

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 aims to support state administered
10 motorcycle safety programs by:

- 11
- 12 • Influencing national policy and standards for motorcycle safety and education
 - 13 • Developing national standards for motorcycle safety education and program
14 assessment
 - 15 • Developing national standards for motorcycle safety instructor qualifications and
16 training
 - 17 • Fostering communication, collaboration and partnerships
 - 18 • Supporting research, data collection and data sharing
 - 19 • Promoting the identification and adoption of best practices

- Providing guidance on adoption and administration of policy and standards

ARTICLE III

Membership

Section 1. General

The SMSA shall have three levels of membership: State; Supporting; and Individual. Acceptance of a membership shall not imply or bind the SMSA to support the philosophies or policies of any Member. A member may not use the SMSA's name or logo to promote a Member's business activity without expressed written approval from the SMSA Executive Committee.

Section 2. Member Categories

a. State Member

Each applicant for State Member shall be the state agency or agencies designated by a State to administer and manage its motorcycle safety program or components of that State's program. State Members shall also include the five branches of the United States military.

Each State Member shall designate an individual to serve as its SMSA representative for the purpose of receiving notices and otherwise acting on behalf of the State Member in the conduct of SMSA business.

b. Supporting Member

Each applicant for Supporting Member shall be an incorporated business, a national association, installation of the US military or an organization that actively and

41 continuously supports the reduction of injuries and fatalities associated with motorcycle
42 crashes and promotes responsible motorcycle operation.

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

46 **c. Individual Member**

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

50 **Section 3. Application for Membership**

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

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

58 **Section 4. Annual Membership Dues**

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

63 30 business days for comment.

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

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

72 **Section 5. Termination of Membership**

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

78 The SMSA Executive Committee may revoke a State, Supporting or Individual
79 membership for violation of the SMSA Bylaws, Policies or Mission.

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

83 Upon resignation or revocation of membership, such Member shall have no right or
84 interest in any property or assets of the SMSA and shall not be entitled to any refund of
85 dues. Members whose membership has been revoked may reapply for SMSA

86 membership after six months of providing evidence and demonstrating that the grounds
87 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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ARTICLE IV

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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.

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195 **ARTICLE V**

196 **Meeting of Members**

197 **Section 1. Business Meeting**

198 The SMSA shall have a minimum of one Members' Business Meeting per year to
199 conduct the business of the SMSA. The Executive Committee shall determine the date,
200 time and location.

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

204 **Section 2. Notice of Meeting**

205 The Executive Committee shall notify its Members of the Annual Members' Business
206 Meeting a minimum of ninety days prior to the date of the meeting. The meeting notice
207 shall include:

- 208 • Date
- 209 • Time
- 210 • Location

212 **Section 3. Quorum**

213 The presence of a majority of the voting Designated Representatives shall constitute a
214 quorum for the transaction of business. If a quorum is not established, no business
215 shall be conducted; however, the meeting may proceed in an unofficial status for
216 informational and discussion purposes only.

217 **a. Definition of Presence**

218 “Presence” shall be defined as active physical or virtual participation, as deemed
219 appropriate for the specific nature and venue of the meeting. Allowable presence to be
220 determined and communicated in advance by the Chairperson.

221 **Section 4. Special Meetings**

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

- 224 • Reason for the special meeting
- 225 • Date
- 226 • Time
- 227 • Location

228 **Section 5. Petitioned Meeting**

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

- 232 • Reason for the special meeting
- 233 • Date

- 234 • Time
- 235 • Location
- 236 • Name of Member Requesting the Meeting
- 237 • Names of Designated Representative
- 238 • Signatures and Dates by which Designated Representatives signed the petition

239 Upon receipt of the petition, the SMSA Executive Committee shall have forty-five days
240 to schedule and hold a petitioned meeting.

241 **Section 6. Circulation of a Petition**

242 All petitions shall be submitted to the Executive Committee Chairperson. The Chair shall
243 have ten business days to verify petition information and initiate the action(s) to conduct
244 a petitioned meeting.

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ARTICLE VI

247

The Executive Committee

248 **Section 1. Number and Composition**

249 The SMSA Executive Committee shall have nine voting members. All individuals
250 nominated for and elected to the Executive Committee shall be Designated
251 Representatives of Members in good standing. The SMSA Executive Committee will
252 be comprised of:

- 253 • One Chairperson
- 254 • Three Regional State Member Representatives, one from each of the three

255 regions (East, Central and West). In the event that no State Member Designated
256 Representatives from a specified region are willing to run for election, the
257 Executive Committee may facilitate an election for an additional At-Large
258 Representative.

- 259 • Three At-large State Member Representatives, from State Members of any
260 region
- 261 • One Supporting Member Designated Representative from the collective body of
262 Supporting Members
- 263 • One Individual Designated Representative from the collective body of Individual
264 Members

265 **Section 2. Chairperson**

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

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

- 273 • Candidate's name
- 274 • State Member's name
- 275 • Candidate's qualifications

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

278 numbered year.

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

282 The Chairperson of the Executive Committee shall preside over all the affairs of the
283 SMSA and its officers and shall perform all the duties identified by herein the SMSA
284 Bylaws and such further duties as may, from time to time, be required.

285 Chairperson duties include:

- 286 • Calling and presiding over Executive Committee and Annual Member's Business
287 meetings
- 288 • Formulating and promoting SMSA motorcycle safety and operation policies
- 289 • Overseeing and administering the SMSA five-year strategic plan and annual
290 work plan
- 291 • Representing or delegating a representative for the SMSA at motorcycle safety
292 events, conferences and meetings with federal and state agencies
- 293 • Testifying or delegating an SMSA representative for the purpose of testifying, as
294 required, on motorcycle safety issues, national policy and standards
- 295 • Ensuring the fiscal stability of the SMSA by working with the SMSA Treasurer
296 and Executive Committee to develop realistic annual budgets
- 297 • Having signature authority for the SMSA

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

300 **a. Ex Officio**

301 The most current past Chairperson may continue to serve on the Executive Committee
302 as an ex officio member. The ex officio member position is optional and voluntary for
303 the past Chairperson. Ex officio members may participate in discussions but may not
304 make formal motions or vote on Executive Committee business. The SMSA is not
305 obligated to provide financial assistance for the ex officio to attend business meetings
306 and/or conferences.

307 **Section 3. Regional State Representatives**

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

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

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

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

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

322 The Executive Committee shall have three At-large State Representatives from any of

323 the three regions (East, Central and West). Only Designated Representatives from
324 State Members in good standing are eligible for election to serve as At-large
325 Representatives.

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

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

332 **Section 5. Supporting Member Representative**

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

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

342 **Section 6. Individual Member Representative**

343 Individual Members shall elect one person as their Designated Representative who will
344 vote on behalf of all Individual Members and serve on the SMSA Executive Committee.

345 The Individual Member Representative shall be elected in even-numbered years and
346 shall serve a two-year term. The Individual Member Representative is limited to three
347 consecutive terms.

348 If the Individual Member Representative vacates his or her seat, the Executive
349 Committee will facilitate an election among Individual Members to elect a new Individual
350 Member Representative within sixty days of the vacancy. The new Individual Member
351 Representative will serve the remaining term of the vacated seat.

352 **Section 7. Executive Committee Meetings**

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

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

360 Executive

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

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

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

- 366 • Establish the fiscal year

- 367 • Initiating and administering all matters involving policies, programs, transactions
 - 368 and contractual obligations
 - 369 • Guiding and counseling the officers of the SMSA in the fulfillment of their
 - 370 responsibilities
 - 371 • Evaluating the needs of the SMSA and implement programs to meet them
 - 372 • Determining persons authorized to sign checks, drafts, or other orders for the
 - 373 payment of money in the name of the SMSA
 - 374 • Reviewing and approving periodic statements of fiscal operations
 - 375 • Electing the Vice-Chairperson, Secretary, and Treasurer
 - 376 • Determining duties and compensation of offices of Chairperson, Vice-
 - 377 Chairperson, Secretary, and Treasurer
 - 378 • Establishing, changing the membership of, and discontinuing committees
 - 379 • Facilitating elections for filling Executive Committee Representative vacancies
- 380 The Executive Committee may enter into agreements with organizations or individuals
- 381 to assist the Committee in managing the affairs of the SMSA and to complete projects in
- 382 the approved work plans. The Executive Committee may not relinquish to any
- 383 organization or individual its authority and responsibility to control and manage the
- 384 affairs of the SMSA. The Executive Committee members are duty-bound to oversee and
- 385 supervise their area of responsibilities as discharged by any organization or individual
- 386 with which SMSA has entered into an agreement.

387 **ARTICLE VII**

388 **Executive Committee Officers and Duties**

389 **Section 1. General**

390 The officers of the SMSA shall be a Chairperson, a Vice-Chairperson, a Secretary and a
391 Treasurer of the Executive Committee. The Chairperson is elected in accordance with
392 the provisions of ARTICLE VI, Section 2. The Executive Committee shall elect one of
393 its members to be the Vice-Chairperson, one to be Secretary, and one to be Treasurer
394 by the affirmative vote of a simple majority.

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

399 **Section 2. Vice-Chairperson**

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

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

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

408 **Section 3. Secretary**

409 The SMSA Executive Committee Secretary shall:

- 410
 - Publish all required notices and keep the minutes of SMSA meetings

- 411 • Keep attendance at all such meetings
- 412 • Maintain the official records of the SMSA
- 413 • Be responsible for keeping an accurate, up-to-date list of all members of the
- 414 SMSA
- 415 • Keep safe and maintain the Corporate Seal and the Bylaws of the SMSA
- 416 • Perform such other duties as may be assigned by the Chairperson or the
- 417 Executive Committee and all duties usually incident to the office of Secretary
- 418 • Maintain a list of annual deliverables and tasks that shall be completed by the
- 419 SMSA Executive Committee and provide periodic status reports

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

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

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

428 **Section 4. Treasurer**

429 The SMSA Executive Committee Treasurer shall:

- 430 • Keep and maintain the financial records of the SMSA
- 431 • Collect all dues
- 432 • Receive and have charge of all moneys, bills, notes and similar property
- 433 belonging to the SMSA

- 434 • Keep such financial accounts as may be required by the Executive Committee
 - 435 • Present reports of the finances of the SMSA at annual meetings and at any other
 - 436 time the Executive Committee may direct
 - 437 • Co-sign checks when necessary
 - 438 • Arrange annual audits, reviews, tax preparations and required filings
 - 439 • Ensure sound business practices are established and followed to ensure the
 - 440 future financial solvency of the SMSA
 - 441 • Perform such other duties as may be assigned by the Chairperson or the
 - 442 Executive Committee and all duties usually incident to the office of Treasurer
- 443 Upon absence, disability, or resignation of the Chairperson, where the Vice-Chairperson
- 444 or Secretary is not able to assume the duties of the Chairperson, the Treasurer shall
- 445 immediately assume the office and all responsibilities of the Chairperson.
- 446 Upon approval of the Executive Committee, selected duties of the Treasurer may be
- 447 fulfilled by specifically appointed organizations or individuals. The Treasurer shall
- 448 maintain direct supervision of all delegated tasks.
- 449 Only Designated Representatives from State Members in good standing are eligible for
- 450 election to the office of Treasurer of the SMSA Executive Committee.

451 **Section 5. Bonds**

452 The members of the SMSA Executive Committee shall be bonded for the faithful

453 performance of duties. The cost shall be paid by the SMSA.

454

455 **ARTICLE VIII**

Notice

456

457 Wherever in these Bylaws notice is required to be given, such notice shall be deemed to
458 have been delivered and received if addressed to the Member or Member's Designated
459 Voting Representative, as the case may be, at the address as it appears on the records
460 of the SMSA.

ARTICLE IX

461

Dissolution

462

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

ARTICLE X

466

Amendments

467

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

ARTICLE XI

472

Fiscal Management

473

474 **Section 1. Fiscal Year**

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

477 **Section 2. Annual Budget**

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

485 **Section 3. Annual Financial Report**

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

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490 These are the most current Bylaws of the NATIONAL ASSOCIATION OF STATE
491 MOTORCYCLE SAFETY ADMINISTRATORS effective September 27, 2017.