

TRAIL RIDERS OF HOUSTON

**P. O. BOX 270242
HOUSTON, TEXAS 77277**



2016 CONSTITUTION, RULES & GUIDELINES

**VOTED &
APPROVED**

DECEMBER 13, 2014

CHANGES INDICATED IN RED



Trail Riders of Houston's 2016 Board of Directors

President -	Lynn Bailey
Vice President	Juliet Peters
Treasurer	Chuck Luccioni
Secretary	Ron Taylor
Public Relations Coordinator	Alirio Campins
Events Coordinator	Brad Geigley
Membership Chairman	Denise Bailey
Legislative Representative	Bob Applegate
Property Master	Robert Burnett
Newsletter Editor	VACANT
Database Coordinator	Brian Perret
Park Director	Eric Pullen
Club Store Operator	Sharon Geigley

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CONSTITUTION

- I. The name of the organization shall be TRH, Inc., d.b.a., Trail Riders of Houston. The organization shall be referred to in this document as the CLUB. The CLUB was organized April 2, 1969.
- II. The purpose of the CLUB is to promote off-road motorcycling through organized group interest and activities; and to improve the public image of the sport by our activities, our conduct, and services to the community.
- III. Membership:
 - A. Charter members: those members with dues paid as of the regular meeting of April 2, 1969.
 - B. Permanent members: those members admitted to the CLUB after a period of temporary membership.
 - i. Standard member, a member that has all privileges except for leased property access.

- ii. Property member, a member that has all privileges including full access to the club's leased property. Property members shall be limited to one hundred fifty (150) families.
- C. Temporary members: membership is granted on a temporary basis for a 90 day period. Admission will be based on a temporary member's activities and participation in CLUB activities. Temporary members shall perform two work days prior to being granted permanent membership.
- D. Associate members: those members that cannot complete or do not desire to perform the workday requirements to become a permanent member. Associate membership offers no privileges except for a club associate membership card, the monthly newsletter, and participation in selected club events, such as, fun days, club parties, or general meeting.
- E. Family members: a permanent member's family (husband or wife and any dependents) shall be extended membership privileges, but shall have only one vote per dues-paying-member. The head of the family, by including them in family membership, assumes responsibility for the behavior and safety of all minor members.
- F. Junior members: permanent members under the age of 18 who are not part of a family membership. Junior members must have a notarized release and written permission of parent or guardian to participate in CLUB riding events.
- G. Honorary members: those members accepted as such by vote of $\frac{3}{4}$ of the voting membership present at the regular meeting.
- H. Voting privileges will be tendered only to Charter, Permanent, and Junior members.
 - 1. Absentee voting will be allowed for term elections of the Board members and Constitution changes in June and December. Forms will be available for download electronically from the TRH website three (3) weeks prior to election and must be filled out in full. Any form lacking signature, printed name, phone number and physical address of voting party will be disqualified and not counted. Electronic and/or faxed forms are not acceptable and will not be counted. Hard copy proxy forms must be turned in to the Membership Chairman at the General meeting or received by US Mail three (3) calendar days prior to the General meeting vote. Votes will be verified and counted by the Membership Chairman and the Database Coordinator unless such parties positions are to be voted upon in said election, and in such case, two other Board of Directors who are not up for re-election shall be appointed by the majority vote of the Board of Directors to verify and count the votes.
- I. Expulsion of a member for reasons other than non-fulfillment of work obligation and/or non-payment of dues requires a $\frac{3}{4}$ of the voting membership present at a regular meeting.

IV. Board Members:

A. Members

- i. The Executive Board shall include the President, Vice-President, Secretary, Treasurer, Events Coordinator, Public Relations Coordinator, Membership Chairman, Newspaper Editor, Legislative Representative, Property Master, Club Store Operator, Park Director and Database Coordinator.
- ii. The President, Treasurer, Public Relations Coordinator, Membership Chairman, Property Master, and Database Coordinator terms of office shall be from Jan. 1 to Dec.31.
- iii. The Vice-President, Secretary, Events Coordinator, Editor, Legislative Representative, Club Store Operator and Park Director terms of office shall be from July 1 to June 30.
- iv. All Board members will be elected at large at the end of the December meeting or June meeting by a simple majority of the voting membership present and by **absentee ballots**. The outgoing Executive Board shall serve as a nominating committee for the following year. Nominations for election to the BOD must be presented to the President in writing or made in person at the General Meeting one month prior to the election meeting. No nominations will be allowed at the meeting when the elections are held, unless there is an available Board position for which no one has been previously nominated for.
- v. A non-voting board member appointed by the elected Board official associated with their job shall be Assistant Events Coordinator. They shall serve from July 1 to June 30.
- vi. A volunteer board position shall be Club Store Operator with voting privileges; and shall be non-expiring.

B. The duties of the officers are as follows:

- i. President: presides over board meetings and general meetings, approves all flyers, appoints all club committees, coordinates activities of the board and the club.
- ii. Vice-President: acts as club parliamentarian, presides over meetings in the absence of the President or at his request, provides programs for each general meeting.
- iii. Secretary: takes minutes of board and general meetings, provides a copy of the minutes to the parliamentarian, checks mail-box regularly and more often before big events, distributes all mail, handles all club correspondence. All records belonging to the Club shall be handed over to the Secretary as the official records keeper of the Club. This will include current copies of all mailing lists, reconciled bank statements, current membership lists, etc.
- iv. Treasurer: collects and disburses club funds at the board's request, gives financial report at general meetings.

- v. Events Coordinator: schedules all events, provides directions for events chairmen, orders all trophies, sees that event chairmen perform their duties properly and assists each one in doing so, approves all flyers.
 - vi. Public Relations: handles all press releases for media and motorcycle shops, promotes the goodwill of the club throughout the community, delivers flyers to local area shops.
 - vii. Editor: publishes the club newsletter each month, sees that a swap sheet is circulated at meetings and published, sees that flyers, results, and an article on each event are published.
 - viii. Membership Chairman: collects club dues, keeps the club roster current, keeps a record of all trophy winners for the purposes of advancement, issues membership cards, keeps a file of minor's releases, posts work days, coordinates getting the roster printed.
1. Membership Packet: (to be given to every new member).
 - a. Membership card.
 - b. Most recent newsletter.
 - c. TRH sticker.
 - d. Rule Book - very important.
 - e. Membership directory.
 - iii. Legislative Representative: keeps the board and members informed of any new legislation that would affect the interest of the club. Administer the Club's Cooperative Agreement with the Forest Service to plan and maintain the Permanently Marked Trail (PMT) system, oversee the PMT marshals that maintain the trails.
 - iv. Property Master: handles all club supplies and storeroom and arranges for Event Chairmen to get all supplies necessary to put on an event. In addition, the Property Master will control and maintain all Club equipment. This includes the Club trailer, staple guns, stakes, ribbon, Enduro & Hare Scrambles supplies, Skull Creek supplies, etc.
 - v. Database Coordinator: coordinates all updating of our computer Database, handles all additions and changes from the memberships as well as events and mails all flyers.
 - vi. The Club Store Operator: manages and promotes club store.
 - vii. Park Director manages all aspects of the leased property. Approves financial expenditures, oversees and approves lease improvement plans and interfaces directly with the land owner. Handles all membership issues referred to him by the Park Committee.
 - viii. Assistant Events Coordinator: assists the Events Coordinator in the execution of all his duties and approves all flyers.

- V. There will be no less than four general meeting per calendar year. Location and time will be determined by the Board of Directors and published in the newsletter or social media prior to meeting.
- VI. Annual dues shall be \$45.00 for standard members, \$235.00 for property members and \$25.00 for associate members, payable no later than December 31st. Members delinquent after the 1st event of the year must rejoin as a temporary member.
- VII. The primary purpose of the Club is to promote and enjoy motorcycling collectively in events and activities. Therefore, every member is expected to participate in the planning, execution and riding of club events. These events will be the responsibility of committees drawn from the membership appointed by the president. Each membership shall perform a minimum of four (4) workdays each year prior to December 31 to remain in good standing with the club. One workday is a mandatory workday on the Club's sponsored Texas State Enduro Circuit Event. The remaining (3) workdays can be on any event.
- A. Exceptions:
- i. If you are chairman of a Scramble or the chairman, co-chairman of an Enduro, or the chairman of the Terlingua Duel-Sport event, then you will be exempt from your four (4) work days for that year.
 - ii. A member that maintains a designated section of the permanently marked trails for a period of one (1) year shall be exempt from the four (4) work days. If it is not completed the member shall only receive a regular PMT work day.
 1. The maintenance shall be performed on a semi-annual basis and completed by the last weekend in April and September, and shall consist of the following:
 - a. Clearing all fallen trees and cutting back new growth.
 - b. Corduroy all creeks and/or water drainage points.
 - c. Correct any erosion problems.
 - d. Be sure that the PMT marking arrows are in place and in good condition
 - iii. Any member may “buyout” of their required workdays. The additional fee for such buyout option is \$300.00 payable at signup or renewal of membership. This will apply to all workdays. Nor refunds will be given for any work performed after payment.
 - iv. Property members who did not perform their required workdays during the year shall relinquish their membership to proposed new members on the property waiting list. If any membership openings are still available to fulfill the 150 member capacity, a lottery system shall be used to determine which members that are not in good standing shall be allowed the opportunity to rejoin as Property members.

- VIII. Amendments, by-laws, requests for special assessments or expenditures, or a change in Club rules or policy should be submitted to the Executive Board, in writing if possible. The Executive Board shall discuss the subject and put it before the membership for approval or rejection by the vote of a simple majority of voting members.
- IX. Suggested rule changes are to be submitted to the Executive Board at or before the September meeting. The Club shall discuss and vote on these changes at the October meeting. Rules shall not be changed at any other time during the year.
- X. Financial Matters:
- i. All money belonging to the Club shall be kept in any bank chosen by the Treasurer, and checks drawn on the Club account shall be required to have two (2) signatures. These shall be any two of the Treasurer, President or Vice-President. The Treasurer and President only, should have possession of blank checks.
 - ii. Expenses authorized by the board in connection with Club activities may be paid by the Treasurer when due.
 - iii. Payments for expenses may be paid directly to the party providing the goods and services to the Club or to reimburse a Club member who furnishes a suitable receipt for expenditures made by the member in connection with authorized Club activity.
 - iv. The Club may not purchase goods or services from a Club member except with the approval of the membership at a regular membership meeting.
- XI. Suspension of the rules:
- A. A rule, guideline, or article of the constitution may be suspended for a specific one time purpose by a vote of $\frac{3}{4}$ of the voting members present at a regular business meeting. The changing of a rule by this method will be for a specific incident and will not be a permanent rule change.
- XII. Reinstatement to novice class:
- Club members who have been trophied out of a novice class for a period at least two (2) years may be reinstated as a novice if they satisfy the following requirements:
- A. They must have been a permanent member continuously for that period.
 - B. They must have competed in at least two (2) events per year of the type they are trying to be reinstated into.
 - C. They must not have trophied in those events.
 - D. They must petition the board in writing in January and document their case to the board's satisfaction.

The executive board will consider their petition and inform them of the results before the first event of the year. If approved, the member will return to a novice class until they accumulate 2/3 of the points currently required to trophy out of the novice class.

- XIII. Lease Property: (1998) An insurance policy shall be maintained to protect the club and its members.