

UTAH ATV ASSOCIATION BY-LAWS

ARTICLE I: Name of the organization

For the purpose of the by-laws, the name of this organization shall be called UTAH ATV.

ARTICLE II: Mission Statement

The UTAH ATV Association is a NON-Profit Corporation and an ATV/UTV Club. We are unique due to having a working board and officers who are unpaid volunteers. We have successfully combined a non-profit corporation and an ATV/UTV Club.

Our mission is twofold. Our ATV Club works to enhance the ATV/UTV experience by teaching the TREAD LIGHTLY principles of trail etiquette. We offer recreational opportunities to our members in the form of monthly trail rides. We work with local politicians to ensure our public lands are protected and our trails preserved. We are supporters of the Blue- Ribbon Coalition.

Our Non-profit works to raise funds in support of Make-A-Wish Utah. We are an established 501[c][3] organization. In August 2023 we hosted our 39th consecutive Ride for Life event. We are currently one of the biggest donors to Make-A-Wish Utah.

Hence forth throughout these by-laws the UTAH ATV Association will be referred to as the “Club”.

ARTICLE III: Officers/Board Members

Section 1: Officers/Board Members

The Officers/Board Members of the Club shall be:

- (CEO- Chief Executive Officer) Henceforth referred to as the President.
- (COO- Chief Operations Officer) Henceforth referred to as the Vice President.
- Administrative Assistant
- Treasurer
- 7 Directors/Board Members

Section 2: Election and Tenure (Amended 05/25/2023)

The Board Members of the Club shall be nominated following the May Club meeting (odd years). After the nomination period, a selection will be made by ballots voted by members. Each Board Member shall hold office for a two-year term.

Nominations will be accepted during the May board meeting. All nominations must be submitted to the board either at the meeting or via email no later than the end of May.

To meet the requirements of a Non-Profit Corporation, the elected Board Members will meet the first week of July of the elected year. They will nominate and vote on 4 Officer positions. The elected Officers shall hold office for a two-year term.

Section 3: Removal

Any officer elected or appointed by the membership may be removed for any reason deemed sufficient by the membership. Removal requires a three-quarter (3/4) vote by the members. Officers subject to removal shall be served written notice of at least fifteen (15) days prior to the next scheduled meeting, at which time he/she may present a case against removal.

Section 4: Vacancies

A vacancy in any office because of death, resignation, removal, or otherwise, may be filled by vote of Club membership for the remaining portion of the term at the meeting following the occurrence of the vacancy.

Section 5: President (CEO)

The President shall be the principal executive officer of the Club and shall, in general, supervise and control all the business and affairs of the Club. The President shall preside at all meetings. The President shall be an ex-officio member of all regular and special committees and, in general, perform all duties incident to the office of the President. During the first month of the elected period, the President shall provide written expectations to each member of the Board, Officers, and any person(s) acting as the chairperson of a committee. The written expectations should clearly outline the desired goal of the committee and the responsibilities associated with each committee.

Section 6: Vice President (COO)

In the absence of the President, or in the event of inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all powers of, and be subject to all the restrictions upon, the President.

Section 7: Administrative Assistant

The Administrative Assistant shall attend all meetings of the membership, and shall preserve, in the books of the Club, true minutes of the proceedings of all such meetings. The Administrative Assistant shall also perform the following:

- Give all notices required by statute, by-laws or resolution.
- Keep a correct roll of all members and affiliated organizations with their addresses.
- Attended the proper publication of all reports.
- Conduct official correspondence regarding membership.

- Manage of all the Club's correspondence received or requires dissemination.
- Attest documents
- Perform all duties incident to the office of the Administrative Assistant.
- Perform all duties assigned by the President.

Section 8: Treasurer

The Treasurer shall have custody of all Club (Corporation) funds and securities and shall keep, in books belonging to the Club, full and accurate accounts of all receipts and disbursements. The Treasurer shall also perform the following:

Deposit all money, securities, and other valuable effects in the name of the Club in such depositories as may be designated by the Membership, for that purpose.

Disbursement of Club funds will follow the guidelines set forth in (**Article XI: Section 2**) Club Income and Subsequence Expenditures.

No two (2) members of the same household shall be allowed to be a financial signer on the Club account.

Render to the President and membership, Bi-Annually (May and November) at the monthly meeting, and whenever requested by the President, Vice President or the Board, an account of all transactions as Treasurer and of the financial condition of the Club. The financial disclosures should include the Charitable Funds collected and how they were dispersed.

Section 9: Bond

All officers handling money may, specifically the President, Vice-President, and Treasurer, should be required to be bonded for the faithful discharge of their duties in such sum and with such surety as the membership may determine. The Club shall pay for the expense of such bonds.

Section 10: Board Member

A Board member is a member in good standing of the Club that has been elected to serve by the members of the Club. Each member of the Board shall serve a term of twenty-four (24) months, from October 1st to September 31st of the following election year.

Board members are considered the voting body of the Club. Each Board member is expected to attend the monthly board meetings. In the event a Board member cannot be present, they may elect to cast a vote by proxy. Their vote on any Club business may be cast to the President or Vice President who will then cast the Board members vote due to an absence.

Inactive Board members, as defined by the Board, can be replaced at the discretion of the Board.

Section 11: Board Member Responsibilities

Board Members should be the most involved members of the Club. They should be selected to Chair the Club committees. They are required to help facilitate the training portion of the monthly Club meetings.

Welcome new members, providing them with the Clubs by-laws and clarifying any questions that may arise. They should ensure that the new members feel welcome and have a good experience with the Club.

Board Members shall be required to assist in any manner requested at all the Club sponsored events that they attend.

ARTICLE IV: Process for conducting board meetings.

Roberts' Rules of Order shall govern the parliamentary proceedings of this association unless otherwise provided in these by-laws. The order of business shall be:

- A-Call to Order
- B-Treasurer Report
- C-Reading and Approval of Minutes
- D-Report of Officers and Standing Committees
- E-Unfinished Business
- F-New Business
- G-Adjournment

Minutes defined:

Using Robert's Rules of Order Newly Revised (RRONR), the minutes should contain mainly a record of “what was done at the meeting”, not what was said by the members. For most organizations or groups, it is important for the minutes to be terse and only include a summary of the decisions.

ARTICLE V: Voting

Section 1: Voting

Voting shall be limited to one (1) vote per Board member. A majority vote is required to pass all motions. **To ensure the integrity of the Club and the voting process, Board Members and Officers are not allowed to vote on any topic involving a family member. This will be strictly followed during all administrative actions of the Club.**

Section 2: Club votes

Clubs may need to vote on a variety of topics. For topics that exceed the discretion of the sitting board, the President or his/her designee may elect to call for a Club vote. The vote will consist of one (1) vote for each eligible member in good standing.

Section 3: Elections.

To ensure the integrity of the voting process, all eligible voting members will be asked to submit their votes electronically. Either using the designated email or a designated “Voting App”. In the event votes are sent via email, a designated Officer will be responsible to retain all emailed votes. To ensure the integrity of the process, an honorary member shall be selected to assist the designated Officer. The votes will be transferred to a spreadsheet where the votes can easily be tallied by the designated Officer and honorary member. The designated Officer and honorary member must be in good standing.

Section 4: Nominee notification

Once the votes have been tallied the President will contact each nominated person. He/she will be informed of their nominated status and provided with an opportunity to accept or forfeit the elected position. If the nominated elects to forfeit the elected position, the next runner up will be contacted etc. until the position has been filled.

ARTICLE VI: Membership

Section 1: Admission to Membership

Individuals interested in furthering the sport of ATV riding may become members upon application and payment of annual dues as established by the Club.

Section 2: Certificates of Membership

The Club shall issue membership cards evidencing membership in the Club.

Section 3: Classes of Membership

The Club shall have four (4) classes of membership. The designation of classes and qualifications and rights of the member shall be as follows:

a) Regular Member:

Applicants shall be a minimum of eighteen (18) years of age, completed and signed the Club membership application. Annual dues must be current to be entitled to membership. Regular members are the ONLY voting members of the Club.

b) Youth Member:

Applicants shall be under eighteen (18) years of age and have a parent or guardian holding current membership in the Club. Youth members do not pay dues and are not entitled to vote on any Club business.

c) Business Member

Business members are businesses that wish to assist the Club and promote safe UTV/ATV Riding. To become a business member a business can either submit a payment of annual dues or be granted an Honorary Status for contributions to the Club. A majority vote from the board is required to attain Honorary Status.

Business Members are business owners first and foremost. To ensure the integrity of their businesses and the integrity of the club no Business Member will be entitled to or allowed to vote on any Club business.

d) Honorary Member

An Honorary Member is a member that has been appointed Honorary Status by the sitting board. An Honorary Member is exempt from annual dues. Honorary Members may include past presidents or individuals that have made considerable contributions to the Club during their membership. Honorary Membership will be at the discretion of the sitting board. No Honorary Member will be entitled to or allowed to vote on any Club business.

ARTICLE VII: Dues

The Annual membership dues shall be as follows:

Single one year membership \$45.00

Includes 1 membership card printable, welcome packet club meeting attendance, 10 monthly ride invites Our monthly newsletter, and 1 voting right.

Couples one year membership \$55.00

Includes 2 membership cards printable, welcome packet club meeting attendance, 10 monthly ride invites Our monthly newsletter, and 2 voting rights (must include email addresses for both members)

Business Executive one year Membership \$250.00

Includes: 3 membership cards, welcome packet, Club meeting attendance, and our monthly newsletter.

Business Ambassador one year Membership \$350.00

Includes: 6 membership cards, welcome packet, Club meeting attendance, three monthly advertising spaces, 10 monthly ride invites, and our monthly newsletter.

If the online option is selected as payment, a service fee may be applied.

ARTICLE VIII: Committee's

The standing committees of this Association shall be as follows:

- Legislative/Public Relations Committee (President- Chairperson)
- Ride for Life
- Safety Committee
- Recreation Committee
- Merchandising Committee
- Member Services Committee (formerly Welcoming Committee)
- Ride Committee

- Public Information Officer (PIO) Committee

Each committee will be composed of a Chairperson, Co-Chair and 3-5 volunteers. The Chairperson shall be selected from the elected Officers/ Board Members. Co-Chair and volunteers are active members who are in good standing with the Club. If no volunteers are identified, the President or his/her designee may appoint the Chairperson and Co-Chairperson of each committee.

The Chairperson or Co-Chair (in the absence of the Chairperson) of each committee shall present the status of the committee's progress and activities quarterly.

Section 1: Committee Succession planning

To further the ongoing effectiveness of the Club, each Committee shall have a Chairperson and a Co-Chairperson, and 3-5 Club members. The Co-Chairperson shall fulfill the role of the Chairperson in the event the Chairperson is unable to fulfill their responsibilities due to death, resignation, or removal from office.

ARTICLE IX: Meetings

Section 1: Monthly Board Meetings

Meetings are held the Sunday prior to the Club meeting, at a time and designated location set forth at the conclusion of the previous month's meeting. Meetings shall consist of at least the following:

- Call to Order
- Reading of minutes from the last meeting
- Report of Treasurer
- Report of Committees
- Old Business
- New Business
- Schedule and place of next meeting
- Adjournment

Section 2: Monthly Club Meetings

Meetings are held the second Monday of each month at 7:00 PM at a designated location. Meeting date, time and location are subject to change to accommodate the needs of the board. Meetings shall consist of at least the following:

- Call to order
- Welcoming new members

- Discussion of club business
- Outlining the Club's plan for the month's activities (monthly ride, volunteer projects etc.)
- Training (in the form of guest speakers or Club members with specific skills)
- Question and Answer for club members

Section 3: Committee Meetings

Committee meetings may be scheduled at interval times to promote ongoing Club projects.

Section 4: Fiscal Year and Annual Meeting

The fiscal year shall be from October 1st until September 31st. The Annual Club Meeting shall be held in September of each year. The order of business may include the following:

- Board and Officers Announced
- Recognition of Individual(s) or Corporate Members
- Recognition of Club efforts
- Financial update by the Treasurer

Section 5: Rules of Order to Govern Meetings

Robert's Rules of Order (as revised) shall govern the meeting of membership where they are not consistent with Club by-laws.

ARTICLE X:

The Club will maintain a bank account to process membership fees, donations, and pay expenses. Three signers are required for the creation of the bank account.

Article XI: Club Income and Subsequent Expenditures

Section 1: Club Income

All funds collected by and for the Club will be maintained by the Treasure. There will be separate accounts maintained.

- Club account (Club Funds)
- Charitable account (Donated funds collected for charities)

Section 2: Incidental Expenditures

The Club officers shall have the authority to spend no more than \$250 for incidental and routine expenditures, i.e., stamps, office supplies, etc. without the approval of the elected Board Members of the Club.

The President, Vice President and Treasurer MAY have Debit cards. The debit cards will be retained by the previously mentioned officers. All charges on the debit cards will require a receipt submitted to the Treasurer. No charges more than \$250.00 should be made without the Board's approval. In the event of an exigent circumstance to make a purchase, the purchasing officers SHALL notify the Board as soon as possible explaining the urgency and the decision that was made.

Section 3: Equipment reimbursement

The Club shall set aside funds to assist authorized members in reimbursement for damages sustained to their machines while conducting official Club business. Official Club business is but not limited to the act of using a personally owned machine to tow "recover" a stranded Club Member during a preplanned Club event.

Members eligible for reimbursement SHALL be those members designated by the elected Officers (President, VS President or Safety Committee Chairperson or approved designee) to act as a rescue/recovery vehicle.

Section 4: Reimbursement process

The eligible member will submit a written request to the board. The request will include, the Club Member's name, the date and time the damage occurred. The actions being performed while the damage was sustained. The name of the Club Member/ride participant that was assisted. The name of the OFFICIAL that authorized the actions taken. An estimate to have the damage repaired to include the make, model, and year of the machine.

If the requested reimbursement is granted, The Club will be held harmless and relieved of any liability for any, and all repairs. This request is for reimbursement ONLY.

Note: No Member/Ride Participant acting without the authorization from an elected OFFICIAL will not be considered for reimbursement.

Section 5: Annual Budget and Annual Charitable Donation

In September of each year, the President will submit an annual budget presentation for the Club. The budget will include all donations accepted and other monies collected. The budget will address all the Club's expenditures, projected expenditures, and suspected Club income.

The annual charitable donation will be recommended at the closure of the budget presentation. The Board will then discuss the submitted budget, suggesting all changes required. The Budget will then be brought to a vote (Roll Call Vote). If accepted the budget will be imposed on October 1st and run until September 31st.

If the budget is not approved, it will be tabled. The President will make any modifications and the budget will be resubmitted within one week. The same process will follow until the annual budget is approved.

ARTICLE XII: Members Responsibilities

It shall be the responsibility of each member of the UTAH ATV ASSOCIATION to maintain the following on their own accordance:

- A valid Driver License issued by their state of residence.
- Properly registered ATV/UTV within the state that they are riding.
- Proper insurance if applicable, e.g., street legal machines etc.
- FCC license if applicable.
- Appropriate safety equipment as required by state law.
- Youth members operating machines on Club rides shall have a valid OHV operators permit. Operators under 18 must adhere to the state laws governing underage operators.

Each member is also required to participate in at least one Club sponsored project e.g., trail/area clean up or other volunteer work sanctioned by the Club.

ARTICLE XIII: Membership Revocation

Any membership out lined under **ARTICLE VI** is subject for revocation for any of the following violations:

- Blatant or intentional violation(s) of the member's responsibilities.
- Making any disparaging comments during any Club Meeting, Club sponsored event or on any of the Club sponsored social media sites. To include derogatory comments made toward any member Disparaging defined: Any negative comment or action made by a member(s) that negatively affects the good nature and/or reputation of the Club.
- Violation of any state law that may expose the Club to any Civil Liability.

ARTICLE XIV: Process for Membership Revocation

Any Officer or Board Member elected by the membership having received a complaint about another member's behavior shall call a special meeting of the elected officers. The complaint will be presented to the elected officers and the complaint will be compared to the rules of **ARTICLE XIII**. Officers shall cast a vote to determine if a membership is subject to revocation. The affected Member shall be served written notice of at least fifteen (15) days prior to the next scheduled meeting, at which time he/she may present a case against removal.

(NOTE: All complaints received will be considered privileged information and the complainant will not be named to any members outside of the elected officials)

ARTICLE XV:

Upon the dissolution of the Association, the Board of Directors shall after paying or making provisions for the payment of all liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association of such manner, or to such organizations that are organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 50 (c) (7) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

ARTICLE XVI: RIDE FOR LIFE

Disclosure: The Ride for Life is our biggest charitable event, following is the process for the RFL (and any other charity event) Hosted by the UTAH ATV ASSOCIATION.

Section 1: Event Committee

The Event Committee consists of a Chairperson (Sitting Board Member) , a Co-Chairperson (Any willing member of the Club) and various volunteers.

1(a)- Chairperson Responsibilities:

The Chairperson is responsible for the entire event. He/she will create a list of assignments and select members of the committee for each assignment. Each assignment should consist of the desired action and a deadline for completion. A record should be maintained by the Chairperson of the assignments, the selected member and the results obtained.

1(b)- Co-Chairperson Responsibilities:

The Co-Chairperson should be closely involved with the Chairperson. He/she should have access to all the records and assignments and have the ability to fulfill the role of Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

1(c)- Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we still have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they should notify the Chairperson as soon as possible, to allow the assignment to be reassigned.

Section 2: Registration:

It is the goal of the President to ensure that this event remains as affordable as possible. The registration fee for this ride will be set by the sitting board and will require a “Roll Call Vote” to increase the registration fee.

2(a)- Registration fee(s):

Registration fees are used to cover the costs associated with hosting the event. The Bureau of Land Management (BLM) requires permit(s), Insurance is required by the BLM. Fees also cover the costs of the mobile facilities (outhouses) and the RFL shirts. Breakfast before the raffle will also be provided using fees from registration.

2(b)- Registration process:

Registration will be made online through the Club website. In the event a member/rider cannot complete a registration online, that information will be given to the Club Administrative Assistant. It will be the Club Administrative Assistant’s responsibility to complete an online registration.

Section 3: Registration Packets:

Registration packets are defined as packages containing the participants registration and all the funds collected by that participant. The packet should be turned in during the scheduled registration time for the event. The packets will be collected and retained by the Club Treasurer or the assigned designee. The packets will be transported by the treasurer or the assigned designee to Make-A-Wish where the contents of the packet will be counted. This process will be overseen by the Treasurer or the assigned designee.

After the packets are processed the Treasurer or assigned designee will collect the data regarding the contents of each packet. The information will then be transported to Wendover where the information will be given to the chairperson. The chairperson, the

co-chairperson and the treasurer/assigned designee will then confirm the information from the packets and ensure that the raffle tickets earned have been properly calculated.

The donation tracking forms will be turned over to the Administrative Assistant. The forms will be kept on file for 7 years to meet the IRS requirements for taxable information documentation. A copy will be provided to Make-A-Wish upon request.

Section 4: Donations

Any person or business may donate items to the Utah ATV Association. The donated items will then be stored and later transported to Wendover for the donated prize raffle. Any person or business that donates will upon request be provided with a receipt for taxes purposes regarding the donation.

All donations will be recorded with the chairperson. The chairperson will then facilitate a storage area for the donated item. The chairperson will be responsible for ensuring that all donated items are properly collected, stored, and recorded. Prior to the event the item will then be loaded into the designated trailer to be transported to Wendover for the raffle.

For Grand Prize qualifying donations, the donating person or business will be invited to attend the raffle. The donating person or business will be given the opportunity to present their donation(s) to the winner. If the donor does not wish to present their donated item(s), the chairperson will be responsible for designating a presenter.

Section 5: Donated Prizes

There are two categories of donated prizes. Donated Prizes with a total value of less than \$1000.00 will be considered secondary prizes.

Donated Prizes with a value of \$1000.00 or more will be considered Grand Prizes.

5(a) Secondary Prizes:

Secondary prizes will be identified as machine specific and other. All machine specific donated prizes will be auctioned during the scheduled raffle. All other secondary prizes will be raffled using the method described in **Section 8**.

5(b) Grand Prizes:

Grand prizes are gifts donated by local vendors. A grand Prize is considered any donation consisting of a value exceeding \$1000.00. The donor(s) of a grand prize will be invited to attend the raffle and present their donation to the winner. If the donor(s) is not present the presenter will be determined by the Chairperson for the event. Grand Prizes will be raffled using the method described in **Section 8**.

Section 6: Grand Prize Tickets

Every registered participant will be given 1 Grand Prize ticket with their paid registration. Additional Grand Prize tickets can be purchased for \$50.00 each.

The success of our event is dependent on donations. We provide participants with an option of earning Grand Prize tickets. If the participant collects donations from friends, family businesses etc. Grand Prize tickets can be earned through those collections at a rate of 1 ticket for every \$50.00 and a bonus ticket for every \$250.00.

Example: \$250.00 in donations would equal 1 ticket for every \$50.00 totaling 5 tickets. For the \$250.00 donation 1 bonus ticket would be given to the participant. The participant would be given 6 tickets total.

Section 7: Donation Tickets (Henceforth referred to as raffle for the point of the bylaws)

Secondary raffle tickets are sold throughout the year at a price of \$1.00 each. Tickets can be purchased using check, cash, VENMO, or PAYPAL.

Section 8: Raffle

The raffle is held in Wendover the morning after the participant(s) arrive. This is to allow the RFL Committee time to set up and prepare for the event. The Raffle tickets are placed in identified bins for the donated prizes. The Raffle tickets are drawn by a designated member of the Club. Members must be present to win. If the winner is not present, the winning prize will be placed back in rotation to be raffled. One ticket will be drawn for each prize.

Section 9: Operating Costs:

The Club will retain \$7000.00 of the total monies collected from the event. The \$7000.00 will be used for costs associated with hosting the event the following year.

Section 10: Towing

Any machine that breaks down to the point it will require a tow prior to **DELLE** will be loaded on a trailer and transported back to Deseret Peaks at no charge to the machine(s) operator. If a breakdown occurs after **DELLE** but prior to Wendover, the machine will be loaded on a trailer and transported to the parking area in Wendover at no charge. The machine operator is responsible for the machines returning to Deseret Peaks. For a fee and if there is available space on the supplied trailers the broken machine may be transported back to Deseret Peaks. The same rules will be followed on the return trip to Deseret Peaks.

Section 11: Borrowed Equipment

The Club may elect to borrow equipment for the hosted event. If equipment is borrowed the loaner and the Club will enter into an agreement. The Club will accept responsibility for the equipment and any related damages that occur during the duration of the agreement. The equipment owner relinquishes all rights to the equipment, its use, and its location during the duration of the agreement. If the equipment owner is a ride participant, they will receive 1 Grand Prize raffle ticket as payment for the use of their equipment.

Attachment(s):

Ride for Life Application.
Donation tracking form.
Ride for Life business solicitation letter.
General Release of Liability.

ARTICLE XVII: SAFETY COMMITTEE

The Safety Committee consists of a Chairperson (Sitting Board Member) , a Co-Chairperson (any willing member of the Club) and 3-5 volunteers.

(a) - Chairperson responsibilities:

The Chairperson is responsible for all safety aspects of the Club. These responsibilities include but are not limited to the following.

Safety issues observed during Club sponsored events will be addressed. Planning and organizing the necessary “Safety Crew” to assist while on Club sponsored events (NOTE: The Vice President will be a resource for the Safety Crew). The planning of safety-oriented videos (to be filmed and processed by the Audio/Video group) to include topic, location and number of members required to film each video.

He/she will create a list of assignments and select members of the committee for each assignment. Each assignment will consist of the desired action and a deadline for completion. A record should be maintained by the Chairperson of the assignments, the selected member(s) and the results obtained. A copy of the records will be provided to the Administrative Assistant.

(b) - Co-Chairperson Responsibilities:

The Co-Chairperson must be closely involved with the Chairperson. He/she will have access to all the records and assignments and must have the ability to fulfill the role of Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

(c) - Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they should notify the Chairperson as soon as possible to allow the assignment to be reassigned.

Each member of the Safety Committee SHALL be trained in CPR and able/willing to render First Aid if required.

ARTICLE XVIII: RECREATION COMMITTEE

The Recreation Committee consists of a Chairperson (Sitting Board Member) , a Co-Chairperson (Any willing member of the Club) and 3-5 volunteers.

(a) - Chairperson Responsibilities:

The Chairperson is responsible for but not limited to the monthly ride BBQ's, monthly ride games, and the annual Park BBQ. He/she will create a list of assignments and select members of the committee for each assignment. Each assignment will consist of the desired action and a deadline for completion. A record must be maintained by the Chairperson of the assignments, the selected member(s) and the results obtained. A copy of the records will be provided to the Administrative Assistant.

(b) - Co-Chairperson Responsibilities:

The Co-Chairperson must be closely involved with the Chairperson. He/she will have access to all the records and assignments and must have the ability to fulfill the role of Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

(c) - Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they will notify the Chairperson as soon as possible, to allow the assignment to be reassigned.

ARTICLE XIX: MERCHANDISING COMMITTEE

The Merchandising Committee consists of a Chairperson (Sitting Board Member) , a Co-Chairperson (Any willing member of the Club) and 3-5 volunteers.

(a) - Chairperson Responsibilities:

The Chairperson is responsible for all Club purchases. He/she will create a list of assignments and select members of the committee. Each member will be given access to make approved purchases. Each member and his/her assignment will consist of the desired action and a deadline for completion. A record will be maintained by the Chairperson of the assignments, the selected member and the results obtained. A copy of the records will be provided to the Administrative Assistant.

(b) - Co-Chairperson Responsibilities:

The Co-Chairperson will be closely involved with the Chairperson. He/she will have access to all the records and assignments and must have the ability to fulfill the role of Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

(c) - Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they will notify the Chairperson as soon as possible, to allow the assignment to be reassigned.

ARTICLE XX: MEMBERSHIP SERVICES COMMITTEE (formerly Welcoming Committee)

The Membership Services Committee consists of a Chairperson (Sitting Board Member), a Co-Chairperson (Any willing member of the Club) and 3-5 volunteers.

(a) - Chairperson Responsibilities:

The Chairperson is responsible for managing the Club's membership. The duties will include but not limited to the recruitment of new members, welcoming new members, forwarding all membership files to the Administrative Assistant, and managing/maintaining the Club newsletter.

He/she will create a list of assignments and select members of the committee for each assignment. Each assignment will consist of the desired action and a deadline for completion. A record will be maintained by the Chairperson of the assignments, the selected member and the results obtained. A copy of the records will be provided to the Administrative Assistant.

(b) - Co-Chairperson Responsibilities:

The Co-Chairperson will be closely involved with the Chairperson. He/she will have access to all the records and assignments and must have the ability to fulfill the role of

Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

(c) - Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they will notify the Chairperson as soon as possible, to allow the assignment to be reassigned.

ARTICLE XXI: RIDE COMMITTEE (Ride Coordinator and Ride Crew Merged)

The Ride Committee consists of a Chairperson (Sitting Board Member) , a Co-Chairperson (Any willing member of the Club) and 3-10 volunteers.

(a) - Chairperson Responsibilities:

The Chairperson is responsible for all Club Sponsored rides. The ride Coordinator committee is responsible for planning and schedule monthly rides to include but not limited to: Plan the yearly ride schedule and notify the Board at least one month prior (when practical) if the planned ride needs to be modified to include the location and duration of the ride.

He/she will create a list of assignments and select members of the committee for each assignment. Each assignment will consist of the desired action and a deadline for completion. A record will be maintained by the Chairperson of the assignments, the selected member and the results obtained. A copy of the records will be provided to the Administrative Assistant.

(b) - Co-Chairperson Responsibilities:

The Co-Chairperson will be closely involved with the Chairperson. He/she will have access to all the records and assignments and must have the ability to fulfill the role of Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

(c) - Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they will notify the Chairperson as soon as possible, to allow the assignment to be reassigned.

ARTICLE XXII: PUBLIC INFORMATION OFFICER (PIO) COMMITTEE

The Public Information Committee (PIO) Committee consists of a Chairperson (Sitting Board Member) , a Co-Chairperson (Any willing member of the Club) and 1-3 volunteers.

(a) - Chairperson Responsibilities:

The Chairperson is responsible for managing the Club's social media/website etc. He/she will create a list of assignments and select members of the committee for each assignment. Each assignment will consist of the desired action and a deadline for completion. A record will be maintained by the Chairperson of the assignments, the selected member and the results obtained. A copy of the records will be provided to the Administrative Assistant.

Assignments will consist of monitoring the Club's Facebook accounts, Instagram and the club website. The PIO Committee is responsible for the Audio/Video aspect of the Club's business.

(b) - Co-Chairperson Responsibilities:

The Co-Chairperson will be closely involved with the Chairperson. He/she will have access to all the records and assignments and must have the ability to fulfill the role of Chairperson if required. The Co-Chairperson will be expected to take on assignments in addition to working directly with the Chairperson.

(c) - Volunteer Responsibilities:

Volunteers are responsible for completing the assignments they are given. Understanding that this is volunteer work, we have an obligation to our Club and our Charity to complete the assignments. In the event a volunteer cannot complete an assignment, they will notify the Chairperson as soon as possible, to allow the assignment to be reassigned.

ARTICLE XXIII: Legal disclaimer

UTAH ATV Association, its Officers and Board Members assume no liability for its members who violate any state or federal law. UTAH ATV Association, its Officers and Board Members cannot be held civilly liable for the individual choices of the members for knowingly or unintentionally violating any state or federal law or regulation. A violation of any of the provisions of these By-Laws will be just cause for the revocation of a membership. Any dues paid by the member will be considered forfeit to the Club.

Pursuant to **ARTICLE XXIV**: In the event of the revocation of a membership, the affected member(s) will have fifteen (15) days to respond to the revocation. This can be accomplished in writing or in person at the next scheduled board meeting. A majority vote will determine if the revocation will be enforced or if the member will be allowed to remain in good status.

(BY-LAWS AMENDED 11-19-2023)