to stimulate and advance the general welfare and safety of snowmobiling; to serve the interests of snowmobile owners; to defend such owners against discriminatory legislation, regulations and burdensome taxation; to develop a fraternal spirit among local snowmobile and other winter sport enthusiasts; to provide a medium for the exchange of snowmobiling information; to own or lease property for Club uses, and to perform all desirable and lawful functions for the successful operation of the Club and in the general public interest.

ARTICLE II -- Membership

- Section 1. Membership in the Club shall consist of the following class(es):
- a. Active members
 - b. Associate and Honorary Members (*Optional*)
- Section 2. Active membership is available to all snowmobile owners in (*Designate the area Limits This can be broadened to include others interested in snowmobiling or winter sports in general, or associate memberships CAN be set up to accommodate other interested persons.*).
- Section 3. Each active member shall be entitled to one vote.
- Section 4. The Board of Directors may establish the qualifications and rights of Associate Members (*Optional*).
- Section 5. Applications for membership shall be made in writing addressed to the Secretary of the Club on the appropriate form containing an agreement by the applicant to abide by the bylaws of the Club. The Secretary shall refer each application for membership to the Membership Committee for consideration, and then, if approved, to the Board of Directors for final approval and election to the Club upon payment of the required dues (*The referral to the Membership Committee can be eliminated, if desired, and the application referred directly to the Board by the Secretary. normally, Board action would be taken on groups of pending applications, rather than upon each one individually.*). A favorable vote of the majority of the Board shall be required to elect applicants to membership. Board action may be taken by mail ballot.
- Section 6. A member may resign from the Club at any time upon written notice to the Secretary.
- Section 7. Membership in the Club may be terminated by majority vote of the Board of Directors in the event of nonpayment of dues or for other reasons consistent with the Club's best interests. Termination of the membership of any member shall not release said member from the obligation to pay all dues and other amounts owed to the end of the period of membership.

ARTICLE III -- Management

- Section 1. The management of the Club shall be vested in the Board of Directors.

ARTICLE IV -- Board of Directors

- Section 1. The Board of Directors shall consist of Directors each of whom shall be an active member of the Club *(Any number of Directors can be specified, depending upon the size of the club. Nine frequently works well, as it avoids tie votes and permits five to constitute a quorum. It also allows a staggered rotation using three-year term, with three term expiring each year.)*. Directors shall be elected prior to the Annual Meeting of the membership and shall take office at the close of the Annual Meeting for a term of ___ years *(The number of years in each term can be one, two, three or four, as the group may desire.)*. No director shall be elected to serve more than two successive terms *(This provides an opportunity for broad involvement and lessens the tendency for the Club to come under the control of a small group of individuals.)*. At the election of the initial Board of Directors, ___ shall be elected for a term of one (1) year, ___ shall be elected for a term of two (2) years, and ___ shall be elected for a term of three (3) years *(This clause presumes selection of a different term; changes should be made, as appropriate, if a different length for term of the Board members is selected.)*.
- Section 2. If vacancies on the Board of Directors should occur by reason of death, resignation or otherwise, the remaining Directors may, at their option, by majority vote elect a successor for each unexpired term.
- Section 3. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of Club business.
- Section 4. Meetings of the Board of Directors shall be held at such time and place as may be fixed from time to time by resolution of the Board of Directors, or by call of the President. The Board of Directors shall hold its regular Annual Meeting in conjunction with and at the place of the Annual Meeting of the membership. Upon the written request of a quorum of Board members, the Secretary shall call a special meeting of the Board of Directors.
- Section 5. The Board of Directors may, at its discretion, by the affirmative vote of a majority of the whole Board of Directors, appoint an Executive Committee of the Board to act in its stead in emergencies *(Such committees usually consist of the officers of the Club and one or two other Directors. All must be members of the Board of Directors.)*. The Board of Directors may appoint Club committees, fill any vacancies or change the membership in Club committees. The Board may, by resolution, delegate such authority to the Club President. The Board of Directors shall have the

power at all times to abolish any committee.

- Section 6. The Board of Directors may employ whatever personnel it deems necessary, and for which funds are available, to aid in the management and programs of the Club and may authorize the expenditure of Club funds in any other manner provided such actions are in the proper furtherance of the purposes of the Club.

ARTICLE V -- Dues

- Section 1. The amount of dues as well as the time for their payment shall be determined from time to time by action of the Board of Directors.

ARTICLE VI -- Officers

- Section 1. The officers of the Club shall be: President, Vice President, Secretary and Treasurer. The offices of Secretary and Treasurer may be held by the same person.
- Section 2. The officers shall be elected from the membership of the Board of Directors by plurality vote of the Directors at their Regular Annual Meeting (*This procedure is often a great help in holding the Club together as it avoids electioneering at general membership meetings ~which can sometimes divide the Club into lasting factions.*). Vacancies occurring between such elections may be filled for the unexpired term by the Board of Directors at any Board meeting or by mail ballot. Any officer may be removed from office by the affirmative vote of two-thirds of the whole Board of Directors.
- Section 3. All officers shall take office immediately upon election and hold office for one year or until their successors shall have been elected and qualified. The President may not hold office for more than two successive terms (*Many clubs restrict the President to a single term, but sometimes with a small group you may want to have the President serve more than one term, at least initially.*)
- Section 4. The President shall preside at all meetings of the Club and of its Board of Directors, shall oversee and coordinate such committees as are authorized by the Board of Directors, shall be a member ex officio of all such committees and shall carry on those other responsibilities assigned to him (her) by the bylaws and by the Board of Directors.
- Section 5. The Vice-President, during the absence or temporary incapacity of the President, shall perform the duties and have the powers of the President.
- Section 6. The Secretary shall keep all Club records, except financial records,

and including minutes of meetings, roster of members, lists of committees their members. He or she shall also send out notices of meetings, receive applications for membership, and discharge all of the usual secretarial functions of the office required herein or by the Board of Directors. The Secretary shall also maintain a permanent mailing address, preferably a local post office box, for the club and direct incoming correspondence to the appropriate club official.

Section 7. The Treasurer shall keep all financial records of the Club and have charge of its funds. He or she shall keep all of the Club's funds in a bank approved by the Board of Directors and in the name of the Club. He or she shall disburse such funds of the Club under the direction of the Board of Directors. Withdrawals shall be made by checks signed in such manner as may be approved from time to time by the Board of Directors. A treasurer's report shall be prepared for each Board meeting and an annual audit shall be prepared and submitted at the Annual Meeting.

Section 8. All officers shall have such other powers and duties as are required by law.

ARTICLE VII -- Fiscal Year

Section 1. The fiscal year of the Club shall commence on the first day of ____ and end on the last day of ____ (*This can be the calendar year, January through December, or can begin with the month in which the club is organized and funds collected and end twelve months later.*).

ARTICLE VIII -- Meetings

Section 1. The Annual Meeting of the members of the Club shall be held at the time and place designated by the Board of Directors.

Section 2. Regular meetings of the members of the Club shall be held monthly (*or quarterly, or bimonthly, to be selected depending upon particular clubs needs*) at the time and place fixed by resolution at the previous meeting or as designated by the President or by the Board of Directors (*It is not absolutely necessary that this section be included but it does serve as a spur to keep the club and membership active.*).

Section 3. Written notices of the time and place of the annual and all other meetings of the membership shall be prepared and distributed to the membership by the Secretary.

Section 4. Special meetings of the Club may be called by the Board of Directors, or by the President or by any group of _____ active members by giving

adequate written notice of the time, place, and purpose of such special meetings (*This number may be fixed or may be a certain percentage of all active Club members.*).

- Section 5. A majority of the active members shall constitute a quorum. Any formal action taken at any meeting of the membership shall require a majority vote of those active members present.

ARTICLE IX -- Election Procedures

- Section 1. A Nominating Committee of at least three persons shall be appointed by the Board of Directors from the active members.
- Section 2. The Nominating Committee shall place in nomination the candidates for election to the Board of Directors for each prospective vacancy from among the names of the Club's active members (*Some clubs require the Nominating Committee to select a state of at least two candidates for each prospective vacancy.*).
- Section 3. The Nominating Committee's slate of candidates shall be shown on the official ballot, which also shall provide spaces for write-in candidates, together with the specific terms of years for which each candidate is nominated. The official ballots shall be distributed to the qualified voting members. For the Club's initial election, distribution shall be made at the meeting among all those joining the organization. They shall then immediately mark the ballots and deposit them unsigned in the ballot box. Subsequently, distribution will be made to qualified voting members through the mail at least 30 days in advance of the Annual Meeting by the Secretary. Ballots must be returned to the Secretary no later than five days prior to the Annual Meeting. In each instance, a Tally Committee of two or three members shall be appointed to count the ballots and announce the names of those elected to the board of Directors for the various terms. All ties will be decided by a run-off ballot.

ARTICLE X -- Amendments

- Section 1. These bylaws may be amended by the affirmative vote of a majority of the active members of the Club at the Annual Membership Meeting, by mail ballot or in such other form as may be approved by the Board of Directors.

ADDITIONAL NOTES ON BYLAWS

Incorporation

Formal incorporation is not at all a necessity for clubs, but it is a matter for consideration. This is a subject which must be discussed with a competent local lawyer.

Both types of organizations have advantages and disadvantages and state or provincial and local laws and regulations may warrant different decisions in different localities. Generally speaking, here are some of the advantages and disadvantages of the two types of organizations:

An unincorporated club -

1. is a voluntary association that in the eyes of the law is not an entity or a person,
2. has no legal standing as an organization,
3. cannot own, convey or mortgage property,
4. is probably unable to borrow money or enter into any contract, and
5. means every member of the club may be held personally liable for any act committed in the name of the club, even those who personally had nothing to do with the act or deed which gave rise to the debt or damage. Thus, if you are going to organize an unincorporated club, consult a competent local insurance representative. He may be able to offer a plan substantially reducing the liability of individual members.

An incorporated club -

1. has limited liability which protects its members from being personally responsible for the debts or deeds of the club, *
2. has a separate legal existence,
3. can exercise most powers that are available to individual persons,
4. can own property, contract mortgage, and sue in the courts,
5. can be sued as an entity but only to the extent of its limited liability,
6. can have its interests easily transferred, and
7. continues its existence regardless of what happens to individual members.

Incorporation, alone, does not fully relieve member directors of personal liability.

An incorporated club, however, has these general disadvantages:

1. substantial initial costs of incorporation, as this must be done by a lawyer,
2. red tape, in that a corporation is required by the state or province to submit a variety of forms each year and to designate a registered agent in the state or province, among other things,
3. fees and licenses annually, and
4. possible tax burdens on profits.

Nonprofit Corporations

The nonprofit corporation is available in most states for "not-for-profit" organizations. This type of incorporation avoids much of the financial burden of other types of incorporation. It is the type of organization most favored by clubs operated not for profit, but seeking protection from club liabilities for the individual members.

THE OBJECTIVE COMMITTEE

The Objectives Committee will play an important role in determining both the types and the intensity of club activities. The mandates of this committee are:

- Identify major problems facing local snowmobilers and potential means to lessen these pressures,
- Examine the role of the club in the local community and define its commitment to community activities, and
- Conduct an ambitious survey of prospective members to detect common interests.

It is suggested that, following the development of recommended priority objectives, the committee also prepare a listing of secondary objectives. Each of these lists should be fluid, and ideas voiced at later meetings should be incorporated according to the desires of the club.

THE NOMINATING COMMITTEE

The exact character of the slate of individuals to be presented by the Nominating Committee will vary according to the organizational scheme selected by your club. The

criteria for selection of candidates remain the same. To be successful, the club officers need to blend leadership with empathy. Local snowmobile clubs cannot lose sight of the fact that they are run by and for their members.

The Nominating Committee must also be conscious of the advantages of a well-rounded group of officers. These individuals should be representative of the snowmobilers in your area to the fullest possible extent. Occasionally, in the past, clubs have been overly "cliquish," and have found this route invariably counter-productive. Such steps limit the attractiveness of club membership and thus decrease its potential.

Finally, while it is important to attract well-known community figures into the club, and even place them in leadership roles, it is mandatory that those nominated by the committee have sufficient time and interest to serve the club. If the club leadership fails to be energetic and industrious, regular club members hardly can be expected to remain enthusiastic.

THE MEMBERSHIP COMMITTEE

The power of a club is not some mystical quality, but is rather the collective talents and ambitions of its members. Therefore, each club must devote significant energies to attracting and sustaining memberships.

During the initial stages of your club, this drive for members assumes extraordinary importance. A "critical mass" must be reached to sustain the club. The secret to attracting members is simple. Each prospective member must be convinced that he will derive sufficient benefits to outweigh his devotion of time and finances. A skillful strategy must be developed stressing the positive attributes of club membership.

This committee should also work with the Organization Committee in establishing a dues schedule. Obviously it takes money to run any sort of organization, so some charge for membership dues will be necessary. Usually it is advisable to start out with a small amount. These dues should be paid in advance with the application for membership. In the future when more programs and activities are added, it may be necessary to increase the dues.

At the very least, the dues collected should be sufficient to cover all regular expenses. Special events can be conducted so to pay their own way and perhaps make a little "profit" for the club treasury, to be used to finance future club projects.

THE PUBLICITY COMMITTEE

Clubs require a "voice" to inform the surrounding community about their activities. Both the general good of the club and the success of individual programs are often linked to area residents outside the club as well as the members themselves. Thus, the Publicity Committee must serve as one of the club's most active segments on a continuing basis.

The Publicity Committee must cultivate contacts with local media representatives: radio, television, and press. Over time, the particular interests of these people will be better understood by the committee members, and your dealings with the media will grow more productive. However, follow these simple rules at all times:

- Take advantage of community calendars and similar public services offered by the media for both regular and special events.
- If your club is planning an unusual activity, mail a "news release" to the local news media approximately one week prior to the scheduled date. Be sure to include the name of your club and the time and place of the event. Be concise! Include photographs whenever possible.
- A good, amateur photographer can be one of this committee's most valuable members.
- Provide the name, address, and telephone number of a knowledgeable member who can act as a spokesman for your club in every mailing to local news media.

Additionally, the publicity Committee should support and coordinate all publicity for the programs of other club committees, such as the Membership Committee and the Activities Committee. Regular preparation of posters, listing upcoming events and club newsletters are within the province of this committee, as well.

One of the most important measures of a club is its success in achieving community recognition. An interesting name and an attractive, eye-catching emblem are important steps in this drive. Once selected, the design should be employed on club patches, posters, and signs. In this way the design becomes a continuing trademark for the club. The Publicity Committee should address this matter within the first months of the club's development.

