

Proposed Policies and Procedures of Coconino Trail Riders – 06/01/16

Last Revision – 06/15/16

Approved by Executive Committee - tbd

Membership

Membership shall be maintained in Coconino Trail Riders by payment of annual dues of \$30 for an individual and \$50 for a family. In order to be a member in good standing, members must be current in their dues by the end of January of each calendar year. Members acting in a manner inconsistent with the goals of the organization, may be expelled from club membership by a majority vote of the Executive Committee.

Executive Committee (EC)

The Executive Committee consists of the Board of Directors (BOD) and Club Officers. All are elected positions with a 2 year term. Board of Directors positions are elected in odd years, Club Officers in even years. Eligible candidates must be member in good standing and have been a member for a minimum of 1 year. There are no term limits for Executive Committee members. Executive Committee members can be removed only by majority vote of the other Executive Committee members. Normally there are 5 members of the Board of Directors and 4 Club Officers however this may vary at times of vacancy. Executive Committee positions vacated between elections are filled by majority vote of the remaining EC members for the duration of the vacated position. An individual may be on the BOD or be a Club Officer, but not both except during a period of emergency when a BOD member can temporarily fill a Club Officer position at the discretion of the EC. Officers shall serve until their successors have been elected and duly installed. Any member of the BOD can call for a meeting (not just the President although the President must ensure a minimum of one meeting occurs in each fiscal year). The Executive Committee must meet at least once a year at a time scheduled by the Club President. All Executive Committee meeting announcements must be published in a place assessable to all club members, at least one month in advance of the meeting. Executive Committee members must attend all meetings either in person or via teleconference. Executive Committee must appoint one member to take meeting minutes. A member of the Executive Committee must report to the club membership at the next club meeting following an Executive Committee meeting.

Current Board of Directors

Jim Hall

Pat Prosser

Keith Greenwalt

Ned Greeneltch

John Neff

Current Club Officers

Kenny Schipper – President

Cathy Steers – Vice President

Jim Madden – Secretary

Dennis Smoldt - Treasurer

Method of Election

Elections will be held in the January to March time frame with the schedule to be determined by the Club President, announced at the December meeting and posted in the meeting minutes. Schedule to include dates for opening meeting for nominations and volunteers, closing meeting for candidates to be placed on the ballot and start of elections meeting (typically 3 consecutive meetings, one for each phase). Nominations may be made from the floor or volunteers will be allowed.

Officers shall serve until their successors have been elected. The transition to newly elected officers occurs at the completion of the election meeting.

Vacancies occurring in any of the offices (executive committee and club officers) due to illness, death or incapacity to comply with assumed duties shall be filled by emergency election by executive committee members except in case of president, when the vice-president shall succeed to the presidency.

Voting for elections and any other general club business requiring a member vote shall be by a simple majority vote of attending members to club meeting. A minimum of 12 members must be in attendance to be a valid quorum/vote. The Club President does not vote except to break a tie.

Duties of the Board of Directors

The primary responsibility of the Board of Directors is to monitor all club activities and ensure that those activities align with the club's purpose as outlined in Section V of the club By-laws and are in the club's best interest. The Board of Directors has the power to veto any decisions or actions by the club officers or members with justification via a written consensus agreed to and signed by all BOD members. Specific duties and responsibilities include, but are not limited to:

- Ensure that all required reports to grantors, partners, and governmental agencies are submitted in a timely manner and review and sign-off on the submissions.
- Perform or authorize others to perform a financial review of the club's books at least annually. Should the Executive Committee review raise any questions regarding accuracy, completeness or impropriety an outside independent review should be pursued. An outside independent review can be initiated without cause or concern as well, however cost of such action is a consideration.
- Review and verify legal and IRS standing annually and act as needed to ensure 501(c)(3) status.
- Act as liaisons to land use and trail partners with authority to enter into agreements and sign contracts.
- Search out grant and partnership opportunities which promote the purpose of the club.
- Set and communicate trail dates
- Liaison to land managers
- Review the by-laws and items proposed by members at least annually.
- Post current by-laws on CTR forum for general member access.
- Regularly review club direction and activities for compliance with stated purpose and mission statement.

Duties of the President

The president shall be the chief executive officer of the club. He/she shall preside at all meetings of the organization and shall be chairperson and preside at the meetings of the Executive Committee. He/she shall sign all documents requiring an official signature and shall perform all other duties incidental to the office. In addition, it is the Presidents responsibility to:

- Represent the club and its interests in all matters.

- Vote only when necessary to break a tie.
- Oversee the proposal and ballot processes in a way which best represents the interests of all parties in a fair, unbiased and transparent manner.

Duties of the Vice-President

The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the organization upon the resignation or death of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy at special election following the usual election procedure. In addition, it is the Vice-Presidents responsibility to:

- Oversee all social media content (CTR website, forum, etc).
- Validation and verification of all vote tallies.

Duties of the Secretary

The secretary shall keep an accurate record of the activities of the organization. The secretary shall issue all notices of the organization meetings, shall be responsible for the correspondence of the club and corporation, shall prepare and keep a listing of all chair and members of special/standing committees for the current and two previous years. In addition, it is the Secretaries responsibility to:

- Record and post meeting minutes in a timely manner including all formal motions, seconds and vote results.
- Preserve all club written records and make available on request.
- Maintain listing of committees with assigned chairperson and members.
- Edit and post all proposals.
- Communicate vote results as part of meeting minutes.
- Submit annual report to Corporation Commission by all applicable deadlines after obtaining EC consensus.

Duties of the Treasurer

The treasurer shall keep an accurate record of all grant and general monies of the corporation, shall supervise the disbursement of the funds subject to the direction and approval of the Executive Committee and Club Officers and shall serve as chair of any finance committee. The treasurer will be responsible for all required financial reporting in concert with the Executive Committed. In addition, it is the Treasurers responsibility to:

- Present the following information at the monthly meeting or provide the information to the President a minimum of 2 days prior if unable to attend:
 - Previous month balance – grant balance, general balance
 - Monies received past month (total, detail available on request)
 - Monies paid past month (total, detail available on request)
 - Current balance – grant balance, general balance
 - Anticipated/scheduled expenses upcoming
- Maintain all financial accounts in good standing.
- Submit annual report to the IRS by all applicable deadlines after obtaining EC consensus.
- Grant monies shall be segregated in separate accounts for bookkeeping purposes. Consideration should be given to maintaining physically separate bank accounts for grant monies and club operational monies, with the realization that at times it may be necessary to shift monies between accounts. (For instance if the Club incurs a grant-related expense that requires the operational account to be reimbursed by the grant account). Any transfer of monies between operational and grant accounts whether on ledger or physical accounts shall be approved by the treasurer and one other officer.

Meetings

Monthly meetings are conducted loosely according to Roberts Rules of Order at Club President discretion. Agenda shall include at a minimum:

- Call to order
- Guest introduction
- Reading of minutes and approval from previous meeting
- Treasurer's report – account balance(s), recent month expenditures, expected expenses, recent month revenue, expected revenue, general status
- Land Use report – application status, implementation status (spend vs grant), completion of open grants, general status
- Old business
- New business
- Adjournment

Spending Limits

Spending Limits will be followed from the club vote brought forth in November 2014

With the exception of Grant Monies

Under \$500 - no vote required, expenditure by EC members with expense reporting (see below)

\$500 to \$1000 – approval of 2 (two) EC members

Over \$1000 requires a club vote and a written proposal. The written proposal must include information from the proposal sponsor including, but not limited to, proposal statement, benefits to the club, any risk to the club, initial cost and ongoing costs. The proposal will be put forward for discussion and summarized by the Secretary in the meeting minutes. The vote regarding the proposal will take place no sooner than the following meeting. If the proposal is significantly amended or altered it will be again documented by the Secretary and the vote will move to the next following meeting. If the proposal is for an event, a committee may be formed, a budget established and a blanket authorization of expenditure may be approved with supervision responsibility to the event manager. Provision is also made for an emergency expense over \$1000 which may be temporarily approved by 4 EC members with reporting to club members and post authorization request at the next club meeting.

Expense report requirements include receipt, purpose of expense and justification. Include specific information if the expense is related to a grant. Treasurer approval is required, with appeal to EC for any questions. Club credit cards are authorized for the President, Treasurer and acting Land Use Officer from the BOD. An expense report is required for each expenditure using the club credit card. All other expenses require use of personal funds with reimbursement by the club after submission of an expense report and treasurer approval.

General

Club shall purchase indemnification and liability insurance for club officers and executive committee members at levels sufficient to absolve them of any club related liability.

All club officers shall receive an AMA membership during every year of service. AMA membership is required for club to hold AMA sanctioned events.

At the end of every calendar year each CTR officer shall receive a “Thank you for your service gift” in the form of a \$100 gift certificate.