CHARTER/CONSTITUTION

Cougar Area Trail Seekers

C.A.T.S

Last revision December 7, 2024

Purpose:

To actively promote, preserve, and protect ATV trails/ work collaboratively with land managers and other recreationalists; support officials and other groups that help support our sport; and have fun.

Beliefs and Principles:

- Riders will be responsible off road vehicle operators, keep trails environmentally clean and safe for family riding, and promote balanced resource conservation.
- Educate the general public, media, elected officials, and other decision makers on ATV recreation and ATV access issues.
- Join together with other ATV riders to help promote and protect ATV rider rights and riding areas, as well as to stay informed on ATV events and issues in the Northwest.

Structure:

The Club Will provide at least Quarterly meetings and special meetings may be called as needed. First meeting to be called no later than March.

Roberts Rules of Order will be used as a guideline for the proceedings of all club meetings:

- Call the meeting to order;
- Roll Call;
- Approval of draft minutes from previous meeting, editing draft as needed, and approving final minutes;
    - Draft minutes will be emailed to the full membership.
- Officers' Reports
    - Includes a Treasurer's activity report presented at each meeting covering itemized financial activity since the last meeting.
- Committee Reports;
- Old/Unfinished business;
- New business;
- Good of the order;
    - Member news, items of interest to other members.
- Business decisions will be voted on at the meetings and voting members must be present to vote.
    - Majority rules.
- Adjourn.

Officers and Committees:
All Offices will be subject to nominations in September and an annual election held in October of each year. Elected officers will assume office the first meeting in January. Club members may self-nominate or nominate other members for each office, verbally or in writing, before or at the September meeting. Nominees may describe skills and abilities they would bring to the office and club. Secretary will send candidate names and descriptions, if provided, to the entire membership immediately following the September meeting. Secretary will prepare ballots and attach to the September meeting minutes. Members will cast ballots at the October meeting or contact any member of the Executive Board to cast their ballot before the October meeting.

The Executive Board includes:

1. President
2. Vice President
3. Secretary
4. Treasure
5. Sergeant At Arms

Committees will be formed, as needed, with volunteers.

Executive Board Duties:

PRESIDENT

Manage the CATS per its Constitution and By-Laws. Chair all business meetings, manage all legal and legislative efforts necessary to fulfill to goals and objective of the organization and oversee all actions of Executive Officers. The President shall be a signatory on all bank accounts for the club. The President shall preside at all club gatherings, oversee general supervision of club affairs, assist all officers of the club, promote interest in club activities, vote only when needed to break a tie, and notify the Vice President when unable to attend any meeting.

VICE PRESIDENT

Manage the duties of the President in his or her absence. Organize and manage all events and activities, to include special meetings, club rides, parades, parties, and special events. This would include things such as establishing dates and location, reservations, invitations, and notifications for all organized club activities.

SECRETARY

Shall keep accurate minutes of the meetings and happenings of the club; e-mail draft minutes immediately after the meeting to be edited and approved at the next meeting; e-mail meeting notices; send mailers as needed; maintain all club records; Manage all communications and record-keeping, to include meeting notifications, taking and publishing business meeting minutes, and managing all virtual and digital meeting efforts and managing an interactive Facebook page for the club.

TREASURER

Shall be the financial officer of the club, keeping record of all money matters; provide financial report at the meetings; Manage all funds and financial records of the organization, to include all revenue and expenses incurred in the course of the organization's business. Maintain good standing with all state and federal licensing requirements and manage all tax reporting requirements. Present an annual financial report at the first meeting in January when new officers assume office. The written report will be sent to the full membership with the minutes from the meeting. The written report will include:

- Beginning balance
- Money received, and;
- Checks written, indicating amount and payee. All checks over $100.00 must be signed by two (2) of the Executive Board Officers.

SERGEANT AT ARMS

Manage all membership duties, to include maintaining membership records, recruitment, enrollment, email dues notices and dues collection. Assist the membership on all club events and activities to encourage attendance and assure proper protocols and behavior.

Executive Board shall act on matters that cannot wait for club meetings.

Dues:

- Annual dues will be $20 per calendar year (due in January), per voting member and will entitle all household/family members to attend all functions.
  - Voting Membership is defined as any person eighteen (18) years of age or older who has paid initial membership dues.
    - Only voting members will have voting rights at meetings.
  - Household/family membership is defined as any and all children residing in the same household with a voting member.
- Dues will be payable annually and due January 1st of each year.
  - Members joining after January 1st of each year will pay for a full-year's dues (no prorating) and dues will be payable again the following January 1st.
- Members who are 3 months in arrears will be considered to have terminated their membership.
- Attending voting members, not current on dues, will retain voting rights until their dues have been in arrears for three (3) months.

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