

# 2021



**LAKELAND ATV CLUB**

PO BOX 1305, Minocqua, WI 54548

[www.lakelandatvutv.org](http://www.lakelandatvutv.org)

# BREAKING NEWS !

***Please Read and be ready to vote on the  
New By-Laws for 2021 at our next  
General Club Meeting.***

***Monday, March 8<sup>th</sup> – 6 pm at  
Arbor Vitae Town Hall***

# LAKELAND ATV CLUB

## BY-LAWS

### ARTICLE I

#### **Name:**

The name of this organization shall be the Lakeland ATV Club with an address of P.O. Box 1305, Minocqua, WI 54548 and shall have the principal office in Minocqua, Wisconsin.

### ARTICLE II

#### **Purpose:**

The purpose of the organization as directed by the club's By-laws herein is to promote All Terrain Vehicle (ATV) use on designated ATV trails, routes, roadways and trail systems. This organization also seeks the development of a north/south/east/west corridor, trails, routes and trail systems in the Lakeland Area.

#### **Mission:**

Create an ongoing communications forum to include cooperation with the national & state forestry officials, state & local government officials, private land owners and other ATV Club/associations. The organization shall promote safe ATV use through sponsorship of ATV Safety/Certification Classes and Trail Ambassador Programs. The organization shall also sponsor other civic activities that help promote community and youth activities to promote a positive public image of the sport. Club activities will provide ongoing educational opportunities and reference materials in volunteer development, organization/club management, community action, meeting management, resource development and ensure that area ATV enthusiasts are aware of the impact of their actions on the environment.

## ARTICLE III

### Records & Insurance:

The club records, including the incorporation documents and meeting minutes of all Membership and Board Meetings shall be maintained and retained at the home or business address of the current club Secretary. The financial records including any and all Financial Statements and tax returns filed by the club shall be maintained and retained at the home or business address of the club Treasurer.

Officers & Directors' Errors & Omissions, Property Damage and Liability Insurance shall be carried to a coverage limit as specified by the Board of Directors.

## ARTICLE IV

### Membership:

Section 1 – Composition: The Membership shall consist of commercial sponsors, community leaders, school, church and civic officials, general public individuals who have an interest in off-highway vehicle recreation. Membership in this organization is on a nondiscriminatory basis with regard to race, gender, color, religious affiliation and national origin.

- A. Family Membership shall consist of one or two adults and their children less than 18 years of age. \$25.00 fee annually.
- B. Commercial Sponsor Membership shall consist of an individual, group or entity that participates in club activities through sponsoring/promoting club events and financial fees. Club events and meetings will be held at Commercial Sponsor's facilities whenever possible, rotating between those sponsors willing to host monthly meetings. \$75.00 fee annually. Commercial sponsor membership term is yearly from January 1<sup>st</sup> through December 31<sup>st</sup>.

C. Honorary Members shall be individuals designated by the club's Board of Directors in this special status based on a unique situation. Annual dues will be waived by vote of the club Board of Directors.

Section 2 – Term of Membership: The term of membership shall be annual, once membership dues have been paid. The membership year begins on May 1<sup>st</sup> and ends on April 30th the following year. New members joining the club/organization and paying annual dues after October 31 will have their payments applied to the next year's term of membership.

Section 3 – Membership Termination: The termination of a club member will be based upon a majority vote from the Board of Directors. Reasons for termination include but are not limited to non-payment of dues and/or a club member acting in a manner that impacts the organization in a negative way.

Section 4 – Benefits of Membership: Benefits afforded to club members in good standing, Family or Commercial, shall include participation in all club activities, rides, newsletters, special events (unless participation fee required) and meetings. Each "Membership" receives the right to cast one vote in club elections and recognized club motions.

## **ARTICLE V**

### **Officers and Directors:**

Section 1- Composition: The Board of Directors shall be composed of all elected officers, the immediate past chair, four (4) other elected Directors and a non-voting board member who is charged with creation and maintenance of the Lakeland ATV Club Web Site. To be eligible to serve as a club Officer and/or Director on the Board of Directors a member must be in good standing and at least 18 years of age. Any officer, director and/or member with access to any of the organization's/club's bank accounts will be subject to a background check.

Section 2 – Officers: The officers of the organization shall be President, Vice-President (VP), Secretary and Treasurer. These officers will also make up the Executive Committee.

Section 3 – Executive Committee: The Executive Committee shall be comprised of one each of the following: President, Vice President, Secretary and Treasurer. The Executive Committee shall have the ultimate authority for the direction and activities of the club. That authority includes operational club decisions necessary between scheduled meetings

Section 4 – Officer and Director Duties:

- A. The President shall be the chief executive of the organization. The President shall preside at all meetings of the organization and shall be chairman and preside at the meetings of the Board of Directors. The President shall appoint the members of all committees. He/she shall sign all documents requiring an official signature and shall perform all other duties incidental to the office.
- B. The Vice-President (VP) shall perform the duties of the President in absence or incapacity of the President. The Vice-President shall automatically become President upon resignation or death of the President. In the event the Vice-President becomes President, a new Vice-President shall be elected to fill the vacancy as soon as practical to fill out the remaining Vice-President's term.
- C. The Secretary shall keep an accurate record of the activities of the organization. The Secretary shall issue notices of meetings, be responsible for the correspondence of the organization, and prepare and keep a listing of all members and addresses. All records shall be kept for a period of seven years. The Secretary shall be a custodian of the records of the organization and file all necessary forms and reports excluding financial records and tax returns which are to be completed and retained by Treasurer.

- D. The Treasurer shall keep all financial records of the organization/club and have charge of its funds. The Treasurer shall keep all of the organization/club funds in a bank approved by the Board of Directors and in the name of the organization/club. The Treasurer shall disburse such funds of the organization/club in a timely fashion under the direction of the Board of Directors. Withdrawals shall be made by checks and signed in such a 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 January Board Meeting. At the discretion of the Board of Directors, the financial records shall be subject to an annual audit by a committee appointed by the President. Annual Audit documents shall be saved for a period of at least seven years. Expenditures in excess of more than \$250.00 will need to be approved by two club officers.
- E. The Directors/At-Large Board Members shall assist the Board to formulate and recommend programs and activities to the club's members for their consideration and to carry out such activities. Functions of the Directors shall be:
- Perform essential organization activities that must be acted upon between meetings of membership.
  - Formulate and recommend programs and activities to the members for their consideration and approval.
  - Identify, help formulate and chair other committees as necessary to further the purposes and functions of the organization.
  - Carry on such other business as may be delegated by the President and/or Board of Directors.

- F. The Lakeland ATV Web Master shall input the board directed communications, initiatives and activities on to the Lakeland ATV Club Web Site for the general membership and public to access. The Club Web Master is authorized to make operational decisions regarding the web site and bring content suggestions to the Club board for approval.

Section 5 – Officer or Director Vacancies: Vacancies occurring in any of the Officer or Director Positions due to illness, death or other incapacity to comply with assumed duties shall be filled by a President’s appointment except in the case of the President, when the Vice-President shall succeed to chair, as noted in Article V, Section 4.B. Such Officers or Directors shall serve only until the next election.

Section 6 – Officer or Director Termination: Termination of an Officer will be based upon a majority vote from the remaining Officers and Board Members. Reasons for termination include, but are not limited to, non-performance of specified duties, opinions of the Officer that differ greatly from the purpose of the organization, or actions performed by that Officer that impact the organization in a negative way.

## **ARTICLE VI**

### **Elections:**

Section 1 – Officers’ Term of Office: The club Officers shall be elected at a predetermined annual meeting for a term of two years. The President and Secretary will be elected in even numbered years and the Vice-President and Treasurer in odd numbered years.

Section 2 – Directors’ Term of Office: The Directors’ terms shall be for two years. Directors A, B and C Two At-Large Members shall be elected on even

number years. Directors D and E will be with the other two At-Large Members elected on the odd numbered years. If immediate Past President is available for a Director's Position, the past President will assume Director A an At-Large Position and then Directors B and C will be up for election. If the Past President does not assume an At-Large Member Position following his term as President, an additional At-Large Member shall be elected.

Section 3 – Method of Elections: The following criteria are to be followed for any and all Lakeland ATV Club Elections:

- A. There shall be a Nominating Committee appointed by the President (three months prior to each election). This committee shall recommend candidates for each position up for election after having acquainted the nominees with the responsibilities of the office and securing their willingness to serve.
- B. Additional nominations may be made from the floor. At the March General Meeting, a Nominating Committee consisting of club Officers and Directors shall place a slate of candidates in nomination for election at the June Annual Meeting. Nominations may also be made from the floor at the April and May General Meetings. All nominations will be open 90 days prior to the June election meeting. Nominations for the election shall be closed at the end of the May Meeting.
- C. Members may cast their ballot at the June election meeting. Members in good standing must have joined/renewed their membership and paid all dues by May 1<sup>st</sup> to be able to cast their vote at the June meeting. Any member wanting to vote must be a member in good standing 30 days prior to voting. There will not be any absentee voting – members must be present at election meeting to vote.

- D. The officers /Directors shall be elected at the first regular meeting in June and assume office on July 1<sup>st</sup>. Officers / Directors shall serve until their successors have been elected and duly installed.

## **ARTICLE VII**

### **Fiscal Year:**

The fiscal year of the organization shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **ARTICLE VIII**

### **Meetings:**

Section 1 – Conduction of Meetings: The Board of Directors shall discuss in sufficient time prior to regular meetings to formulate the agenda. The President or his Designee shall be responsible for the timely formulation of club meeting agendas. To the extent possible the location of meetings should be scheduled three months in advance. The President or a majority of the Board of Directors may call special meetings to transact urgent business. A majority of the Board of Directors must be present to constitute a quorum for the transaction of business. All members of the Board of Directors shall be expected to attend all club meetings unless excused by the President or Vice President.

- A. An annual meeting of the membership, for purposes of election of Board Members, shall be held at the first meeting in June.
- B. Monthly meetings of the organization shall be held the first Monday of every month at a place predetermined by the Board unless otherwise announced due to Holidays. The Board will meet prior to the monthly membership meetings.
- C. The regular monthly meetings of the Board shall be to conduct the business of the organization as outlined under Article II to include approval, rejection or modification of motions before the Board;

to introduce and discuss new ideas for club activities; and to make suggestions for improvement to club operations.

- D. Special Meetings of the organizations may be called by the President or the Board of Directors. All members of the Board of Directors and Officers, as identified in Article IV and V Section 1, shall be notified of such meeting if possible.
- E. The members present at a regular or special meeting shall constitute a quorum (as determined in Article X) for the
- F. Each current paid "Membership" shall be entitled to one vote.

## **ARTICLE IX**

### **Committees:**

The President shall appoint Standing and Ad-Hoc Committees deemed necessary by the Board of Directors. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the membership year of the organization. Ad Hoc Committee Members shall serve in accordance with the charge to the committee. Members of all Standing and Ad-Hoc Committees shall select their committee chair if not selected by the President. Committees are to include members for raffles, maps and budget.

## **ARTICLE X**

### **Quorum:**

A general membership quorum must include a majority of the Board of Directors and any regular members present at any regular / special meetings.

## **ARTICLE XI**

### **Amendments and Standard Operating Procedures:**

Amendments may be made at any annual, regular or special meeting but will need by a two-thirds vote of a quorum in order to be approved for adoption, provided the proposed amendment was submitted in writing to the membership by newsletter and read during the regular meeting at least sixty (60) days prior to the date of the amendment vote.

Standard Operating Procedures may be created, changed, revised and/or deleted as necessary by a two-thirds majority of the Board of Directors. In conducting its proceedings and making its determinations, the board shall follow its duly adopted standard operating practices and procedures. A list of current club Standard Operating Procedures shall be maintained by the Secretary and reviewed annually.

## **ARTICLE XII**

### **Parliamentary Authority:**

Robert's Rules of Order shall govern the official proceedings of the organization not otherwise specified in the club's by-laws.

## **ARTICLE XIII**

### **Club Break up:**

In the event that the organization/club ceases to exist, any monies/assets the organization has at that time will be forwarded to the Northwoods ATV Association Inc. other ATV associations/clubs after all outstanding invoices or services have been satisfied.