

Policies and Procedures of Coconino Trail Riders

Approved by Executive Committee – July 2024

Membership

Membership shall be maintained in Coconino Trail Riders by payment of annual dues of \$40 for an individual and \$60 for a family. In order to be a member in good standing, members must be current in their dues. Members acting in a manner inconsistent with the goals of the organization can 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. BOD membership is perpetual. They serve until they resign or are voted out. Club Officers serve a 2-year term with no term limits. If they resign or are voted out within the 2-year term, an election is held to fill the vacant position(s). If at the end of the 2-year term no one in the club expresses an interest in an expiring position, the election is not necessary and the club officer continues to serve. Eligible candidates must be a member in good standing and have been a member for a minimum of 1 year. 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. 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 have assumed the duties of the office. 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 EC should meet at least once a quarter at a time scheduled by the Club President. The EC must appoint one member to take meeting minutes (typically Secretary unless not in attendance). A member of the EC must report a summary of the meeting to the club membership at the next club meeting following an Executive Committee meeting. EC members do not have to pay club dues. All EC members must be members of the American Motorcycle Association (AMA) and the club will pay EC member AMA membership dues if requested (AMA requires charter club officers to be members). Due to potential conflicts of interest, EC Members may not be on the board of other similar organizations, including but not limited to ATR, PTR, AMRA, ect. Unless approved by the EC.

Current Board of Directors

Chad de Alva
Dennis Smoldt
Emma Keiser
Stephen Irwin
Thomas Turnbull

Current Club Officers

Dan Powell – President
Kenny Schipper – Vice President
Erin Brown– Secretary
Neil Wesson – Treasurer

Method of Election

Elections will be held when a position is vacant, or if by default in the June to August time frame with the schedule to be determined by the Club President. The Club President will announce the schedule at a

club meeting and be recorded in the meeting minutes. The schedule to include dates for: meeting for nominations and volunteers, meeting for candidates to be placed on the ballot and the meeting to hold the election. Nominations may be made from the floor and must be accepted by the nominee.

Officers shall serve until their successors have been elected and have assumed the duties of the office. The transition to newly elected officers begins 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 election.

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 reviewed.
- 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 and this document on CTR website 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, or delegate a replacement if unavailable, and shall 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 President's 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.
- Schedule, announce and preside over club meetings.
- Communications to club members.

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 a special election following the usual election procedure. In addition, it is the Vice-President's responsibility to:

- Oversee all social media content (CTR website, Facebook, 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 meeting minutes in a timely manner including all formal proposals, motions, seconds and vote results.
- Preserve all club written records and make available on request.
- Maintain listing of committees with assigned chairperson and members.
- Submit annual report to the Corporation Commission by all applicable deadlines after obtaining EC consensus – due annually in October.
- Maintain club By-Laws and Policies and Procedures.
- Pick up club PO Box mail monthly.
- Renew AMA club charter – due annually in January and set to auto renew.

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 prior to meeting 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 including, but not limited to:
 - Club PO Box – due annually June 1
 - EC committee liability insurance – due annually in June
 - Forest Service liability insurance – due annually in October (reimbursed by grant)
- Submit annual report to the IRS and BOD for review – due annually in November.
- 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 office

Competition Committee Club Representatives

The EC will appoint two AMRA Liaisons and two alternates per article 9 of AMRA rulebook to represent CTR to AMRA. These individuals will relay information from the EC to and from AMRA but not make decisions or agreements without EC approval.

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 formal proposal. The 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 possess current AMA membership during every year of service. AMA membership is required for the club to be an AMA Charter Club and hold sanctioned events. This can be provided by CTR if the officer does not have a personal membership.