

RIVERSIDE RECREATIONAL TRAILS BYLAWS

ARTICLE I NAME

Section 1. The name of this organization shall be: Riverside Recreational Trails, also known as RRT.

ARTICLE II PURPOSE & LIMITATIONS

Section 1. This organization is formed to establish, maintain and nurture recreational trails and to educate trail users and the general public thereof. We do so through family oriented activities, such as trail rides, overnight camping, playdays, etc. Fundraisers are held to support these goals, and donations may be made to further these same cause.

Section 2. This is a nonprofit charitable organization and is not organized for the private gain of any person.

Section 3. Upon the winding up and dissolution of this organization, after paying or providing for the settlement of the debts, obligations and liabilities of the organization, the remaining assets shall be distributed to a nonprofit organization similarly dedicated to the preservation of the equestrian lifestyle in Southern California.

ARTICLE III OFFICERS/BOARD MEMBERS

Section 1. The Board of Directors is the governing body and shall consist of elected Executive Officers, Standing Committee Chairpersons (who shall be appointed directors) and the Immediate Past President. In an emergency, or when new information becomes available, the Board of Directors shall have the power of acting for the general membership, or revise a decision of the general membership, so long as a quorum of the Board, which shall be half of its' members, is present. Any reversible decisions reached at Board meetings shall be presented for review and ratification at the next general meeting.

Section 2. Executive Officers shall be elected in December to take office on January 1st of the succeeding year. Executive Officers will be chosen by majority vote on a secret paper ballot. A Club quorum must be present for elections. A general quorum will be a Board quorum and twice as many general members in attendance at a properly advertised meeting. Directors shall also be counted as members. Voting membership is tallied on the basis of 2 votes for each family member unit and 1 vote for each single member.

Section 3. Description of Executive Officers to be elected: Nominees must be voting members in good standing for a minimum of one year. Nominations for Executive Officers shall be solicited during the October general meeting by the President. Nominations shall be taken until a motion is made, seconded and passed to stop, prior to the election at the December general meeting. All qualified nominees names shall be recorded by the Secretary at each meeting. All nominees names and the offices for which they are nominated shall be read by the President at the November and December general meeting.

President - The President shall preside over meetings; The President shall have at hand the bylaws, rules of order, standing rules, and other necessary documents. The President shall authenticate by signature any documents relevant to the assembly, and shall represent the assembly. Except for the annual election of executive officers, the President does not vote unless there is a tie. The President may appoint ad-hoc committees. The President may submit monthly articles for publication in the RRT Newsletter. The President shall appoint an Audit Committee.

Vice President - In the absence of the President, the Vice President serves as President. Other duties may be assigned.

Secretary - The Secretary records all meeting minutes and keeps them in a book, maintains current copies of all organizational documents, files reports, issues written notice of meetings and motions, prepares the agenda for the President, provides copies of organizational documents, makes minutes and organizational documents available to members at reasonable times and places, and calls roll when necessary.

Treasurer - The Treasurer keeps records for all club money, depositing funds in a bank and paying them out as directed by the Club or Board. Treasurers' written meeting reports include statements of the amount in all bank accounts, the sources and amounts of income, as well as the purposes and amounts of disbursements.

Section 4. The following Standing Committees are established. Chairpersons of the Standing Committees are appointed by the President and will be Board Directors. Standing Committees may be created or eliminated consistent with provisions of this document. All Standing Committees will be described in these Bylaws. One person may hold more than one Board position and each Standing Committee is entitled to one vote in Board decisions, however no person shall have more than one vote. Each committee shall submit at least one annual written report to the Club. Committees will maintain their own standing rules subject to Club approval and keep them in a perpetual notebook. Committee Chairs may recruit volunteers to serve on their committee.

Trails Coordinator - Investigates trail ride possibilities and reports back to the membership; Reviews the calendar for one day and overnight trail rides, assists with the arrangement of reservations, maps, and promotional materials.; Trails Coordinator assists in determining routes and oversees route pre-rides to determine length of time and level of experience required, and if necessary assigns trail bosses and drag riders for each ride.

Fundraiser Chairperson - Reviews events for the year that are potential fundraisers, investigates costs and prepares a written report to the assembly. Upon assembly approval, the Fundraiser Chair organizes details, obtains permission from appropriate authorities, recruits volunteers, purchases supplies with funds properly approved and directs the project.

Public Relations Chairperson - Receives a list of the Club events and investigates costs and ideas for advertising them; Places appropriate advertisements and submits articles for local publications. Public Relations Chair may serve as a good will ambassador as directed by the Club.

Newsletter Editor - Solicits articles from other members, updates calendar, submits written reports on Club events and obtains other materials for publication in the monthly newsletter; Arranges for printing and delivery to all current members.

Legislative Coordinator - Researches municipal, county, state and federal trends regarding recreational trails, attends related meetings, and reports to the assembly; Obtains and distributes relevant political information.

Trails Maintenance Coordinator - Communicates with the City and County Parks Departments regarding trail clean-up and safety; Arranges at least one annual trail clean up.

Historian - Keeps a record of all club events including photographs, annual rosters and news articles and maintains albums of these.

Parliamentarian - Maintains a working knowledge of the Club's Bylaws and Robert's Rules of Order, and advises the assembly of parliamentary procedures. Researches suggested bylaws amendments and oversees voting procedures.

Appreciation Committee - The Appreciation Committee is chaired by the Immediate Past President who observes considerable efforts of Board, committee and general members and appropriately recognizes those efforts at the end of his term.

Web Wrangler - Maintains the Club's website and other electronic postings. Adds or eliminates content as requested by the Board or Club.

Section 5. Nonparticipation by any Director for three consecutive meetings without good cause will be cause for removal from the Board by a majority Board vote. The President may appoint an interim Director or Executive Officer to serve until the next election is held.

Section 6. In the event of the resignation of an Executive Officer or Director the President may appoint an interim Executive Officer or Director to serve until the next election is held. In the absence of the President and Vice President the Board of Directors shall make the interim appointment by majority vote.

ARTICLE IV MEMBERSHIP

- Section 1. Any person or family unit may become a full voting member(s) at the cost of \$20.00 per year for single membership and \$25.00 per year for family membership.
- Section 2. Any person or family unit may become an associate member at the cost of \$15.00 per year for single membership and \$20.00 per year for family membership. An associate member may participate in all Club activities, but has no voting privileges.
- Section 3. A family unit shall be any 1 or 2 adults who reside in the same household and share living expenses, with or without dependents. A family unit must be a minimum of 2 people. A dependent who leaves the household, or ceases to be a dependent, remains a member until the family's next renewal date, at which time they may join on their own.
- Section 4. The Board of Directors shall have the right to terminate the membership of any member or remove any Director or Executive Officer from office. Any termination requires at least two Board meetings. At the first meeting the Board will discuss the termination. At the second meeting the Board will consider and vote on the termination. During the first meeting the Board will direct by a majority vote of the Board that written notice be delivered to the person whose termination is being considered. This notice will contain the reason the Board is considering the termination and the date, time and location of the second meeting. This notice will also request the attendance of the subject at the second meeting to speak for themselves. The second meeting will be held no less than ten days after delivery of such notice. Termination requires a three - fourths vote of the Board at a Board meeting.
- Section 5. Dues are payable, in full, on application and shall be renewable during the members' anniversary month each year. Dues become delinquent on the first day of the month following the anniversary month and membership is suspended on the first day of the month thereafter. Until such time as a member has paid their dues in full, they shall be denied the right to vote in the affairs at any meeting. If the suspended member is an Executive Officer, they lose the right of office and an interim shall be appointed until a new election fills the position.

ARTICLE V MEETINGS

- Section 1. There will be a general meeting at which a Board quorum must be present held once a month.
- Section 2. The Board shall meet a minimum of four times a year. These four meetings shall be scheduled and advertised in the RRT Newsletter and general members may attend. Only Directors vote at Board meetings. The elected Executive Officers may call a Board meeting at any time if a majority of the Executive Officers approve.
- Section 3. The date, time and place for all meetings must be published at least two weeks prior to the meeting, although emergency meetings may be called when necessary. Any reversible decisions reached at emergency Board meetings shall be presented for review and ratification at the next general meeting.
- Section 4. If during a general meeting a question of significant importance arises a member may immediately move for Board consideration of the question. If seconded by another member and approved by majority vote, the question must be tabled awaiting Board consideration of the question. Recess of the general meeting may be called immediately while an emergency Board meeting is held. The Board may go into Executive Session.

ARTICLE VI FINANCE

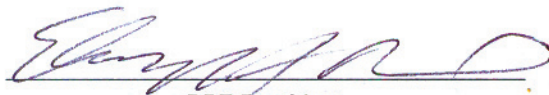
- Section 1. Money shall be deposited in a financial institution as designated by the elected officers, and monitored by the Treasurer. All financial records shall be available to Club members at any reasonable time.
- Section 2. All organization checks shall be signed by any one of the Executive Officers, Treasurer, President, Vice President or Secretary. Any checks over two-hundred dollars (\$200.00) must be signed by two Executive Officers. If an office is vacant or an Officer declines signatory responsibilities the remaining Officers shall satisfy this requirement provided there are at least two signing Officers. The Club shall provide a letter to the bank, signed by the President, listing each signer and listing additions and deletions of previous signers.
- Section 3. All current routine operation expense demands against Club funds need no prior approval, but shall be reported in the Treasurer's next monthly report. Corresponding receipts will be kept by the Treasurer.
- Section 4. Other expenses shall be disbursed only if approved by a majority vote at any general meeting or a 2/3rd vote of the Board of Directors. Any reversible decisions rendered by the Board at a meeting other than a scheduled general meeting shall be presented for review and ratification at the next general meeting.
- Section 5. Money received at fundraising events will be counted by the Treasurer and 2 or more other members, one of which must be another Director.
- Section 6. A ledger shall be kept by the Treasurer of all accounts payable and accounts receivable. A financial statement shall be made available to all members at the end of the fiscal year, which will be from January 1st through December 31st.
- Section 7. There will be an annual financial audit. No later than the October meeting of each year the President shall appoint three members, subject to confirmation by the Club, to serve as an Audit Committee. This committee shall meet with the Treasurer to conduct an audit of the financial records from December of the preceding year to November of the current year. The committee shall report the audit results to the Board no later than January and to the general membership at the next general meeting. This same committee shall also, at the same time, submit a budget of routine expenses to the Board for the succeeding year.

ARTICLE VII AMENDMENTS

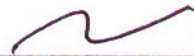
- Section 1. A simple majority vote of voting members at a designated general meeting at which at least 2/3rd if the Board is present shall be required to change the Bylaws. Submission of changes to the Bylaws must be researched by the Parliamentarian. All suggestions shall be published in the Club newsletter for 2 months in a row, and then voted upon at the general meeting on the 3rd month.
- Section 2. Any other questions not covered in the Club Bylaws will be governed by the most recently published version of Robert's Rules of Order.

ARTICLE VIII MEMBERSHIP IN OTHER ORGANIZATIONS

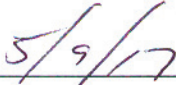
- Section 1. By affirmative majority vote at a Club meeting, RRT may join other organizations as a Club. Unless otherwise stipulated by the other organizations' rules, a delegate shall be elected at an RRT Club meeting to act as the representative of RRT at such other organization meetings.
- Section 2. RRT may reimburse delegates for reasonable expenses incurred to attend such meetings by majority Club vote.
- Section 3. The RRT President may appoint a substitute delegate with Club or Board approval. RRT may also send at least one alternate approved by majority vote of the Club. The Secretary shall provide a letter, signed by the President and one other Officer certifying the delegates' and alternates' authority at such meetings.
- Section 4. In all matters that require a vote at such organization meetings where advance notice is provided, RRT Members may direct the delegate on how to vote at the organizations' meeting. The delegate shall vote as directed.
- Section 5. When RRT has more than one vote on any single question at such organization meetings, all RRT votes shall be cast for a single position.
- Section 6. When business comes before such other meetings that require a vote and no time is allowed to consult RRT, or the RRT Board, the delegate may vote on behalf of RRT provided the RRT delegate votes as the delegate believes the Club majority wishes.



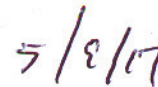
RRT President



Committee Chairperson



Bylaws Amended Date



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