

1 **BYLAWS**

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3 **ARTICLE I**

4 **Name of Association**

5 The name of the organization is the State Motorcycle Safety Association (SMSA) and in  
6 these bylaws referred to as the Association.

7 **ARTICLE II**

8 **Purposes of the Association**

9 The SMSA is a 501(c)(3) nonprofit organization that is dedicated to serving the needs  
10 and interests of motorcycle safety programs by advocating motorcycle safety and  
11 fostering the exchange of ideas and resources to promote safe and responsible  
12 motorcycle riding to reduce motorcyclist crashes, injuries and fatalities. See the SMSA  
13 Strategic Plan for more information on the purpose, mission, vision and goals of the  
14 Association.

# 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 designated voter 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 continuously supports the reduction of injuries and fatalities associated with motorcycle

36 crashes and promotes responsible motorcycle operation.  
37 Each Supporting Member shall designate an individual to serve as its SMSA designated  
38 voter for the purpose of receiving notices and otherwise acting on behalf of the  
39 Supporting Member.

40 **c. Individual Member**

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

44 **Section 3. Application for Membership**

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

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

52 **Section 4. Annual Membership Dues**

53 All SMSA members shall pay annual dues. The amount of the annual membership dues  
54 shall be determined by the SMSA Executive Committee and may not be amended more  
55 than once in a two-year period. The SMSA Executive Committee shall provide notice to  
56 the Members of any impending revision to the annual dues and provide a minimum of 30  
57 business days for comment.

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

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

## 66 **Section 5. Termination of Membership**

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

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

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

77 Upon resignation or revocation of membership, such Member shall have no right or  
78 interest in any property or assets of the SMSA and shall not be entitled to any refund of  
79 dues. Members whose membership has been revoked may reapply for SMSA  
80 membership after six months of providing evidence and demonstrating that the grounds

81 for termination have been rectified.

82 **a. Hearings**

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

86 **Section 6. Membership Classifications**

87 The Executive Committee may establish or eliminate membership classifications in the  
88 best interest of the SMSA. The Executive Committee shall establish the membership  
89 dues for all new membership classifications.

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# ARTICLE IV

## Voting

### Section 1. General

SMSA Designated Voters whose annual dues have been paid in full and are considered in good standing shall have the privilege to vote on SMSA business matters. The voting process shall be determined by the Executive Committee. Specific voting privileges for each membership category are defined in Article IV, Sections 2-4.

### Section 2. State Member Designated Voter

The person assigned by the State Member to be its Designated Voter and act on its behalf in the conduct of SMSA business.

### Section 3. Supporting Member Designated Voter

The person assigned by the Supporting Member to be its Designated Voter and act on behalf of the Supporting Member in the conduct of SMSA business.

### Section 4. Individual Member Designated Voter

The collective body of Individual Members shall elect one person to serve on the Executive Committee as the Individual Member Representative and Designated Voter to act on behalf of all Individual Members in the conduct of SMSA business. The Individual Member Designated Voter shall vote for all the Individual Members.

### Section 5: Designating a Voter

#### a. State Member Designated Voter

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

All State Member Designated Voters shall be:

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

Each State Member shall submit to the SMSA Office a completed Designated Voter

118 Form containing the following information:

- 119 • Member organization or agency
- 120 • Representative's name
- 121 • Representative's title and position with or relationship to the Member's
- 122 organization
- 123 • Representative's information, including but not limited to current address, phone
- 124 number(s), and email address

125 It is the responsibility of the Member to maintain a current Designated Voter Form with  
126 the SMSA. Votes cast by persons other than those listed as current Designated Voters  
127 shall not be counted.

128 Only the current Designated Voter of each State Member is eligible for nomination and  
129 election to the Executive Committee as Regional Representatives, Members-at-Large or  
130 Chairperson.

131 State Members may change their Designated Voter by submitting a new Designated  
132 Voter Form to the SMSA Office. New or revised Designated Voter Forms must be  
133 submitted to the SMSA Office at least one week prior to any meeting where SMSA  
134 business will be conducted.

135 **b. Supporting Member Designated Voter**

136 Each Supporting Member shall elect one person to serve as their Designated Voter to  
137 act on their behalf in the conduct of SMSA business.

138 The Supporting Member Designated Voter shall be:

- 139 • Employed by or under contract with the current Supporting Member
- 140 • An active participant with specific responsibilities in the Member's
- 141 safety program or activities

142 Each Supporting Member shall submit to the SMSA Office a completed Designated  
143 Voter Form containing the following information:

- 144 • Member organization or agency
- 145 • Representative's name
- 146 • Representative's title and position with or relationship to the Member's
- 147 organization

148 • Representative's information, including but not limited to current address, phone  
149 number(s), and email address

150 It is the responsibility of the Member to maintain a current Designated Voter Form with  
151 the SMSA. Votes cast by persons other than those listed as current Designated  
152 Representatives shall not be counted.

153 Supporting Members may change their Designated Voter by submitting a new  
154 Designated Voter form to the SMSA Office. New or revised Designated Voter forms must  
155 be submitted to the SMSA Office at least one week prior to any meeting where SMSA  
156 business will be conducted.

157 **c. Individual Members' Designated Voter**

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

160 The Individual Members' Designated Voter shall be:

161 • An active participant in motorcycle safety

162 Individual Members may change their Designated Voter by a simple majority vote of all  
163 Individual Members.

164 The current Designated Voter of the Individual Members will serve as the Individual  
165 Members' delegate to the Executive Committee, as outlined in Article VI.

166 **Section 6. Dual Representation**

167 No Member may represent more than one membership category as a Designated  
168 Voter. No Designated Voter shall have more than one vote.

169 **Section 7. Proxy Ballots**

170 A State Designated Voter may identify a temporary Proxy, using the SMSA Temporary  
171 Proxy form, from their State program to vote on SMSA business items.

172 A Supporting Member Designated Voter may identify a temporary Proxy from their  
173 organization to vote on SMSA business items using the SMSA Temporary Proxy form.

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

178 **Section 9. Business Matters**

179 SMSA Designated Voters have the privilege to vote on the following business matters:

- 180 • Approval of the Annual Budget.
- 181 • Approval of the 1-Year Work Plan.
- 182 • Approval of bylaw amendments.
- 183 • Approval of new and updates to SMSA Position Statements.
- 184 • Election of the Executive Committee Chairperson.
- 185 • Election of applicable representatives to serve on the Executive Committee, as
- 186 defined in Article VI.
- 187 • Recall of the Chairperson and Executive Committee members.

188 **Section 10. Voting**

189 Voting requires a simple majority vote. Votes may be cast as a paper ballot, by verbal  
190 response, or electronically according to the process established by the Executive  
191 Committee.

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# ARTICLE V

## Meeting of Members

### Section 1. Business Meeting

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

Meetings shall be presided over by the Chairperson. In their absence, successions shall be Vice-Chairperson, Secretary, then Treasurer, respectively. The Secretary or a delegate acting in their behalf shall keep meeting minutes.

### Section 2. Notice of Meeting

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

- Date
- Time
- Location

### Section 3. Special Meetings

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

- Reason for the special meeting
- Date
- Time
- Location

### Section 4. Petitioned Meeting

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

- Reason for the special meeting

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

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

### 243 **Section 5. Circulation of a Petition**

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

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# ARTICLE VI

## The Executive Committee

### Section 1. Number and Composition

The SMSA Executive Committee shall have nine members. All individuals eligible for candidacy and elected to the Executive Committee shall be representatives of the appropriate membership categories and be Members in good standing. The SMSA Executive Committee will be comprised of:

- One Chairperson
- Three Regional State Member Representatives, one from each of the three regions (East, Central, and West).
- Three At-large State Member Representatives, from State Members of any region.
- One Supporting Member Representative from the collective body of Supporting Members.
- One Individual Member Representative from the collective body of Individual Members.

### Section 2. Chairperson

The Chairperson shall be elected by Designated Voters in even numbered calendar years and shall serve a two-year term. Only the Designated Voters of members in good standing are eligible for election to the office of Chairperson of the SMSA Executive Committee.

Member Designated Voter nomination and intent to run forms shall be submitted to the SMSA Office by June 1 of election years (even numbered years). This nomination or notice of intent to run shall include:

- Candidate's name
- Member's name
- Candidate's qualifications

The Chairperson is limited to two consecutive terms. If interested, an incumbent

293 Chairperson will give notice of intent to run for re-election to the SMSA Office by June 1  
294 of each even numbered year.

295 In the event SMSA has not received notices of intent to run for the Chairperson's position  
296 by June 1 of the election year, the Executive Committee shall appoint a three-person  
297 committee to solicit qualified candidates. The special committee shall identify the  
298 qualified candidates by July 1 of the election year, and the election for the Chairperson's  
299 position shall be completed prior to the Members' Annual Business Meeting.

300 When a vacant position on the Executive Committee is created by another Executive  
301 Committee Representative being elected to Chairperson, the outgoing Chairperson shall  
302 appoint a qualified Member Designated Voter, with majority approval of the Executive  
303 Committee, to fulfill the remaining period of the vacated position within 60 days. The  
304 SMSA membership shall be notified of the appointment.

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

308 Chairperson duties include:

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

321 The Chairperson shall not have the authority to enter into contractual agreements that  
322 financially obligate the SMSA without majority approval of the Executive Committee.

323 **a. Ex Officio**

324 The most current past Chairperson may continue to serve on the Executive Committee  
325 as an ex officio member, for no more than one year, to provide continuity for the SMSA  
326 leadership. The ex officio member position is optional and voluntary for the past  
327 Chairperson. An ex officio member may participate in discussions but may not make  
328 formal motions or vote on Executive Committee business. The SMSA is not obligated to  
329 provide financial assistance for the ex officio to attend business meetings and/or  
330 conferences.

331 **Section 3. Regional State Representatives**

332 The Executive Committee shall have three Regional State Representatives, one from  
333 each of the three regions (East, Central, and West). Only Designated Voters of State  
334 Members in good standing are eligible for election to serve as Regional Representatives.  
335 Regional State Representatives shall be elected in even-numbered years.  
336 In the event that no State Member Designated Voter from a specified region is willing to  
337 run for election, the Executive Committee may facilitate an election among all regions to  
338 elect an additional At-Large Representative.

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

340 The Executive Committee shall have three At-large State Representatives from any of  
341 the three regions (East, Central, and West). Only Designated Voters of State Members in  
342 good standing are eligible for election to serve as At-large State Representatives.  
343 At-large State Representatives shall be elected in odd-numbered years.

344 **Section 5. Supporting Member Representative**

345 Supporting Members shall elect one qualified person, defined in SMSA's Policy and  
346 Procedures Manual, as their Representative to serve on the SMSA Executive  
347 Committee. Only Designated Voters of Supporting Members in good standing are  
348 eligible for election to serve as the Supporting Member Representative. The Supporting  
349 Member Representative shall be elected in odd-numbered years.

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352 **Section 6. Individual Member Representative**

353 Individual Members shall elect one qualified person, as defined in the SMSA Policy and  
354 Procedures, as their Representative who will serve on the SMSA Executive Committee  
355 and vote on behalf of all Individual Members. Only Individual Members in good standing  
356 are eligible for election to serve as the Individual Member Representative. The Individual  
357 Member Representative shall be elected in even numbered years.

358 **Section 7. Executive Committee Term Lengths and Limits**

359 Except for the Chairperson, as described in Section 2: Chairperson, Regional State  
360 Representatives, At-large State Representatives, the Supporting Member  
361 Representative, and the Individual Member Representative shall serve a two-year term.  
362 Positions are limited to three consecutive terms.

363 If, after serving three consecutive terms, no notices of intent to run are received for a  
364 given position, the Chairperson may appoint, with the majority approval of the Executive  
365 Committee, the incumbent representative to an additional two-year term. The SMSA  
366 membership shall be notified of the appointment.

367 **Section 8. Executive Committee Vacancies**

368 If an Executive Committee Member Representative vacates a position, other than as  
369 described in Section 2: Chairperson, the Executive Committee shall solicit interest from  
370 qualified Member Representatives, in good standing, and appoint an individual with  
371 majority approval of the Executive Committee, to fulfill the remaining period of that  
372 vacated position within 60 days. The SMSA membership shall be notified of the  
373 appointment. The new Member Representative will serve the remaining term of the  
374 vacated seat.

375 In the event that no State Member Representative is willing to fill a Regional State  
376 Representative vacancy, the Chairperson shall appoint, with majority approval of the  
377 Executive Committee, an additional At-large State Representative.

378 In the event the current Supporting Member Representative is no longer employed by a  
379 Supporting Member in good standing, the Chairperson shall appoint, with majority  
380 approval of the Executive Committee, a qualified Supporting Member Representative.

381 The period in which a Member Representative serves under an appointment to fill a  
382 vacancy shall not count towards term limits.

### 383 **Section 9. Executive Committee Meetings**

384 The Executive Committee shall conduct regular meetings. Meetings of the Executive  
385 Committee may be called by the Chairperson or by a majority of the members of the  
386 Executive Committee and may be conducted face-to-face, via teleconference, and/or  
387 other appropriate meeting formats.

388 A majority of the Committee shall constitute a quorum. Each Executive Committee  
389 member shall have one vote, with the exception of the ex officio member who does not  
390 have voting privileges. Voting requires a simple majority vote.

### 391 **Section 10. Powers of the Executive Committee**

392 The Executive Committee shall manage the affairs of the SMSA consistent with the law,  
393 the Articles of Incorporation, the Bylaws, and the Policy and Procedures Manual. Powers  
394 include, but are not limited to:

- 395 • Establish the fiscal year
- 396 • Initiating and administering all matters involving policies, programs, transactions,  
397 and contractual obligations
- 398 • Guiding and counseling the officers of the SMSA in the fulfillment of their  
399 responsibilities
- 400 • Evaluating the needs of the SMSA and implementing programs to meet them
- 401 • Determining persons authorized to sign checks, drafts, or other orders for the  
402 payment of money in the name of the SMSA
- 403 • Reviewing and approving periodic statements of fiscal operations
- 404 • Electing the Vice-Chairperson, Secretary, and Treasurer
- 405 • Determining duties and reimbursement of expenses of offices of Chairperson,  
406 Vice-Chairperson, Secretary, and Treasurer
- 407 • Establishing, changing the membership of, and discontinuing committees
- 408 • Approving Chairperson appointments for filling Executive Committee member  
409 vacancies

- 410 • Approving commitment of additional SMSA funds for projects, activities, or  
411 services not included in the annual operating budget.

412 The Executive Committee may enter into agreements with organizations or individuals  
413 to assist the Committee in managing the affairs of the SMSA and to complete projects in  
414 the approved work plans. The Executive Committee may not relinquish its authority and  
415 responsibility to control and manage the affairs of the SMSA to any organization or  
416 individual.

417 The Executive Committee members are duty-bound to oversee and supervise their area  
418 of responsibilities as discharged by any organization or individual with which SMSA has  
419 entered into an agreement.

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# ARTICLE VII

## Executive Committee Officers and Duties

### Section 1. General

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

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

### Section 2. Vice-Chairperson

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

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

Only Designated Voters with a membership in good standing are eligible for the office of Vice-Chairperson of the SMSA Executive Committee.

### Section 3. Secretary

The SMSA Executive Committee Secretary shall:

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

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

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

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

471 Only Designated Voters with a membership in good standing are eligible for the office of  
472 Secretary of the SMSA Executive Committee.

#### 473 **Section 4. Treasurer**

474 The SMSA Executive Committee Treasurer shall:

- 475 • Keep and maintain the financial records of the SMSA
- 476 • Collect all dues
- 477 • Receive and have charge of all moneys, bills, notes and similar property
- 478 belonging to the SMSA
- 479 • Keep such financial accounts as may be required by the Executive Committee
- 480 • Present reports of the finances of the SMSA at annual meetings and at any other
- 481 time the Executive Committee may direct
- 482 • Co-sign checks when necessary
- 483 • Arrange annual audits, reviews, tax preparations and required filings
- 484 • Ensure sound business practices are established and followed to ensure the
- 485 future financial solvency of the SMSA
- 486 • Perform such other duties as may be assigned by the Chairperson or the
- 487 Executive Committee and all duties usually incident to the office of Treasurer

488 Upon absence, disability, or resignation of the Chairperson, where the Vice-Chairperson  
489 or Secretary is not able to assume the duties of the Chairperson, the Treasurer shall

490 immediately assume the office and all responsibilities of the Chairperson.  
491 Upon approval of the Executive Committee, selected duties of the Treasurer may be  
492 fulfilled by specifically appointed organizations or individuals. The Treasurer shall  
493 maintain direct supervision of all delegated tasks.  
494 Only Designated Voters with a membership in good standing are eligible for the office of  
495 Treasurer of the SMSA Executive Committee.

## 496 **Section 5. Bonds**

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

# 499 **ARTICLE VIII**

## 500 **Notice**

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

# 505 **ARTICLE IX**

## 506 **Dissolution**

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

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## **ARTICLE X**

### **Amendments**

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

## **ARTICLE XI**

### **Fiscal Management**

#### **Section 1. Fiscal Year**

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

#### **Section 2. Annual Budget**

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

531 **Section 3. Annual Financial Report**

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

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536 These are the most current Bylaws of the STATE MOTORCYCLE SAFETY  
537 ASSOCIATION (SMSA) effective September 10, 2025.