

1 **BYLAWS**

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3 **ARTICLE I**

4 **Name of Association**

5 The name of the organization is the National Association of State Motorcycle Safety
6 Administrators (SMSA).

7 **ARTICLE II**

8 **Purposes of the Association**

9 The SMSA is a 501(c)(3) nonprofit organization that provides leadership for state
10 administered motorcycle safety programs by:

- 11 • Influencing national policy and standards
- 12 • Providing guidance on adoption and administration of policy and standards
- 13 • Encouraging comprehensive programs
- 14 • Fostering communication, collaboration and partnerships
- 15 • Encouraging data collection, sharing and research
- 16 • Promoting effective management practices
- 17 • Identifying proven best practices

18 • Providing guidance on adoption and administration of policy and standards

19

ARTICLE III

20

Membership

21 **Section 1. General**

22 The SMSA shall have three levels of membership: State; Supporting; and Individual.

23 Acceptance of a membership shall not imply or bind the SMSA to support the

24 philosophies or policies of any Member, participate in projects or undertakings of said

25 Member, or imply that the SMSA's name or logo may be used to promote a Member's

26 business activity without expressed written approval from the SMSA Executive

27 Committee.

28 **Section 2. Member Categories**

29 **a. State Member**

30 Each applicant for State Member shall be the state agency or agencies designated by a

31 State to administer and manage its motorcycle safety program or components of that

32 State's program. State Members shall also include the five branches of the United

33 States military.

34 Each State Member shall designate an individual to serve as its SMSA representative

35 for the purpose of receiving notices and otherwise acting on behalf of the State Member

36 in the conduct of SMSA business

37 **b. Supporting Member**

38 Each applicant for Supporting Member shall be an incorporated business, a national

39 association, installation of the US military or an organization that actively and
40 continuously supports the reduction of injuries and fatalities associated with motorcycle
41 crashes and promotes responsible motorcycle operation.

42 Each Supporting Member shall designate an individual to serve as its SMSA
43 representative for the purpose of receiving notices and otherwise acting on behalf of the
44 Supporting Member.

45 **c. Individual Member**

46 Each applicant for Individual Member shall be an individual actively involved in
47 supporting the reduction of injuries and fatalities associated with motorcycle crashes
48 and promotes responsible motorcycle operation.

49 **Section 3. Application for Membership**

50 State agencies, organizations, associations, branches of the military or individuals
51 seeking SMSA membership shall complete and submit to the SMSA Executive
52 Committee an application for membership.

53 Membership is contingent upon the affirmative vote of a simple majority of all members
54 of the Executive Committee. Upon approval, the SMSA shall invoice the approved
55 applicant for that calendar year's dues. Official membership starts when the current
56 calendar year dues are received by the SMSA.

57 **Section 4. Annual Membership Dues**

58 All SMSA members shall pay annual dues. The amount of the annual membership dues
59 shall be determined by the SMSA Executive Committee and may not be amended more
60 than once in a two-year period. The SMSA Executive Committee shall provide notice to

61 the Members of any impending revision to the annual dues and provide a minimum of
62 30 business days for comment.

63 At the conclusion of the comment period, the SMSA Executive Committee shall vote on
64 the proposed revision to the annual dues. Members shall receive notice of the revised
65 annual dues and the effective date of the membership dues.

66 Each membership, unless otherwise agreed upon by the Executive Committee, is valid
67 for one full year from the join date. The membership expires at the end of the
68 membership term, and a grace period (the amount of time after a membership expires
69 and before a payment is made) of 30 days is offered. During this time the member
70 continues to receive benefits but is ineligible to vote.

71 **Section 5. Termination of Membership**

72 Any Member may elect to cancel their SMSA membership by submitting written notice
73 to the Executive Committee. Upon receipt of the cancellation of membership, the State,
74 Supporting or Individual Member shall no longer be an SMSA Member and will forfeit
75 any privileges associated with membership until such a time they reapply for
76 membership and are approved.

77 The SMSA Executive Committee may terminate a State, Supporting or Individual
78 membership for violation of the SMSA Bylaws, Policies or for doing anything which the
79 SMSA Executive Committee and Membership view as being detrimental to the SMSA or
80 the motorcycle safety industry.

81 The SMSA shall send written notice of grounds for membership termination. The
82 Member shall have ten business days to respond to the SMSA Executive Committee
83 and request a hearing. If no hearing is requested, the membership shall be terminated.

84 Upon resignation or termination of membership, such Member shall have no right or
85 interest in any property or assets of the SMSA and shall not be entitled to any refund of
86 dues. Terminated Members may reapply for SMSA membership after providing
87 evidence and demonstrating that the grounds for termination have been rectified.

88 **a. Hearings**

89 Within thirty days of request of a hearing, a panel shall be appointed by the SMSA
90 Executive Committee to review the facts or mitigating circumstances. Membership
91 privileges shall be suspended until the panel has made its final decision.

92 **Section 6. Membership Classifications**

93 The Executive Committee may establish or eliminate membership classifications in the
94 best interest of the SMSA. The Executive Committee shall establish the membership
95 dues for all new membership classifications.

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97

ARTICLE IV

98

Voting

99 **Section 1. General**

100 SMSA Members whose annual dues have been paid in full and are considered in good
101 standing shall have the privilege to vote on SMSA business matters. Specific voting
102 privileges for each membership category are defined in Article IV, Sections 2-5.

103 **Section 2. State Member Voting Privilege**

104 The person assigned by the State Member to be its Designated Representative and act

105 on its behalf in the conduct of SMSA business shall vote for the State Member.

106 **Section 3. Supporting Member Voting Privilege**

107 The collective body of Supporting Members shall elect one individual to be its
108 Designated Representative and act on behalf of all Supporting Members in the conduct
109 of SMSA business. This Designated Representative shall vote for all the Supporting
110 Members.

111 **Section 4. Individual Voting Privilege**

112 The collective body of Individual Members shall elect one person to be its Designated
113 Representative and act on behalf of all Individual Members in the conduct of SMSA
114 business. The Designated Representative shall vote for all the Individual Members.

115 **Section 5: Designating a Representative**

116 **a. State Member Designated Representative**

117 Each State Member shall designate one person to serve as its Designated
118 Representative to act on its behalf in the conduct of SMSA business.

119 All State Member Designated Representatives shall be:

- 120 • Employed by or under contract with the State Member
- 121 • An active participant with specific responsibilities in the Member's
122 motorcycle safety program or activities

123 Each State Member shall submit to the SMSA Executive Committee, with their annual
124 dues payment, a completed Designated Representative Form containing the following
125 information:

- 126 • Member organization or agency

127 • Representative's name
128 • Representative's title and position with or relationship to the Member's
129 organization
130 • Representative's information, including but not limited to current address,
131 phone number(s), and email address
132 It is the responsibility of the Member to maintain a current Designated Representative
133 Form with the SMSA. Votes cast by persons other than those listed as current
134 Designated Representatives shall not be counted.
135 Only the current Designated Representative of each State Member is eligible for
136 nomination and election to the Executive Committee as Regional Representatives,
137 Members-at-Large or Chairperson.
138 State Members may change their Designated Representative by submitting a new
139 Designated Representative form to the SMSA Executive Committee Secretary. New or
140 revised Designated Representative forms must be submitted to the Executive
141 Committee Secretary at least one week prior to any meeting where SMSA business will
142 be conducted.

143 **b. Supporting Members' Designated Representative**

144 The collective body of Supporting Members shall elect one person to serve as their
145 Designated Representative to act on their behalf in the conduct of SMSA business.

146 The Supporting Members' Designated Representative shall be:

- 147 • Employed by or under contract with a current Supporting Member
- 148 • An active participant with specific responsibilities in the Member's
149 safety program or activities

150 Supporting Members may change their Designated Representative by a simple majority
151 vote of all Supporting Members.

152 The current Designated Representative of the Supporting Members will serve as the
153 Supporting Members' delegate to the Executive Committee, as outlined in Article VI.

154 **c. Individual Members' Designated Representative**

155 The collective body of Individual Members shall elect one person to serve as their
156 Designated Representative to act on their behalf in the conduct of SMSA business.

157 The Individual Members' Designated Representative shall be:

- 158 • An active participant in motorcycle safety

159 Individual Members may change their Designated Representative by a simple majority
160 vote of all Individual Members.

161 The current Designated Representative of the Individual Members will serve as the
162 Individual Members' delegate to the Executive Committee, as outlined in Article VI.

163 **Section 6. Dual Representation**

164 No Member may represent more than one membership category as a Designated
165 Representative within the same term.

166 **Section 7. Proxy Ballots**

167 A Designated State Representative may identify a temporary Proxy, using the SMSA
168 Temporary Proxy form, from their State program to vote on SMSA business items.

169 The SMSA elected Supporting Member Representative may identify a temporary Proxy,
170 using the SMSA Temporary Proxy form, to vote on SMSA business items. The
171 temporary proxy must be a SMSA Supporting Member in good standing and be

172 approved in advance by the SMSA Chairperson.
173 The SMSA elected Individual Member Representative may identify a temporary Proxy,
174 using the SMSA Temporary Proxy form, to vote on SMSA business items. The
175 temporary proxy must be a SMSA Individual Member in good standing and be approved
176 in advance by the SMSA Chairperson.

177 **Section 8. Business Matters**

178 SMSA members have the privilege to vote on the following business matters:

- 179 • Approval of the Annual Budget.
- 180 • Approval of the 1-Year Work Plan.
- 181 • Approval of bylaws.
- 182 • Election of the Executive Committee Chairperson.
- 183 • Election of Regional, At-Large, Supporting and Individual member
184 representatives to serve on the Executive Committee.
- 185 • Recall of the Chairperson and Executive Committee members.
- 186 • Commitment of additional SMSA funds for projects not included in the annual
187 operating budget.

188 **Section 9. Voting Quorum**

189 A quorum for voting requires a simple majority of the eligible SMSA Members'
190 Designated Representatives.

191 Votes may be cast as a paper ballot, by verbal response or electronically according to
192 the process established by the Executive Committee.

193

194 **ARTICLE V**

195 **Meeting of Members**

196 **Section 1. Quorum**

197 The presence of a majority of the voting Designated Representatives shall constitute a
198 quorum for the transaction of business. If a quorum is not established, no business
199 shall be conducted.

200 **a. Definition of Presence**

201 “Presence” shall be defined as physical or virtual, as deemed appropriate for the
202 specific meeting nature and venue.

203 Meetings shall be presided over by the Chairperson. In his/her absence, successions
204 shall be Vice-Chair, Secretary and Treasurer, respectively. The Secretary or a
205 delegate acting in his/her behalf shall keep the minutes of such meeting.

206 **Section 2. Business Meeting**

207 The SMSA shall have a minimum of one Members’ Business Meeting per year to
208 conduct the business of the SMSA. The Executive Committee shall determine the
209 date, time and location.

210 **Section 3. Notice of Meeting**

211 The Executive Committee shall notify its Members of the Annual Members’ Business
212 Meeting a minimum of ninety days prior to the date of the meeting. The meeting notice
213 shall include:

- 214
 - Date

- 215 • Time
- 216 • Location
- 217 • Agenda

218 **Section 4. Special Meetings**

219 Special meetings of the SMSA may be called by the Executive Committee by providing
220 notice to the Members identifying:

- 221 • Reason for the special meeting
- 222 • Date
- 223 • Time
- 224 • Location
- 225 • Agenda

226 A quorum must be established prior to conducting a special meeting. To ensure a
227 quorum will be present, the Designated Representatives shall confirm their attendance
228 with the Executive Committee Secretary a minimum of 15 business days prior to
229 proposed meeting date.

230 **Section 5. Petitioned Meeting**

231 Members may petition to hold a special meeting by obtaining the names and signatures
232 of a simple majority of Designated Representatives. The petition shall be in writing and
233 include:

- 234 • Reason for the special meeting
- 235 • Date
- 236 • Time

- 237 • Location
- 238 • Agenda
- 239 • Name of Member
- 240 • Name of Designated Representative
- 241 • Signature of the Designated Representative
- 242 • Date the petition was signed by Designated Representative

243 The petition shall be received by the SMSA Executive Committee a minimum of forty-
244 five days prior to the proposed meeting date.

245 A quorum must be established prior to conducting a petitioned meeting. To ensure a
246 quorum will be present, the Designated Representatives shall confirm their attendance
247 with the Executive Committee Secretary a minimum of 15 business days prior to the
248 proposed meeting date.

249 **Section 6. Action Without Meeting**

250 Action may be taken without a meeting through petition. For the action to pass, a
251 simple majority of the Designated Representatives shall vote in favor of the action. The
252 originators of the petition shall identify to the Executive Committee how the petition shall
253 be circulated and how the signatures shall be verified prior to distributing the petition.

254 The petition shall include:

- 255 • Reason for the action
- 256 • Action being sought
- 257 • A deadline for signing the petition
- 258 • Full disclosure to the signing parties to what they are agreeing by signing
- 259 • Printed or typed name of person signing

260 • Original signature of the Designated Representative (scans or FAX copies of
261 original signatures may be acceptable; electronic signatures will not be accepted)

262 • Date the signature was affixed to the petition

263 All petitions shall be submitted to the Executive Committee Chairperson within ten
264 business days of the identified petition end date. After verification of all petition
265 information, the Executive Committee will implement the action(s) passed through the
266 petition process.

267 **ARTICLE VI**

268 **The Executive Committee**

269 **Section 1. Number and Composition**

270 The SMSA Executive Committee shall have nine voting members. All individuals
271 nominated for and elected to the Executive Committee shall be Designated
272 Representatives of Members in good standing. The SMSA Executive Committee will
273 be comprised of:

274 • One Chairperson

275 • Three Regional State Member Representatives, one from each of the three
276 regions (East, Central and West). In the event that no State Member Designated
277 Representatives from a specified region are willing to run for election, the
278 Executive Committee may facilitate an election for an additional At-Large
279 Representative.

280 • Three At-large State Member Representatives, from State Members of any

- 281 region
- 282 • One Supporting Member Designated Representative from the collective body of
 - 283 Supporting Members
 - 284 • One Individual Designated Representative from the collective body of Individual
 - 285 Members

286 **Section 2. Chairperson**

287 The Chairperson shall be elected by the voting representatives in even-numbered
288 calendar years. Only Designated Representatives from State Members in good
289 standing are eligible for election to the office of Chairperson of the SMSA Executive
290 Committee.

291 State Member Designated Representatives interested in running for Chairperson shall
292 give written notice of intent to run to all SMSA Members by June 1 of election years
293 (even numbered years). This notice of intent to run shall include:

- 294 • Candidate's name
- 295 • State Member's name
- 296 • Candidate's qualifications

297 The Chairperson is limited to two consecutive terms. The incumbent Chairperson will
298 give notice of intent to run for re-election to the SMSA Members by June 1 of each even
299 numbered year.

300 When a vacant position on the Executive Committee is created by the election of the
301 Chairperson, that vacancy shall be filled during an election by the Designated
302 Representatives, as appropriate for that vacant position.

303 The Chairperson of the Executive Committee shall preside over all the affairs of the

304 SMSA and its officers and shall perform all the duties identified by herein the SMSA
305 Bylaws and such further duties as may, from time to time, be required.

306 Chairperson duties include:

- 307 • Calling and presiding over Executive Committee and Annual Member's Business
308 meetings
- 309 • Formulating and promoting SMSA motorcycle safety and operation policies
- 310 • Overseeing and administering the SMSA five-year strategic plan and annual
311 work plan
- 312 • Representing or delegating a representative for the SMSA at motorcycle safety
313 events, conferences and meetings with federal and state agencies
- 314 • Testifying or delegating an SMSA representative for the purpose of testifying, as
315 required, on motorcycle safety issues, national policy and standards
- 316 • Ensuring the fiscal stability of the SMSA by working with the SMSA Treasurer
317 and Executive Committee to develop realistic annual budgets
- 318 • Having signature authority for the SMSA

319 The Chairperson shall not have the authority to enter into contractual agreements that
320 financially obligate the SMSA without the formal approval of the Executive Committee.

321 **a. Ex Officio**

322 The most current past Chairperson may continue to serve on the Executive Committee
323 as an ex officio member. The ex officio member position is optional and voluntary for
324 the past Chairperson. Ex officio members may participate in discussions but may not
325 make formal motions or vote on Executive Committee business. The SMSA is not
326 obligated to provide financial assistance for the ex officio to attend business meetings

327 and/or conferences.

328 **Section 3. Regional State Representatives**

329 The Executive Committee shall have three Regional State Representatives, one from
330 each of the three regions (East, Central and West). Only Designated Representatives
331 from State Members in good standing are eligible for election to serve as Regional
332 Representatives.

333 Regional State Representatives shall be elected in even-numbered years. Terms are
334 for two years Regional State Representatives are limited to three consecutive terms.

335 If a Regional Representative vacates his or her seat, the Executive Committee will
336 facilitate an election within that region to elect a new Regional Representative within
337 sixty days of the vacancy. The new Regional Representative will serve the remaining
338 term of the vacated seat.

339 If none of the State Member Designated Representatives from a specified region are
340 willing to run for election, the Executive Committee may facilitate an election among all
341 regions to elect an additional At-Large Representative.

342 **Section 4. At-large State Representatives**

343 The Executive Committee shall have three At-large State Representatives from any of
344 the three regions (East, Central and West). Only Designated Representatives from
345 State Members in good standing are eligible for election to serve as At-large
346 Representatives.

347 At-large State Representatives shall be elected in odd-numbered years. Terms are for
348 two years. At-large State Representatives are limited to three consecutive terms.

349 If an At-large Representative vacates his or her seat, the Executive Committee will
350 facilitate an election among all regions to elect a new At-large Representative within
351 sixty days of the vacancy. The new At-Large Representative will serve the remaining
352 term of the vacated seat.

353 **Section 5. Supporting Member Representative**

354 Supporting Members shall elect one person as their Designated Representative who will
355 vote on behalf of all Supporting Members and serve on the SMSA Executive
356 Committee. The Supporting Member Representative shall be elected in odd-numbered
357 years and shall serve a two-year term. The Supporting Member Representative is
358 limited to three consecutive terms.

359 If the Supporting Member Representative vacates his or her seat, the Executive
360 Committee will facilitate an election among Supporting Members to elect a new
361 Supporting Member Representative within sixty days of the vacancy. The new
362 Supporting Member Representative will serve the remaining term of the vacated seat.

363 **Section 6. Individual Member Representative**

364 Individual Members shall elect one person as their Designated Representative who will
365 vote on behalf of all Individual Members and serve on the SMSA Executive Committee.
366 The Individual Member Representative shall be elected in even-numbered years and
367 shall serve a two-year term. The Individual Member Representative is limited to three
368 consecutive terms.

369 If the Individual Member Representative vacates his or her seat, the Executive
370 Committee will facilitate an election among Individual Members to elect a new Individual

371 Member Representative within sixty days of the vacancy. The new Individual Member
372 Representative will serve the remaining term of the vacated seat.

373 **Section 7. Executive Committee Meetings**

374 The Executive Committee shall hold meetings to conduct SMSA business. Meetings of
375 the Executive Committee may be called by the Chairperson or by a simple majority of
376 the members of the Executive Committee and may be conducted face-to-face, via
377 teleconference, and/or other appropriate meeting formats.

378 Notice stating the time and place of any Executive Committee meeting, except
379 Annual Members' Business Meeting, shall be given at least thirty days prior to the date
380 of the meeting. A majority of the Committee shall constitute a quorum. Each

381 Executive

382 Committee member shall have one vote, with the exception of the ex officio member
383 who does not have voting privileges.

384 **Section 8. Powers of the Executive Committee**

385 The Executive Committee shall manage the affairs of the SMSA consistent with the law,
386 the Articles of Incorporation, and the Bylaws. Powers include, but are not limited to:

- 387 • Establish the fiscal year
- 388 • Initiating and administering all matters involving policies, programs, transactions
389 and contractual obligations
- 390 • Guiding and counseling the officers of the SMSA in the fulfillment of their
391 responsibilities
- 392 • Evaluating the needs of the SMSA and implement programs to meet them

- 393 • Determining persons authorized to sign checks, drafts, or other orders for the
 - 394 payment of money in the name of the SMSA
 - 395 • Reviewing and approving periodic statements of fiscal operations
 - 396 • Electing the Vice-Chairperson, Secretary, and Treasurer
 - 397 • Determining duties and compensation of offices of Chairperson, Vice-
 - 398 Chairperson, Secretary, and Treasurer
 - 399 • Establishing, changing the membership of, and discontinuing committees
 - 400 • Facilitating elections for filling Executive Committee Representative vacancies
- 401 The Executive Committee may enter into agreements with organizations or individuals
- 402 to assist the Committee in managing the affairs of the SMSA and to complete projects in
- 403 the approved work plans. The Executive Committee may not relinquish to any
- 404 organization or individual its authority and responsibility to control and manage the
- 405 affairs of the SMSA. The Executive Committee members are duty-bound to oversee and
- 406 supervise their area of responsibilities as discharged by any organization or individual
- 407 with which SMSA has entered into an agreement.

408 **ARTICLE VII**

409 **Executive Committee Officers and Duties**

410 **Section 1. General**

411 The officers of the SMSA shall be a Chairperson, a Vice-Chairperson, a Secretary and a

412 Treasurer of the Executive Committee. The Chairperson is elected in accordance with

413 the provisions of ARTICLE VI, Section 2. The Executive Committee shall elect one of

414 its members to be the Vice-Chairperson, one to be Secretary, and one to be Treasurer
415 by the affirmative vote of a simple majority.

416 A Representative's officer title and duties may be removed at any time by the affirmative
417 vote of two-thirds of the members of the Executive Committee. That individual may
418 continue to serve on the Executive Committee unless action is taken pursuant to Article
419 III, Section 5.

420 **Section 2. Vice-Chairperson**

421 Upon absence, disability, or resignation of the Chairperson, the Vice-Chairperson shall
422 immediately assume the office and all responsibilities of the Chairperson.

423 The SMSA Vice-Chairperson shall be responsible for overseeing and managing all
424 active SMSA business contracts and perform such other duties as may be assigned by
425 the Chairperson or the Executive Committee and all duties usually incident to the office
426 of Vice Chairperson.

427 Only Designated Representatives from State Members in good standing are eligible for
428 election to the office of Vice-Chairperson of the SMSA Executive Committee.

429 **Section 3. Secretary**

430 The SMSA Executive Committee Secretary shall:

- 431 • Publish all required notices and keep the minutes of SMSA meetings
- 432 • Keep attendance at all such meetings
- 433 • Maintain the official records of the SMSA
- 434 • Be responsible for keeping an accurate, up-to-date list of all members of the
435 SMSA

- 436 • Keep safe and maintain the Corporate Seal and the Bylaws of the SMSA
- 437 • Perform such other duties as may be assigned by the Chairperson or the
- 438 Executive Committee and all duties usually incident to the office of Secretary
- 439 • Maintain a list of annual deliverables and tasks that shall be completed by the
- 440 SMSA Executive Committee and provide periodic status reports

441 Upon absence, disability, or resignation of the Chairperson, where the Vice-Chairperson
442 is not able to assume the duties of the Chairperson, the Secretary shall immediately
443 assume the office and all responsibilities of the Chairperson.

444 Upon approval of the Executive Committee, selected duties of the Secretary may be
445 fulfilled by specifically appointed organizations or individuals. The Secretary shall
446 maintain direct supervision of all delegated tasks.

447 Only Designated Representatives from State Members in good standing are eligible for
448 election to the office of Secretary of the SMSA Executive Committee.

449 **Section 4. Treasurer**

450 The SMSA Executive Committee Treasurer shall:

- 451 • Keep and maintain the financial records of the SMSA
- 452 • Collect all dues
- 453 • Receive and have charge of all moneys, bills, notes and similar property
- 454 belonging to the SMSA
- 455 • Keep such financial accounts as may be required by the Executive Committee
- 456 • Present reports of the finances of the SMSA at annual meetings and at any other
- 457 time the Executive Committee may direct
- 458 • Co-sign checks when necessary

459 • Arrange annual audits, reviews, tax preparations and required filings
460 • Ensure sound business practices are established and followed to ensure the
461 future financial solvency of the SMSA
462 • Perform such other duties as may be assigned by the Chairperson or the
463 Executive Committee and all duties usually incident to the office of Treasurer
464 Upon absence, disability, or resignation of the Chairperson, where the Vice-Chairperson
465 or Secretary is not able to assume the duties of the Chairperson, the Treasurer shall
466 immediately assume the office and all responsibilities of the Chairperson.
467 Upon approval of the Executive Committee, selected duties of the Treasurer may be
468 fulfilled by specifically appointed organizations or individuals. The Treasurer shall
469 maintain direct supervision of all delegated tasks.
470 Only Designated Representatives from State Members in good standing are eligible for
471 election to the office of Treasurer of the SMSA Executive Committee.

472 **Section 5. Bonds**

473 The members of the SMSA Executive Committee shall be bonded for the faithful
474 performance of duties. The cost shall be paid by the SMSA.

475

476

ARTICLE VIII

477

Notice

478 Wherever in these Bylaws notice is required to be given, such notice shall be deemed to
479 have been delivered and received if addressed to the Member or Member's Designated

480 Voting Representative, as the case may be, at the address as it appears on the records
481 of the SMSA.

482 **ARTICLE IX**

483 **Dissolution**

484 Upon the dissolution of the SMSA, any assets not otherwise provided for by law shall be
485 liquidated and used to cover any outstanding debts or be distributed to any one or more
486 nonprofit organizations as selected by the SMSA Executive Committee.

487 **ARTICLE X**

488 **Amendments**

489 These Bylaws may be altered, amended, added to or repealed, and new Bylaws
490 adopted by the affirmative vote of a simple majority of voting Designated
491 Representatives. The voting Designated Representatives shall receive thirty days'
492 notice of the intention to so alter, amend, add to or repeal, or to adopt new Bylaws.

493 **ARTICLE XI**

494 **Fiscal Management**

495 **Section 1. Fiscal Year**

496 The SMSA's fiscal year shall begin January 1 of each year and end December 31 of
497 each year.

498 **Section 2. Annual Budget**

499 The Executive Committee shall prepare, distribute and receive approval of an annual
500 budget for the upcoming fiscal year by December 1 of each year. The annual budget
501 shall be based on projected income, operational costs and projects to be completed
502 from SMSA's Annual Work Plan. The Executive Committee may not develop an annual
503 budget or commit funds to projects or activities that could endanger the financial
504 solvency of SMSA. This budget shall be approved by a simple majority of the eligible
505 Designated Representatives.

506 **Section 3. Annual Financial Report**

507 The SMSA Executive Committee shall distribute to the SMSA Membership an Annual
508 Financial Report by March 1 of the following year. The Annual Financial Report shall
509 provide a detailed description of SMSA's previous year's income and expenditures.

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511 These are the most current Bylaws of the NATIONAL ASSOCIATION OF STATE
512 MOTORCYCLE SAFETY ADMINISTRATORS effective October 1, 2016.