



2016 CLUB COMPLIANCE MANUAL

This manual was created expressly for your use, and is designed to be an informative guide to help your snowmobile club stay up-to-date with all applicable Federal and State laws, operate in a fiscally sound and reasonable manner, and also stay committed to healthy and fun snowmobiling.

Thank you for helping us ensure a safe and rewarding snowmobile season for everyone.

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Forms & Additional Info:

- Registration with State of Vermont: Secretary of State form
- Roberts Rules: Running & Organizing a Civic Meeting Template
- Forming your Club's Articles of Incorporation & By-Laws: A Guide

A. CLUB IDENTIFICATION

1. Name of snowmobile club: _____.
2. It was registered with the Vermont Secretary of State on: _____.
3. The club's current president is: _____.

For step-by-step directions on registering your club, we have attached the Vermont Secretary of State registration form for your convenience. If you wish, you can also register online. Either way is acceptable. For online applications, the web address is: www.vtsosonline.com/online/Account

A few key items:

1. The club must be registered and renewed every two years with the Vermont government. You should do a name search on the website first - to see if the club name you want is available. Please make sure the name has "Corp.", "Inc.", "Co." or "Ltd." as part of its name.
2. The proper club type is: Standard, Non-Profit, Corporation.

Please use the MUTUAL BENEFIT as the Sub-type category (trade union, civic and business league). This is important for the club to be recognized as exempt under either 501-c-3 or 501-c-7 of the Internal Revenue Code.
3. No members are needed, but the club must have three Directors listed, as responsible persons, and a registered agent. The registered agent can be the same as one of the Directors.
4. After either filling out the application and mailing it in, or filing it online, it takes anywhere from 3 - 10 days for it to be reviewed and accepted.
5. The cost for registering the club is \$125.00

Safety Awareness Disclosure

As club President, I agree to educate and help all snowmobilers that visit or live in my area.

I also agree to help them be aware of the enclosed safety guidelines and VAST rules, and to have on hand the VAST 2016 Club Compliance Manual booklets to give out to club members. It is understood that as club president, there is a responsibility to uphold the right balance between a system of internal controls and trust in on-going County level snowmobiling operations, snow riders, and VAST's own policies and by-laws.

In general, a balanced system needs to be risk-based and should avoid either excessive or insufficient controls. Excessive controls can have a negative effect on the organizational culture. However, a system of balanced, regular internal controls should be established in each club, and there is a recognized need for this. You need to be aware of, and stay in compliance with, all relevant Federal and State laws, as well as the basic guidelines surrounding safe and responsible snowmobile club management, oversight and operations.

B. FINANCIALS AND GRANT MONIES

It is the role of each club to ensure that they are meeting all applicable standards and policies, as developed by VAST and the various Federal and State regulatory bodies.

Notice to Cure: If it is determined that a club does not meet VAST's applicable standards of care and regulation policies, then the club's President shall have thirty days to 'cure' any deficiencies.

Beginning in 2016/2017, VAST clubs will be given an opportunity to meet with VAST at meetings in each county in Vermont to guide the clubs and answer questions.

Financials & Grant Monies: Appropriate Use/Systems & Controls

Each club President must be aware that the club shall operate in accordance with the generally accepted conditions expected for a recreational non-profit.

Each club can ask for help from VAST in how to set up their books and records system. There are many software accounting programs available, and most are in the \$200 range. These can be kept online, i.e. "On the Cloud", with a secure login, or with a CD, or disk, and kept on a mainframe computer or laptop. The most popular software programs are currently:

- Quicken
- QuickBooks
- Freshbooks
- Excel
- Sage

If your club is new, you may want to start with Excel, and keep a simple receipt/expense log, and then migrate to easy-to-use software such as Quicken or Sage, as your company grows.

Funds must be used with appropriate guidelines, and the club must maintain an accurate set of books and records regarding both its source of funds and their use. This must be readily available upon request. For instance, whereas the VAST finance department in accordance with the club's newly designated County Compliance officer – is mainly responsible for executing manual and prevention controls such as this – i.e., in relation to adherence to the company's objectives of reasonable compliance, transparency and controls, the finance department may, in addition, execute financial and organizational checks and balances over a club's accounting and record keeping practices. This is standard practice.

Records to Maintain for Club Audit

Keeping this in mind, each club President or Treasurer should have the following on hand, for audit records:

- A copy of all banking transactions (the club can print, download, and place in a binder each month's banking statements) for four consecutive years back.
- A record of all club monies received, and their origin. It is fine to keep this in a log book, or in Excel.
- A list of all Vendor payments the club made. These should also be recorded in a log book, and/or in Excel.
- A basic Profit & Loss statement, prepared every three months

- A basic Balance sheet. This should include things like monies used to start the club (beginning equity/investment), tools and large purchases made (equipment, as fixed assets), and short and long term notes (debt instruments, for example monies loaned to the club, and any accompanying interest amounts). This can be prepared once a year.

Evaluating the system of internal controls: VAST's internal audit and compliance department (and possibly, external auditors) is relied upon to evaluate the reliability of internal controls at all clubs in Vermont, on a periodic basis. This is necessary for the on-going preservation and protection of VAST and the practices it currently enjoys, such as extended trail riding, club meetings, events and recreation.

As each club receives monies to aid in its operations every snowmobiling season, VAST expects transparency, and progressive and strong internal governance.

In general, appropriate guidelines mean that:

- the club must not be organized for profit;
- the club's activities aren't for profit;
- it must be supported by Membership dues and donations

Character & Nature of clubs

Further, the operations of each club must be for the enjoyment, health, and well-being of the local community.

Each club can only be formed for pleasure and recreation, and in this way, upholds VAST's non-profit, civic community status.

Please be aware that its jurisdiction falls under 'Country clubs' and 'Sport clubs'.

In addition, each club must be purely local in character.

C. GOVERNANCE & DISCLOSURE: ARTICLES OF ASSOCIATION & BYLAWS

Effective governance means that everyone who is a member of the club is aware of the basic compliance rules and effects. The County clubs should be able to function more or less independently, so long as they uphold the basic charters of:

- Knowing who its members are;
- Having an organizational local, club meeting at least once a year to disseminate useful and important VAST information, including the required compliance manuals;
- Reporting to VAST its club name, its Secretary of State registration status, and its fund balance;
- Noting any landowner issue/use areas or special partnership agreements that may either be a perceived, or actual, conflict of interest for the club, its members and the VAST organization;
- Noting any initiatives, queries, problems, accidents, or concerns in a timely manner to the VAST head office, so they can be handled appropriately.

In addition, club members should follow the 'Roberts Rules' when they hold their meetings. These rules allow for a civil and open forum style of meeting, that is both informative and friendly in tone. Included is a Roberts Rules meeting template, attached for your convenience at the back of this booklet.

Timely Notice of Meetings

In the winter months, it would be acceptable for clubs to hold their meetings by telephone. In-person meetings are preferred. Ten days is the general guideline for notice to all members, to be 'warned' that a club meeting is to be held.

Articles of Association and By-Laws

Each club should have some basic written articles of association and by-laws (general club conduct, policies and procedures) which it honors. If you would like help forming your articles and by-laws, please contact VAST for assistance. Please note that clubs fall under county clubs and VAST holds articles of association for the county clubs only.

- At a minimum, all club meeting minutes should be recorded by a club Secretary.
- As well, the goal of the club and its date of formation should be clearly outlined, and signed and dated by the President.
- By-laws should follow VAST's head office policies.
- In general, it should be simple and easy to understand.

We have attached a template for assistance in forming your club's by-laws. It is attached at the end of this booklet.

D. INTERNAL REGULATION & TAX COMPLIANCE

As noted above, the President of each club is responsible for maintaining effective communications for all on-going compliance, ethics and procedural items. All clubs, independent of their size, need to ensure that their communication strategy clearly addresses the main factors of this compliance manual, which is essentially, risk management and internal compliance for continued safe riding and the enjoyment of non-profit benefits. This should not take up more than 5 hours per month, but is up to each club's management discretion.

Telephone, cell phone and email numbers should be compiled in a list, and submitted to VAST before the start of each snowmobile season.

Basic checklists are recommended, as is the retention of original documents and electronic communications, for internal audit.

Club Presidents will be updated by VAST on any new policies, insurance mandates, or changes in signage for land crossings on non-State or Federal lands.

VAST will handle the distribution of the compliance manuals and the correct Federal funds reporting forms, and if club members need more, they can request them at any time.

Tax Forms

Each club should follow the IRS guidelines for reporting on the financial status of a non-profit.

Note: Applying for tax-exempt status through the IRS is fairly expensive, however it is a one-time fee. For clubs whose receipts are more than \$10,000 in 4 years, the cost to apply is \$850. If receipts are less than \$10,000 over 4 years, the cost is \$400. You must have already incorporated your club with the State of Vermont, before you apply.

The differences are outlined below. Club presidents can decide which format will be most appropriate to fit with their federal reporting guidelines. Most clubs will probably file for a 501-c-7 status, however either is acceptable.

<u>501-c-3</u>	<u>501-c-7</u>
100% of donations are tax-deductible	Grants/donations are <u>not</u> tax-deductible
Focus in on families/children	Focus is on sports, clubs, and recreation
Coaches/guides/teachers can be paid	

The federal tax exempt form to use is Form #1023. As it is a 31-page form, it would be wise to hire an accountant to assist you with the application. (Further details available at: IRS.gov)

Information Needed to Process Returns

Tax returns are due annually, prior to April 15th. Information you will need to prepare the return includes:

- Total monies received;
- Total monies utilized;
- Equipment purchases/rentals;
- Any stipends paid to club members;
- Payroll summaries; (NOTE: If your club pays anyone then your club is a legal business and who you pay is either an employee or contractor. There are strict laws in Vermont about this. You can not just give someone cash as a stipend or bonus.)
- The date the club was formed, and its Federal tax ID #. The IRS does expect some detail on the source and use of monies, for example, were monies received as part of a local, State or Federal grant? Was a fundraiser held for the club?
- If a stipend was paid to a club member, (i.e, a one-time payment, as opposed to regular payroll) it must ensure that the activities of the club member were used only to further the goals of the club, as a non-profit. There are threshold amounts. Please contact your VAST if you need help.

E. ETHICS & INSURANCE EFFECTS

As a non-profit, VAST and the clubs it supports has a duty to monitor and report on their commitment to strong ethics campaigns and anti-corruption. In general, good practice standards include ensuring that each club is committed to promoting ethics and compliance.

A comparison to other snowmobile clubs has been made, for example Colorado, New Mexico and Utah. The policies at VAST have been developed with an eye towards ensuring peer-to-peer balance and the adoption of best practice approaches, in comparison to other snowmobile associations in the U.S.

By law, each club's ethical responsibilities must include the following:

- It cannot discriminate in any way. This includes advertising, communications, treatment of members/visitors/tourists, and general method of operations.
- To maintain VAST's 501(c) 7 status, the club must share fellowship and a commingling of objectives, regardless of its members' creed, color, race, or ethnic origin.

- Its members need to be bound together by common objectives. In regards to VAST and its charter, those objectives are: recreation, health, sport, and pleasure.

For problems of non-compliance, without fear of reprisal, contact must be made with VAST.

Insurance

In terms of the VAST compliance program, and each club's responsibilities, ensuring that the minimum insurance requirements are met is probably the single most important area to be addressed by each club president.

Please note, there are clear distinctions between the kinds of insurance that each club must carry. Section "A" is individual club insurance, and Section "B" is General liability insurance. Both contain specific language surrounding awareness of safety and State and Federal snowmobiling laws.

1. Club Insurance

Each club is required to carry up-to-date Officers & Directors liability insurance. This insurance policy would cover ("indemnify") the officers and directors of each club, for any and all claims made against them. Examples of covered items include:

- management errors or oversights;
- monetary damages;
- liability based on management operations

It would not cover, however, claims for money ("damages") based on either bodily injury OR property damage ("physical acts"), on the part of the snowmobiler (see below, for additional detail).

VAST handles the administration of the Officers & Directors' for county clubs ONLY.

4. Member Insurance: VAST Covered Liability

VAST, as the overseeing authority for its clubs, is required to carry an umbrella insurance policy. It is updated annually and covers most major areas of liability. This coverage is a 3 million dollar policy with a 1 million umbrella and a 6 million dollar aggregate.

The general liability policy protects VAST members from liability for actions, such as negligence or loss, that may occur during trail maintenance work and/or club events - i.e., rides, rallies or meets.

Included in the umbrella insurance coverage is insurance for bodily injury or loss, either due to accidents or negligence on the part of the snowmobiler, trail maintenance workers, club members or operators. Landowners who allow snowmobilers to cross their property on a designated trail are also covered.

Further, it is recommended that each club provide VAST with a list of its utilized grooming equipment. In general, VAST does not support the use of groomer operators who are under the age of 18. In addition, each club is responsible for ensuring they have the landowners' permission for trail maintenance in their club area. This must be either a written document, or an email. Due to prior accidents that have occurred, including loss of life, no exceptions are allowed. It is the VAST Trails Fund that provides insurance coverage for general trails liability insurance, which includes grooming, maintenance and signs, among other things. This is formally known as the Trail Fund: Alternate General Liability Coverage, and is separate from VAST Covered Liability.

Seeking Guidance

If more information is needed regarding either insurance limits, inclusions, exclusions, or exact coverage types, contact VAST. It is the goal of VAST to maintain the special relationship that exists between landowners and the use of trails. Please, stay informed. If you don't know, ask.

CONCLUSION

All club Presidents should provide a way for their club's members, trail riders, trail maintenance workers and visitors to raise questions, seek advice or suggest improvements to the safety and compliance program. This can be accomplished either through the encouragement of open communications, maintaining up-to-date telephone listings and email contacts, and as earlier mentioned, the dissemination of the compliance manual and at least a once a year organizational meeting.

Supporting the practical interpretation of the VAST and its club's policies and procedures facilitates communication and trust between compliance, management and individuals. It also helps to identify major areas of concern where additional support and training may be needed.

Business ID: _____



Vermont Secretary of State
ARTICLES OF INCORPORATION
of a Vermont Nonprofit Corporation

PLEASE RETURN EVIDENCE OF FILING TO: (Name and Address)

Processed by: _____
FOR OFFICE USE ONLY

PRINT

RESET

PLEASE REVIEW INSTRUCTIONS PAGE BEFORE BEGINNING.

ARTICLE 1. BUSINESS NAME *REQUIRED - MUST INCLUDE A CORPORATE IDENTIFIER SUCH AS "CORP," "INC," "CO," OR "LTD."- PLEASE SEE INSTRUCTIONS PAGE FOR COMPLETE LIST OF OPTIONS*

Nonprofit Name: _____

ARTICLE 2. BUSINESS SUBTYPE *REQUIRED*

a. BENEFIT TYPE: *REQUIRED - SELECT ONE (1) OF THE FOLLOWING*

- This corporation is a **PUBLIC** benefit corporation as defined by [11B V.S.A. § 17.05](#).
- This corporation is a **MUTUAL** benefit corporation as defined by [11B V.S.A. § 17.05](#).

b. MEMBER ORGANIZATION STATUS: *REQUIRED - SELECT ONE (1) OF THE FOLLOWING*

- This corporation **IS** a member organization.
- This corporation **IS NOT** a member organization.

ARTICLE 3. BUSINESS DISCRIPTION *OPTIONAL - SELECT ONE OF (1) THE FOLLOWING*

- This a [Charitable Organization, Church or Religious Organization](#), or [Private Foundation](#) (AS DEFINED BY [IRS CODE 501\(C\)\(3\)](#)) formed for the purpose of charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals and will not be participating in political activity as defined in sections [501\(c\)\(4\)](#) (FOR ACTION ORGANIZATIONS) or [527](#) (FOR POLITICAL ORGANIZATIONS) of the IRS Code.
- This is an [Action Organization](#) (AS DEFINED BY [IRS CODE 501\(C\)\(4\)](#)) formed for one or more of the purposes that would otherwise qualify under [IRS CODE 501\(C\)\(3\)](#) exemption status, except that it MAY participating in political activity by seeking legislation germane to the organization's programs for the purpose of promoting social welfare.
- This is a [Political Organization](#) (AS DEFINED BY [IRS CODE 527](#)) formed for the purpose of influencing or attempting to influence the selection, nomination, election or appointment of an individual to a federal, state, or local public office or office in a political organization.
- Other: [NAICS CODE](#) (PREFERRED) OR STATEMENT OF PRIMARY GOODS OR SERVICES TO BE PROVIDED UNDER THIS BUSINESS NAME

ARTICLE 4. INITIAL PRINCIPAL BUSINESS OFFICE *REQUIRED*

a. Physical Address: *NO PO BOX* _____

City/Town: _____ State: **VT** ZIP: _____ - _____

b. Mailing Address: _____

City/Town: _____ State: **VT** ZIP: _____ - _____



Vermont Secretary of State
ARTICLES OF INCORPORATION
 of a Vermont Nonprofit Corporation

ARTICLE 5. INITIAL DIRECTORS *OPTIONAL AT THIS TIME (REQUIRED ON 1ST BIENNIAL REPORT) – IF PROVIDED HERE, MUST PROVIDE A MINIMUM OF 3*

a. Director Name: _____
 Address: _____
 City/Town: _____ State: _____ ZIP: _____ - _____
 E-Mail Address: _____

b. Director Name: _____
 Address: _____
 City/Town: _____ State: _____ ZIP: _____ - _____
 E-Mail Address: _____

c. Director Name: _____
 Address: _____
 City/Town: _____ State: _____ ZIP: _____ - _____
 E-Mail Address: _____

CHECK IF APPLICABLE:

- This corporation will have more than three (3) initial directors.
IF SELECTED – MUST ATTACH A COMPLETE LIST WITH SIGNATURES OF ALL ADDITIONAL INITIAL DIRECTORS

ARTICLE 6. INITIAL REGISTERED AGENT *REQUIRED*

a. **Name:** _____
 b. **Physical Business Address:** *AGENT'S NORMAL LOCATION DURING NORMAL BUSINESS HOURS.*
 Street Address *NO PO BOX* _____
 City/Town: _____ State: **VT** ZIP: _____ - _____
 c. **Mailing Address:** _____
 City/Town: _____ State: **VT** ZIP: _____ - _____
 d. **Email:** _____

ARTICLE 7. INCORPORATOR(S) *REQUIRED – SELECT ONE (1) OF THE FOLLOWING*

- The directors listed above in Article 5 are also the incorporators.
 The incorporator, who is not an initial director of this Nonprofit Corporation, is as follows:

Name: _____
 Address: _____
 City/Town: _____ State: _____ ZIP: _____ - _____
 E-Mail Address: _____

ARTICLE 8. EFFECTIVE DATE OF THESE ARTICLES *OPTIONAL _____ MAY BE POST-DATED UP TO 90 DAYS FROM DATE OF RECEIPT*

CERTIFICATION. *REQUIRED-MUST BE SIGNED BY ALL DIRECTORS AND/OR INCORPORATOR(S) LISTED ABOVE IN ARTICLES 5 & 8 (11B V.S.A. § 2.02(C))*

We hereby certify, under penalty of law (11B V.S.A. §1.29), as the initial directors and/or incorporator(s) of this Nonprofit (as listed above), that the above information is accurate; and that it is provided in duplicate with a Check or Money Order made payable to "VT SOS" in the amount of \$125.00.

_____ Printed Name of Initial Director/Incorporator	_____ Signature	_____ Date
_____ Printed Name of Initial Director/Incorporator	_____ Signature	_____ Date
_____ Printed Name of Initial Director/Incorporator	_____ Signature	_____ Date
_____ Printed Name of Initial Director/Incorporator	_____ Signature	_____ Date

PLEASE REVIEW INSTRUCTIONS PAGE ON REVERSE BEFORE FILING.



Vermont Secretary of State
ARTICLES OF INCORPORATION
 of a Vermont Nonprofit Corporation

SUBMISSION INSTRUCTIONS

- a. *This form* must be filed in duplicate (1 original + 1 copy –or– 2 originals) with a check or money order, payable to “VT SOS,” in the amount of \$125.00, and a self-addressed stamped envelope.
- b. *This form* can **ONLY** be accepted by Mail or in-person at:

**Vermont Secretary of State
 Corporations Division
 128 State Street
 Montpelier, VT 05633-1104**

- c. Please allow 7-10 business days, or more, from the day that *this form* received in our office, for processing and (if approved) for this business appear on the website at www.vtsosonline.com, and for evidence of filing to be returned.

*****THIS FILING IS NOW AVAILABLE ONLINE*****

- *This form* CANNOT be accepted by Phone, Fax, or E-mail; however, this filing is now available online:
 - If you wish to submit this filing electronically, **DO NOT** fill out *this form*, please file online at <https://www.vtsosonline.com/online/Account?referrer=BF>.
 -
- Payment for *this form* also CANNOT be accepted by credit card or e-check (ACH); however, payment by credit card or e-check (ACH) is available by filing online:
 - If you wish to submit payment by credit card or e-check (ACH), **DO NOT** fill out *this form*, please file online at <https://www.vtsosonline.com/online/Account?referrer=BF>.
- Online filing normally takes 3-5 business days or less.

FORM INSTRUCTIONS

- Article 1. Required.** A corporate name, in accordance with [11B V.S.A. § 4.01](#):
 - a. must contain the word "corporation," "incorporated," "company," or "limited," or the abbreviation "corp.," "inc.," "co.," or "Ltd.," or words or abbreviations of like import in another language;
 - b. may not contain language stating or implying that the corporation is organized for a purpose other than that permitted by [11B V.S.A. § 3.01](#) of this title and its articles of incorporation;
 - c. will not have the word "cooperative" or any abbreviation thereof as part of its name; and
 - d. will not include any word not otherwise authorized by law.
 - e. will be, based upon the records of the secretary of state, distinguishable from, and not the same as, deceptively similar to, or likely to be confused with or mistaken for any name granted, registered, or reserved under this chapter, or the name of any other entity, whether domestic or foreign, that is reserved, registered, or granted by or with the secretary of state.
- Article 2. a. Required.** Must Select either PUBLIC or MUTAL benefit organization.
 All Nonprofit Corporations are classified as either a public benefit or a mutual benefit corporation as follows (11B VS. § 17.05):
 - (1) any corporation classified by statute as a public benefit corporation or a mutual benefit corporation is the type of corporation so classified by statute;
 - (2) any corporation which does not come within subdivision (a) of this section but which is recognized as exempt under section 501(c)(3) of the Internal Revenue Code, or any successor section, is a public benefit corporation;
 - (3) any corporation which does not come within subdivision (a) or (b) of this section, but which is organized for a public or charitable purpose and which upon dissolution must distribute its assets to the United States, a state or a person which is recognized as exempt under section 501(c)(3) of the Internal Revenue Code, or any successor section, is a public benefit corporation; and
 - (4) any corporation which does not come within subdivision (1), (2) or (3) of this section is a mutual benefit corporation.
- b. Required.** Must select either IS or IS NOT a member organization.
- Article 3. Optional.**
- Article 4. Required.** Principal Office means the location where the business of the corporation is primarily carried out, or the location where the corporate records are primarily kept.
- Article 5 a.** If provided, must provide the names and residences of at least 3 initial directors.
Note: 1st Biennial Report is due the between 1 January and 1 April of the 1st Calendar Year immediately following registration, then every 2 years thereafter.
 - b. Must attach and provide continuation sheet if more than three (3) initial directors with names, addresses, and signatures.
- Article 6. a.** The registered agent must be one (1) of the following (11A VS. § 5.01):
 - (1) An individual who resides in this state (this may include one of the directors or incorporator listed on this form).
 - (2) A foreign or domestic, profit or nonprofit, corporation in Good Standing with the Vermont Secretary of State.
- b.** The Registered Office must be identical to the Registered Agent’s business address.
- Article 7. Required.**
- Article 8. Optional.** The effective date of these articles may be delayed up to 90 days from date of receipt. If blank or dated prior to date of receipt - effective date will be date of receipt.
- Certification. Required.** All directors and/or incorporators named in the articles must sign the articles. ([11B V.S.A. § 2.02\(c\)](#))
 - Information on this application must be current as of the date this registration is filed.
 - All required information must be provided. If not, the secretary of state will promptly notify the filer in writing and return this filing to him/her for correction.

For Questions, please contact the Corporations Division at: corps@sec.state.vt.us

or by phone at (802) 828-2386

Robert's Rules: How to Run a Local, Civic Meeting

In general, meetings should be ‘warned’ ten days before they are actually held. The following is a recommended agenda for how formal meetings should be held. You can make your own checklist, or just use or modify this one. The meetings should be straightforward, and clear. Ensure that all the meeting minutes are recorded, and then distributed (usually, within two weeks), after each meeting.

MEETING TEMPLATE

Call to order (by Club President, or other Director):

The meeting will come to order.

Approval or correction of minutes

The secretary’s draft of the minutes of our last meeting was sent to you last month, and a copy is in your meeting packet. Pause.

Are there any corrections to the minutes as distributed?

Take corrections - until there are no more.

If there are no (further) corrections, the minutes stand approved as distributed (corrected).

The next order of business is officer reports.

Reports of Officers

Review various items, agenda, etc.

President’s Report

I’ll review a couple of highlights and we’ll begin. You can include the officers reports in this section too- it depends on the level of detail that you want.

Treasurer’s Report

The treasurer is absent this afternoon, but furnished his report. Let’s take a minute to review it. I hope I can answer any questions.

[Example only]. We have 281 dues-paid members, and \$21,272 total cash accounts. You also have in your meeting packets that was emailed out some financial reports for the period 1/1 to 5/31.

You have an itemized income and expense report covering our year to date along with an expense detail available.

As usual, if you have any questions, I’ll be glad to try to answer them.

[Handle questions]

No action is required on the treasurer’s report. It will be filed for audit.

Before we continue, please allow me to report some committee appointments.

Report committee chairmen, additions, deletions, and any membership appointments so far.

Members-at-Large

The chair recognizes member Mr. Smith for a report.

Thank you.

There are a number of recommendations here and we’ll take them up one at a time. . . .

Ask Secretary to read the first recommendation. Someone then should “move the adoption of the recommendation just read.”

State the motion

It is moved to adopt the recommendation just read. Is there debate?"

Handle discussion; put the question when ready by saying,

Those in favor say "Aye" [pause]

Those opposed say "No"

The motion passes (fails) and the recommendation is (not) adopted.

The next order of business is standing committee reports.

Next order of business is reports of special committees.

Reports of Special Committees

Go into detail, if any.

Announce the written committee report. The committee recommends the Club adopt the following resolutions.

Read the resolutions (all of them).

For each one: The question is on the adoption of the resolution just read. Is there debate?

Handle debate, put the question, announce the result.

The motion passes, and the resolution is adopted.

New Business

Is there new business?

The Chair recognizes a member's comment, motion. Motion is made, and seconded (by another member).

It is moved and seconded to create a special committee of three members for more Club trail maintenance.

Handle debate, announce the result.

Is there any further business to come before the meeting?

Announcements

We need to set the date for our next meeting. It looks like September 18 is the usual date. Hearing no objection, we'll meet next on September 18.

Adjourn

There being no further business to come before the board, the meeting is adjourned.

Non-Profit Bylaws & Articles of Association

A basic outline should include: the date the club was started, its Officers/Directors, its main purpose (recreation) and a copy of its Article of Incorporation. Those are the main sections. It should be signed and dated by at least three officers, and kept on file with the club's records. Once you have formed the club's by-laws, you can amend or add to them so long as it passes majority vote. You can also refer to VAST's own by-laws, which are considerably more complex. In general, the tone and overall goal of the club should match the goals of VAST. The writing and following of the by-laws should not be overly burdensome. For example: *"Purpose: The purpose of our club is to provide healthy and recreational snowmobiling, for the community and its visitors, on a non-profit and non-discriminatory basis."*

Non Profit Organization Name:

Non Profit Purpose:

Non Profit Type:

Date founded:

Non Profit Address:

President:

Vice President:

Secretary:

Treasurer:

Board of Directors Size:

Board Membership Rules (these follow, below):

Consecutive Missed Meetings: *allowed #*

Annual Missed Meetings: *allowed #*

Board of Elections notices/Meeting ratifications: *You may wish to refer to Roberts Rules*

Minimum Meeting Notice: *10 days is required, to 'warn' of a meeting*

Expected Total # of Annual Meetings:

Audit Committee/Responsible Person: *Could be any officer, director, or outside appointed auditor*

Fiscal Year: Begins on: _____ Ends on: _____

Articles of Incorporation: *Must be kept on file and be current with the State of Vermont. Should be attached to this document and preserved with all meeting minutes and audit records (retention).*

Date Bylaws Adopted:

Signature & Date of Directors, each: *(minimum is 3)*