

**This document contains the Puget Sound Trialers Bylaws, Code of Ethics, and Constitution 2023 revision.**

**Bylaws**

Article 1: Robert's Rules of Order shall govern the parliamentary proceedings of the corporation. unless otherwise provided in these bylaws. The order of business shall be:

1. Call to Order and roll call
2. Officer's reports
3. Unfinished business
4. New business

Article 2: The annual membership dues shall be \$30.00 for each member or family whose members reside at the same address. Membership requirements are: submitting a completed application with the appropriate dues and annual payment of dues thereafter. Members who have not paid the current year's dues by March 31<sup>st</sup> will be dropped from the membership list. Current Membership shall be required to accumulate season championship points.

PST has made season passes available to its membership. A season pass includes registration fee to all PST point trials, annual membership, and awards banquet ticket. The board will determine feasibility and cost of the upcoming season's passes prior to the annual meeting. Passes are available to individuals as well as families. The family season pass provides pass benefits to partners and dependents of the pass purchaser.

Article 3: Regular membership meetings shall be held monthly , at a pre-announced location and time as determined by the executive board.

Article 4: All events sponsored by Puget Sound Trialers shall conform to the current PST rules as published on the website. Rules shall be reviewed biannually or by request of membership.

Article 5: Standard competition classes shall include, but not be limited to: Novice, Intermediate, Advanced, Expert. Changes in competition class structure will be presented for a vote at the annual meeting for the upcoming season.

Article 6: PST reserves the right for any officer attending a PST sponsored event, or the event trial marshal, to refuse a rider entry in a class that is inappropriate for that rider's skill level, lack of helmet, or unsafe equipment

Article 7: An annual Awards Dinner and member meeting shall be held each November, for the purpose of presenting awards, officer elections, bringing significant issues to the membership for a vote, and drafting the next year's schedule of events.

**Code of Ethics**

Members should strive to promote good public relations through their general conduct, media contact, corporate activities and community affairs. Members should respect the rights of all members of the community. Members should abide by all local, state and federal laws.

Members should strive to promote cooperative coexistence with other motorcycle organizations, clubs and on PST social media.

## **Puget Sound Trialers Constitution**

### Article 1

The organization shall be known as "Puget Sound Trialers, a not-for-profit corporation".

### Article 2

Puget Sound Trialers, also known as PST, is a not-for-profit corporation formed in Washington State for the purpose of furthering the sport of Observed Motorcycle Trials, through the direct sponsorship of local events, and in cooperation with affiliated organizations, the sponsorship of regional, national or world. PST is not a recognized 501(c)(3) Charitable organization as of 2023.

### Article 3

Puget Sound Trialers shall maintain relationships with COTA (Oregon), INTA (Eastern Washington) NMA (Washington), NATC, and other organizations deemed prudent by the membership.

### Article 4

Active members shall be persons interested in the sport of Observed Motorcycle Trials and have met all requirements for membership. Only active members shall be entitled to vote in the corporations affairs, hold office, accumulate season championship points, or serve as Primary Trial Marshall.

### Article 5

The officers of the corporation shall be President, Vice President, Secretary and Treasurer. The officers shall constitute the executive board. Officers shall serve a term of one year, or until a successor is elected or qualified. Officer elections shall be held annually. No restrictions shall be placed on consecutive terms. All officers serve voluntarily.

The PST Advisory Board is an opportunity for current club members who want to take an active role in helping the club function. The Advisory Board consists of the following positions: DNR Liaison, Community Outreach, Youth Development Coordinator, Registrar, Scorekeeper, Trials Kits and Logistics, Media Director. All positions are appointed and members serve voluntarily. Persons shall not take on more than one advisory role whenever possible.

## Article 6

The duties of the Executive Board shall be:

1. To act for the corporation in all business or promotional matters.
2. To properly investigate, and present to the membership, all business or pertinent information.
3. To have general control over all the corporation's affairs.
4. To interpret the constitution and bylaws.
5. To settle disputes regarding policy and procedures.
6. To fill any vacancy in the executive or advisory board by appointment, for the remaining term of the vacated office.
7. To represent the corporation on proper occasions and with business contacts.
8. To assist all other officers of the corporation.
9. To promote participation and interest in corporate activities and club events.

The Duties of the Advisory Board shall be:

1. To promote member engagement with the operations of Puget Sound Trialers
2. To advise the executive board on the club decisions
3. To be delegated specific roles to help the officers and club as a whole function efficiently.
4. To promote sportsmanship, competition and the sport of motorcycle trials within the community

## Article 7

### Officer Duties

The duties of the President shall be:

1. To preside and set the agenda for all meetings.
2. To have general supervision of the corporation's affairs.
3. To appoint any person or committee as decided by the membership
4. To vote only when necessary to break a tie.
5. To file annual report with the State of Washington SOS
6. Ensure appropriate land permits have been obtained.

The duties of the Vice President shall be:

1. To perform the duties of the president in his/her absence.
2. To manage corporate responsibilities including insurance and sponsors
3. To complete the "Referee Report" for AMA sanctioned events.
4. To oversee the club insurance policy making sure it renews early in the calendar year.

The duties of the Secretary shall be:

1. To keep the minutes of all meetings, in a permanent record.
2. To work with the registration chair to maintain a current membership list.
3. To maintain a record of event results.
4. To maintain a file of all signed event documents for two (2) years.
5. To conduct corporate elections.
6. To maintain a current Constitution, Bylaws and Code of Ethics.
7. To assume the role of Scorekeeper if that advisory position is vacant

The duties of the Treasurer shall be:

1. To collect dues from the membership.
2. To collect all other funds due the corporation.
3. To maintain the corporation's financial records.
4. Present financial report at monthly club meeting
5. To disburse funds for legitimate PST business expenses.

The duties of the DNR Liaison shall be:

1. To attend pertinent DNR meetings whenever possible.
2. To be a voice for PST in discussions that affect motorcycle access, trail mileage, and designated trials access.
3. To help record volunteer hours during work days

The duties of the Community Outreach position shall be:

1. To be involved with the off road motorcycle community at large.
2. To connect with other like minded clubs in the region to promote ORV stewardship and access.
3. To help promote the sport of motorcycle trials.

The duties of the Registrar shall be:

1. To manage and maintain the online registration system. (currently Ticket Tailor)
2. To provide entrant information to trials marshals prior to each event.
3. To create and publish new registration events for each trial including Little Wheels.
4. To work with the treasurer and ensure payment systems are working.
5. To help facilitate refunds when needed.

The duties of the Trials Kits and Logistics Coordinator shall be:

1. To build, maintain and deliver trials kits to trials marshals several weeks prior to their event, including the purchasing and fabricating items needed.
2. To store trials kit supplies and maintain stock sufficient to meet kit requirements.
3. To schedule service of PST portable toilets at or delivery of 3rd party toilets for events.

The duties of the Media Director shall be:

1. Participate in the administration of group Facebook pages

2. Maintain PST website, posting events, scores and other information pertinent to members

The duties of the Youth Development Coordinator shall be:

1. To be responsible for the Little Wheels Youth Program.
2. To keep the focus centered on fun and learning more than competition
3. To set the yearly Little Wheels schedule
4. To aim for at least one Little Wheels trials school every season
5. To oversee marshal for each Little Wheels trial
6. To maintain the Little Wheels Rules

The duties of the Scorekeeper shall be:

1. To keep a record of each entrant's score for the season.
2. To recalculate all score cards before recording final scores.
3. To tabulate season championship standings as defined by the PST rules.
4. To work with the Media Director to distribute scoring information after each event.
5. To understand the tie breaking procedures in the event of a tie.

#### Article 8

The corporation shall hold regular meetings, with the date, time and location published to the membership in advance. The president or executive board may call a special meeting at any time by advance notice.

#### Article 9

A quorum shall be any number of active members in good standing, attending a regular or special meeting. A simple majority vote of 51% of members present shall decide corporate issues and policy, including amendments, additions or deletions to the bylaws.

#### Article 10

The constitution may be amended or changed providing the proposed amendment or change is submitted in writing at a regular meeting. The proposed amendment or change shall be published in the corporation's monthly newsletter, prior to a vote at a specified future meeting. A vote of two-thirds of the members in good standing present shall be required to pass a constitutional amendment or change.