

# **BYLAWS**

of the

## **COLUMBIA OBSERVED TRIALS ASSOCIATION**

### **ARTICLE I**

#### **NAME AND PURPOSES**

**Section 1.01. Name.** The name of the organization is the **COLUMBIA OBSERVED TRIALS ASSOCIATION (COTA)**, referred to as the Corporation.

**Section 1.02. Purpose.** The **COLUMBIA OBSERVED TRIALS ASSOCIATION** is in existence to provide a yearly championship series in Oregon and Southwest Washington for motorcycle observed trials riders who enjoy competing for fun and to promote the family oriented sport of observed motorcycle trials.

### **ARTICLE II**

#### **MEMBERS**

**Section 2.01. Classes.** There are two types of membership, individual or family.

**Section 2.02. Qualifications.** Membership may be granted to any individual or family that supports the mission and purposes of the organization, and who pays the annual dues as set by the Board of Directors. Members shall have voting rights at general meetings. Individual memberships will have a total of one vote each, family memberships a maximum of three votes per family (1 vote per family member present, up to a maximum of 3 votes).

**Section 2.03. Termination of Membership.** The Board of Directors, by affirmative vote of two-thirds of all of the members of the Board, may suspend or expel a member, and may, by a majority vote or those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues.

**Section 2.04. Resignation.** Any member may resign by filing a written resignation with the Secretary; however, such resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

**Section 2.05. Dues.** Dues for members shall be established by the Board of Directors.

**Section 2.06. Meetings.** The annual, general membership meeting shall be held in November (or December if proper notice described below in this section is given) each year. Only those members present in person shall be entitled to vote and votes will be decided by a simple majority by those present. Those at the annual, general membership meeting shall elect directors and officers, receive reports on the activities of the corporation, and determine the direction of the corporation for the coming year. General

membership meetings may be called by the Chairperson or at the request of at least 10% of the members by notice mailed, telephone, posted on the official Corporate website (currently [www.observetrial.com](http://www.observetrial.com)) or the “forum” accessible at said website, or telegraphed to each member not less than thirty (30) days before such meeting.

### **ARTICLE III AUTHORITY AND DUTIES OF DIRECTORS**

**Section 3.01. Authority of Directors.** The Board of Directors is the policy-making body and may exercise all the powers and authority granted to the Corporation by law.

**Section 3.02. Number, Selection, Tenure, and Composition.** The Board shall consist of not less than three (3) directors with a maximum of five (5). Each director shall hold office for a term of one (1) year. Vacancies existing by reason of resignation, death, incapacity or removal before the expiration of his/her term shall be filled by a majority vote of the remaining directors. In the event of a tie vote, the President shall choose the succeeding director. Directors will elect their successors. A director elected to fill a vacancy shall be elected for the unexpired term of that director’s predecessor in office. The President will be the Chair of the Board of Directors, the Treasurer the second position, and the Secretary the third position. If a Vice President is in office, the Vice President will hold a position on the Board and fill in for the President, in case of the President’s absence. The Board and/or membership can vote in a final, fifth Board member at large position.

**Section 3.03. Resignation.** Resignations are effective upon receipt by the Secretary of the Corporation of written notification, unless otherwise arranged.

**Section 3.04. Regular Meetings.** The Board of Directors shall hold at least one (1) regular meeting per calendar year. Meetings shall be at such dates, times and places as the Board shall determine. One of these meetings can be the annual, general membership meeting held in November (or December).

**Section 3.05. Special Meetings.** Meetings shall be at such dates, times and places as the Board shall determine.

**Section 3.06. Notice.** Meetings may be called by the Chairperson or at the request of any two (2) directors by notice emailed, mailed, telephoned, or telegraphed to each member of the Board not less than seventy-two (72) hours before such meeting.

**Section 3.07. Quorum.** A quorum shall consist of a majority of the Board attending in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which a quorum is present. If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

**Section 3.08. Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

**Section 3.09. Participation in Meeting by Conference Telephone.** Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

**Section 3.10. Committees.** The Board of Directors may, by resolution adopted by a majority of the Directors in office, establish committees of the Board composed of at least two (2) persons which, except for an Executive Committee, may include non-Board members. The Board may make such provisions for appointment of the chair of such committees; establish such procedures to govern their activities, and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, and activities of the Corporation. Examples of committees include, but are not limited to, Fundraising, Property Acquisition, Special Events, and Finance (which will be led by the Treasurer, if established).

**Section 3.11. Reimbursement.** Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors serving the organization in any other capacity, such as staff, are allowed to receive compensation therefore.

#### **ARTICLE IV AUTHORITY AND DUTIES OF OFFICERS**

**Section 4.01. Officers.** The officers of the Corporation shall be a President, a Secretary and a Treasurer, and such other officers as the Board of Directors may designate (including Vice President). Any two (2) or more offices may be held by the same person, except the offices of President, Secretary, and Treasurer.

**Section 4.02. Appointment of Officers; Terms of Office.** The officers of the Corporation shall be elected by the members at the annual general meeting of the organization, or, in the case of vacancies, as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Directors. Terms of office may be established by the Board of Directors, but shall not exceed ten (10) years. Officers shall hold office until a successor is duly elected and qualified. Officers shall be eligible for reappointment.

**Section 4.03. Resignation.** Resignations are effective upon receipt by the Secretary of

the Board of a written notification.

**Section 4.04. Removal.** An officer may be removed by the Board of Directors at a meeting, or by action in writing pursuant to Section 3.08, whenever in the Board's judgment the best interests of the Corporation will be served thereby. Any such removal shall be without prejudice to the contract rights, if any, of the person so removed. The removal of an officer will also result in the requisite vacancy on the Board of Directors.

**Section 4.05. President.** The President shall be a director of the Corporation and will preside at all meetings of the Board of Directors. The President shall perform all duties attendant to that office, subject, however, to the control of the Board of Directors, and shall perform such other duties as on occasion shall be assigned by the Board of Directors.

**Section 4.06. Vice-President.** The Vice-President, if applicable, shall be a director of the Corporation and will preside at meetings of the Board of Directors in the absence of or request of the President. The Vice-President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors.

**Section 4.07. Secretary/Treasurer.** The Secretary and Treasurer shall each be a director of the Corporation. The Secretary shall keep the minutes of all meetings of the Board of Directors in the books proper for that purpose. The Treasurer shall report to the Board of Directors at each regular meeting on the status of the corporation's finances. The Treasurer shall work closely with any paid executive staff of the Corporation to ascertain that appropriate procedures are being followed in the financial affairs of the Corporation, and shall perform such other duties as occasionally may be assigned by the Board of Directors.

**Section 4.08. Executive Committee.** The President, Secretary, and Treasurer will serve as the Executive Committee in between Board of Director Meetings. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have the powers and authority of the board of directors in the intervals between meetings, but is still subject to the direction and control of the full board.

**Section 4.09. Paid Staff.** The Board of Directors may hire such paid staff as they deem proper and necessary for the operations of the Corporation. The powers and duties of the paid staff shall be as assigned or as delegated to be assigned by the Board.

**Section 4.10. Conflicts of Interest.** Officers and Board of Directors shall not use his or her position for personal gain. He/She will excuse him/herself from decisions/votes which could result in personal gain or reward. Reimbursement for business related expenses is excluded, as allowed under Section 3.11. The motivation/goal of any Officer or Director should be to further the Corporation and its purposes. Officers will not use Corporation resources/money for personal use unless specifically authorized by the Board of Directors.

## **ARTICLE V INDEMNIFICATION**

Every member of the Board of Directors, officer or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

## **ARTICLE VI ADVISORY BOARDS AND COMMITTEES**

**Section 6.01. Establishment.** The Board of Directors may establish one or more Advisory Boards or Committees.

**Section 6.02. Size, Duration, and Responsibilities.** The size, duration, and responsibilities of such boards and committees shall be established by a majority vote of the Board of Directors.

## **ARTICLE VII FINANCIAL ADMINISTRATION**

**Section 7.01. Fiscal Year.** The fiscal year of the Corporation shall be January 1 - December 31 but may be changed by resolution of the Board of Directors.

**Section 7.02. Checks, Drafts, Etc.** All checks, orders for the payment of money, bills of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by such officer or officers or agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors or of any committee to which such authority has been delegated by the Board.

**Section 7.03. Deposits and Accounts.** All funds of the Corporation, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies, or other depositories as the Board of Directors or any committee to which such authority has been delegated by the Board may select, or as may be selected by the President or by any other officer or officers or agent or agents of the Corporation, to whom such power may from time to time be delegated by the Board. For the purpose

of deposit and for the purpose of collection for that account of the Corporation, checks, drafts, and other orders of the Corporation may be endorsed, assigned, and delivered on behalf of the Corporation by any officer or agent of the Corporation.

**Section 7.04. Investments.** The funds of the Corporation may be retained in whole or in part in cash or be invested and reinvested on occasion in such property, real, personal, or otherwise, or stock, bonds, or other securities, as the Board of Directors in its sole discretion may deem desirable, without regard to the limitations, if any, now imposed or which may hereafter be imposed by law regarding such investments, and which are permitted to organizations exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE VIII BOOKS AND RECORDS**

Correct books of account of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of these Bylaws, and all minutes of meetings of the Board of Directors.

## **ARTICLE IX AMENDMENT OF BYLAWS**

These Bylaws may be amended by a majority vote of the Board of Directors, provided prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken, or provided all members of the Board waive such notice, or by unanimous consent in writing without a meeting pursuant to Section 3.08.

## **CERTIFICATION**

These bylaws were approved at a meeting of the board of directors by a majority vote on November 17<sup>th</sup> 2009.

Max Nelson

11/17/09

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Secretary

Date