

## **POLAR BEAR RIDERS SNOWMOBILE & ATV CLUB BY-LAWS**

### **Article I: Name & Purpose**

#### **Section 1 - Name:**

The name of the organization shall be "POLAR BEAR RIDERS SNOWMOBILE & ATV CLUB INC. OF HORTONVILLE, WI." Herby known as "POLAR BEAR RIDERS OF HORTONVILLE, WI."

#### **Section 2 - Purpose:**

The main purpose of the Club shall be to promote and encourage snowmobiling and ATV riding within the community. We will maintain and improve trails, provide a safe and enjoyable environment for riders, and support the local community. The Club shall also strive to foster education, safety, and the responsible use of snowmobiles and ATVs.

### **Article II: Membership**

#### **Section 1 - Eligibility:**

Membership in the Club is open to any individual who shares an interest in snowmobiling and/or OHV vehicles and abides by the Club's rules and regulations. Members must be at least 18 years of age to vote or be on the board of directors.

#### **Section 2 - Membership Categories and Fees:**

Membership fees shall vary based on equipment operated and age of member.

The fee structure shall be as follows:

- **Youth ATV (ages 12-17):** \$8 per year
- **Youth ATV/Snowmobile (ages 12-17):** \$15 per year
- **Family ATV:** \$20 per year
- **Family ATV/Snowmobile** \$30 per year
- **Senior ATV/Snowmobile** \$0 per year

Senior Members are those members that have been due paying members for at least three years prior to their 62nd birthday. Senior memberships are paid for by our club.

Snowmobile memberships will include an annual AWSC (Association of Wisconsin Snowmobile Clubs) membership which in turn gives members access to a discounted trail pass, subscription to the Wisconsin Snowmobile News, and accidental death and dismemberment insurance. This insurance is a benefit for adult members and their children under the age of 19. Additional coverages available upon request through the AWSC sanctioned insurer. These benefits are subject to change and should be verified by the member prior to purchase.

The Club's Board of Directors may review and adjust fees annually based on Club needs.

**Section 3 – Membership Year:**

ATV memberships are valid from April 1<sup>st</sup> – March 31<sup>st</sup>. ATV/Snowmobile Memberships are valid from July 31<sup>st</sup> – June 30<sup>th</sup> and shall commence from date of payment until June 30<sup>th</sup> of the upcoming year.

**Section 4 - Rights and Privileges:**

Members in good standing shall have the right to:

- Attend and participate in Club meetings
- Receive communications and updates from the Club
- All members may vote on club decisions
- Adult members may vote in club elections

**Section 5 - Termination of Membership:**

Membership may be terminated if a member:

- Fails to pay dues for the current year
- Violates Club rules or engages in conduct detrimental to the Club's reputation and/or purpose.
- Requests termination in writing

The Board of Directors may vote to expel a member with a 2/3 majority vote.

**Article III: Officers**

**Section 1 - Composition:**

The Board of Directors shall consist of 9 elected members, including but not limited to the following positions:

- President
- Vice-President
- Secretary
- Treasurer
- Trail Master
- Membership Director
- Three (3) Directors-at-Large

**Section 2 - Election and Term:**

Board members shall be nominated prior to and/or during the October meeting. These officers shall be elected by vote of general membership at the October club meeting. Officer elections for President, Vice President, Secretary, and Treasurer will be voted upon first. The Trail Master, Membership Director and three other board members will be voted upon after. Each elected Board member shall serve a term of 2 years, with no term limits. Terms may be staggered so that not all Board positions are up for election in the same year. Board members may be re-elected.

**Section 3 - Vacancies:**

In the event of a vacancy on the Board, the remaining Board members may appoint a member to fill the vacancy for the remainder of the fiscal year. The vacancy will then be voted on by general membership at the subsequent October meeting.

**Section 4 - Voting Requirements:**

A quorum of the Board shall be a majority of 5 members present. Decisions of the Board require a vote of at least 5 out of 9 members.

## Article IV: Meetings

**Section 1 - Member Meetings:**

Meetings of the Club will be held from October through March at the designated location, date, and time on a schedule set by the Board. Meetings will be open to all members in good standing as well as newcomers. Additional meetings may be scheduled upon request to the board in writing.

**Section 2 - Board Meetings:**

Board meetings may be called by the President and/or majority of the Board of Directors as needed. Board meetings may also be requested by at least 10% of the membership in writing.

**Section 3 - Meeting Procedure:**

Meetings will be conducted according to Robert's Rules of Order. The President shall preside over the meetings, and the Secretary shall keep accurate minutes of the proceedings.

**Section 4 - Voting:**

Adult members shall have voting privileges on all matters brought to a vote in accordance with the following.

- Family membership entitles the family to two household votes.
- No person shall be allowed more than one vote regardless of the type of membership they hold.
- Youth membership entitles the member to one vote on club activities.

## Article V: Board of Directors Responsibilities

### **Section 1 - President:**

The President shall preside over all meetings, represent the Club at public events, and oversee the general operations of the Club. The President shall have the authority to sign documents on behalf of the Club and perform other duties as necessary.

### **Section 2 - Vice-President:**

The Vice-President shall assist the President in their duties and shall assume the role of the President in their absence.

### **Section 3 - Secretary:**

The Secretary shall keep accurate records of meetings, handle correspondence, and provide notices of meetings to members.

### **Section 4 - Treasurer:**

The Treasurer shall be responsible for managing the financial affairs of the Club, including the collection of membership dues, disbursement of funds, and preparation of financial reports for review at meetings.

### **Section 5 – Trail Master:**

The Trail Master shall be responsible for overseeing all aspects of trail maintenance, development, resource management, equipment maintenance, and safety within the Club. The Trail Master shall have the authority to make recommendations to the Board regarding the allocation of resources for trail maintenance and improvements and may be called upon to consult on trail-related issues.

### **Section 6 - Membership Director:**

The Membership Director shall be responsible for overseeing all aspects of membership recruitment, database management, onboarding, and engagement. The Membership Director shall be the primary point of contact for all membership inquiries and shall play a key role in fostering a sense of community and engagement within the Club.

### **Section 5 - Directors-at-Large:**

The Directors-at-Large shall assist with the general operation of the Club and may be assigned specific duties or committees by the President or the Board. They shall also participate in voting on Club matters.

## Article VI: Committees

### **Section 1 - Creation of Committees:**

The Board of Directors may establish committees as necessary to assist with the management and activities of the Club. Committees may include, but are not limited to, event planning, trail maintenance, fundraising, and safety education.

### **Section 2 - Committee Leadership:**

Each committee shall have a chairperson or co-chair who is responsible for reporting to the Board. The Board will approve committee chairs.

## Article VII: Proxy Voting

### Section 1 - Authorization of Proxy Voting:

In recognition of the scheduling challenges faced by members, especially during peak snowmobiling season or inclement weather, the Club permits proxy voting under the conditions outlined in this article.

### Section 2 - Eligibility for Proxy Voting:

Any active member in good standing who is unable to attend a scheduled meeting may request to vote by proxy. Proxy voting may occur via phone call, email, or instant message.

### Section 3 - Request and Approval Process:

- A member must submit a request for proxy voting to the President or Vice President prior to the meeting at which the vote will take place.
- The President or Vice President must approve the request and confirm the validity of the member's reason for absence.
- Upon approval, the member may cast their vote remotely through one of the following methods:
  - Phone call directly to the President, Vice President, or Recording Secretary
  - Email sent to the official club email address or the Recording Secretary
  - Instant message through a recognized and documented club communication platform (e.g., SMS, WhatsApp, Messenger)

### Section 4 - Recording Proxy Votes:

All proxy votes must be:

- Clearly documented by the recipient,
- Verified as received before or during the meeting, and
- Entered into the meeting minutes with the member's name and voting choice.

### Section 5 – Limitations:

1. Proxy voting is allowed only when a formal vote is required by the bylaws or at the discretion of the presiding officer.
2. Proxy voting cannot be delegated or transferred to another member without approval.
3. The club may limit the number of times a member may vote by proxy in a calendar year, as determined by the Executive Committee.

## Article VIII: Finances

### **Section 1 - Fiscal Year:**

The fiscal year of the Club shall run from September 1<sup>st</sup> – October 31<sup>st</sup>

### **Section 2 - Dues and Contributions:**

Membership dues shall be set annually by the Board of Directors and may be adjusted as necessary to cover the expenses of the Club's operations.

### **Section 3 - Budget:**

An annual budget shall be prepared by the Treasurer and approved by the Board prior to the beginning of the fiscal year. The budget shall include income and expenditures related to Club activities, programs, and maintenance.

### **Section 4 - Audits:**

The Board shall ensure that the Club's finances prepared by the treasurer are audited annually by the board.

### **Section 5 - Accounts:**

The club treasurer is responsible for managing the organization's finances, but the creation of any new financial accounts necessitates prior approval from the board of directors. Additionally, in the treasurer's absence, the president is authorized to generate and sign checks on behalf of the club.

## Article IX: Amendments to Bylaws

### **Section 1 - Proposal of Amendments:**

Any member of the Club may propose an amendment to these bylaws. Proposed amendments must be submitted in writing to the Board at least 30 days before a scheduled meeting. Board members must provide adequate notice to all members of an upcoming request for change in bylaws.

### **Section 2 - Approval of Amendments:**

Amendments to the bylaws shall be approved by a two-thirds majority of the votes cast at a member meeting, provided that a quorum is present.

## Article X: 501(c)(7) Status

### Section 1 – Purpose and Operation

This organization is organized and shall be operated exclusively for pleasure, recreation, and other similar nonprofitable purposes within the meaning of Section 501(c)(7) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law). No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to make payments and distributions in furtherance of its exempt purposes.

### Section 2 – Limitations

Notwithstanding any other provision of these bylaws, the organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(7) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law). The organization shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

### Section 3 – Dissolution

Upon the dissolution of the Club, and after the discharge of all outstanding debts and liabilities, any remaining assets shall be distributed to one or more organizations dedicated to the promotion of snowmobiling, ATV riding, or other similar recreational purposes, as determined by the Board of Directors. Such recipient organization(s) must be exempt from federal income tax under Section 501(c)(7) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law), as shall be ascertained by the Board.

**POALR BEAR RIDERS SNOWMOBILE & ATV CLUB  
BY-LAWS**

**Adoption and Signature Page**

These bylaws were adopted by the members of the Polar Bear Riders Snowmobile & ATV Club Inc. of Hortonville, WI. On [ 10/12/2025 ]. by signing below, the undersigned officers and board members acknowledge their acceptance of, and commitment to the provisions outlined in these bylaws.

<b>President:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Carl J. Rockel</u> Date: _____	<b>Vice President:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Jeff Diehl</u> Date: _____
<b>Secretary:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Michelle Bodoh</u> Date: _____	<b>Treasurer:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Jay Fleming</u> Date: _____
<b>Trail Master:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Bob Buchman</u> Date: _____	<b>Membership Director:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Carl W. Rockel</u> Date: _____
<b>Director-at-Large #1:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Dave Wege</u> Date: _____	<b>Director-at-Large #2:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Duck Hoier</u> Date: _____
<b>Director-at-Large #3:</b> Signature: <input type="checkbox"/> APPROVED Name: <u>Corey Diehl</u> Date: _____	

**Certification of Adoption:** We, the undersigned officers and members of the Polar Bear Riders Snowmobile & ATV Club Inc. of Hortonville, WI hereby certify that the above bylaws were approved by a majority vote of the membership at the Annual General Meeting held on [ 10/12/2025 ].