

MARCH 25, 2026
MAILOUT TO ALL CLUBS

DESCRIPTION	REPLY	DEADLINE
Lotto Ticket Returns	YES	April 13, 2026
Delegate Registration Form	YES	April 15, 2026
Proxy Form	YES	April 15, 2026
AGM Agenda		
Annual General Meeting Notice		
Proposed Trail Permit Pricing		
Proposed Budget 2026-2027		
Notice of Election		
Proposed By-Law Amendments		

To: SMNB Member Clubs
Re: Lottery Tickets
Lottery Policy ADM-005

The draw date of the 2026 Lottery will be April 26, 2026 (AGM). Therefore, you are required to return all of your sold tickets to the SMNB Office **no later than APRIL 13, 2026.**

Please see the Lottery Policy ADM-005 for details.

Please direct any questions to your Zone Director.

Aux: Clubs membres de la SMNB
Obj: Billets de loterie
Politique de Loterie – ADM-005

La date du tirage de la loterie 2026 sera le 26 avril, 2026 (AGA). Par conséquent, vous êtes requis de renvoyer tous vos billets vendus au bureau de SMNB **pas plus tard que le 13 AVRIL, 2026.**

Veillez voir la politique ADM-005 de loterie pour les détails.

Veillez diriger toutes questions vers votre directeur de zone.

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CORPORATE PARTNERS FOR 2025-2026

ENTREPRISES PARTENAIRES 2025-2026



**2026 Lotto Tickets
Billets de Loterie 2026**

**Return Deadline : April 13, 2026
Date Limite : 13 avril, 2026**

Club # : _____ Club Name / Nom : _____

REMOVE STAPLES PLEASE.

Returning _____ sold tickets.

Retourne _____ billets vendus.

Signature

SMNB PROXY VOTING FORM

THIS FORM MUST BE SUBMITTED TO THE SMNB OFFICE NO LATER THAN MIDNIGHT, APRIL 15, 2026, AS PER BY-LAW ARTICLE 11. SUBMISSIONS AFTER THIS DATE WILL NOT BE ACCEPTED.

INFO@SNOWMOBILENB.COM

FAX : 506-325-2627

- 1) On your **Delegate Registration Form**, you will see the option to **attend** in person OR appoint another delegate to vote for you by **proxy**. (check one box)
- 2) Delegates who are not able to attend in person can check the **proxy** box and complete this form, allowing another registered **delegate to** vote on their behalf.

By way of this proxy, please allow _____,
(Name of proxy)
a registered delegate of the _____,
(SMNB Club)

to vote on my behalf at the SMNB Annual General Meeting, April 26, 2026
in Fredericton, NB.

Print Name (delegate who is not attending) :

Signature : _____

Date : _____

THIS FORM MUST BE SUBMITTED TO THE SMNB OFFICE NO LATER THAN MIDNIGHT, APRIL 15, 2026, AS PER BY-LAW ARTICLE 11. SUBMISSIONS AFTER THIS DATE WILL NOT BE ACCEPTED.

INFO@SNOWMOBILENB.COM

FAX : 506-325-2627

ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, APRIL 26, 2026: FREDERICTON, N.B.

Start: 9:00 am.

1. **Call to Order**
2. Establishment of Quorum and reading of Notice of Meeting

Welcome and Introduction of the General Rules of the Meeting

3. Introduction of SMNB's Guests & Corporate Partners
4. **Approval of General Meeting Agenda**
5. **Approval of the Minutes** of the SMNB's Annual General Meeting held April 27, 2025
6. **Speakers**
7. **Recognition Awards – 2026**

- 7.1 Howard Doucet Memorial Award
(Volunteer of the Year, 2026)
- 7.2 SMNB Snowmobile Dealer of the Year, 2026
- 7.3 SMNB Groomer of the Year, 2026
- 7.4 Wallace Kenny Initiative Award, 2026
- 7.5 SMNB Club of the Year, 2026

8. **Annual Reports**
 - 8.1 President's Annual Report
 - 8.2 Executive Directors Report

9. **Financial Reports**
 - 9.1 Audited Financial Statements, 2025
 - 9.2 Treasurer's Report – 2026 Financial Highlights

COFFEE BREAK

10. Recognition of SMNB's
 - 10.1 2026 Corporate Partnerships – Presentation
 - 10.2 2026 Lottery – Presentation
 - 10.3 Corporate Partner Speeches (those present)

11. **Present (Old) Business**
No Old Business from 2025 A.G.M

ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, APRIL 26, 2026: FREDERICTON, N.B.

*****2026 LOTTERY DRAW*****

- 12. New Business**
 - 12.1 Trail Permits; (proposed) Pricing, 2027**
 - 12.2 Operating Budget (proposed), 2026 -2027**
 - 12.3 Bylaw Changes proposed**
 - 12.4 Appointment of an Auditor, 2026 -2027**
- 13. Permanent Committee Reports**
- 14. Director's Reports – (written enclosures)**
- 15. Election - SMNB Board of Directors, 2026-2027**
- 16. Speeches – New Directors / New President**
- 17. Adjournment**

Note: Date of SMNB's 2027 Annual General Meeting is Sunday, April 25, 2027.

March, 2026

To: SMNB Member Clubs and Delegates

**Re: 2026 SMNB Annual General Meeting Notice
April 25 & 26, 2026
Location: Fredericton Inn, 1315 Regent St.
1-506-455-1430**

UPDATE: SINCE THE APRIL 25TH ALL PRESIDENT'S MEETING TAKES THE PLACE OF THE ZONE MEETING, THE **CLUB MUST HAVE 2 REPRESENTATIVES** ATTEND. ATTENDANCE IS CREDITED TOWARDS YOUR **CLUB AGREEMENT AND CLUB REWARD**.

There has been a decision by the Board of Directors to hold an **All Presidents meeting on Saturday April 25**, from 1-4 pm instead of holding the Annual Spring Zone Meeting as was done in the past. Clubs are asked to send 2 appointed representatives to attend this meeting.

There will be a **Meet & Greet** at 7 PM on Saturday, April 25, all clubs are welcome to attend.

Our 2026 Annual General Meeting is scheduled for Sunday, April 26, at 9:00 a.m.

PLEASE CONTACT THE HOTEL EARLY TO ENSURE YOUR ROOM.

Any questions may be forwarded to the office or your Zone Director.

EXCLUSIVE PARTNER



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CORPORATE PARTNERS FOR 2025-2026

ENTREPRISES PARTENAIRES 2025-2026



**Proposed 2026-2027 Trail Permit Prices – Motions for submission to 2026
AGM from the SMNB Board of Directors**

<i>Be it moved that the 2027 SMNB's Pre-Season Trail Permit cost \$250.00 per permit, plus HST, as a pre-season incentive selling price on or before December 15th 2026.</i>
<i>Be it moved that the 2027 SMNB's Seasonal Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2026.</i>
<i>Be it moved that the 2027 SMNB's Pre-Season Classic Trail Permit cost \$200.00 per permit, plus HST, as a pre-season incentive selling price on or before December 15th 2026.</i>
<i>Be it moved that the 2027 SMNB's Classic Trail Permit cost \$250.00 per permit, plus HST, as the regular selling price after December 15th 2026.</i>
<i>Be it moved that the 2027 SMNB's Antique Trail Permit cost \$125.00 per permit, plus HST, as the regular selling price all season.</i>
<i>Be it moved that the 2027 SMNB's Family (1st & 2nd) Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2026 and cost \$250.00 per permit, plus HST, as a sales incentive selling price before December 15th 2026.</i>
<i>Be it moved that the 2027 SMNB's Family (3rd, 4th etc...) Trail Permit cost \$175.00 per permit, plus HST, as the regular selling price all season.</i>
<i>Be it moved that the 2027 SMNB's Dealer Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2026 and cost \$250.00 per permit, plus HST, as a sales incentive selling price before December 15th 2026.</i>
<i>Be it moved that the 2027 SMNB's Late Season Trail Permit cost \$250.00 per permit, plus HST, as a late-season incentive selling price after December 15th 2026, for those who have purchased a snowmobile at an authorized dealership – available through the SMNB office only.</i>
<i>Be it moved that the 2027 SMNB's Late Classic Trail Permit cost \$200.00 per permit, plus HST, as an incentive selling price after December 15th 2026, for those who have purchased a snowmobile at an authorized dealership – available through the SMNB office only.</i>
<i>Be it moved that the 2027 SMNB's Replacement Trail Permit cost \$40.00 per permit, HST included, as the regular selling price for the complete season.</i>
<i>Be it moved that the 2027 SMNB's One-Day Trail Permit cost \$70.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's Two-Day Trail Permit cost \$110.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's Three-Day Trail Permit cost \$150.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's Four-Day Trail Permit cost \$190.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's Five-Day Trail Permit cost \$230.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's Six-Day Trail Permit cost \$270.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's Seven -Day Trail Permit cost \$310.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2027 SMNB's 200cc Snowmobile Trail Permit cost \$125.00 per permit, plus HST, as the regular selling price all season.</i>
<i>Be it moved that the 2027 Tourism Weekend Permit cost \$50.00 per permit, HST included.</i>

**SNOWMOBILE-MOTONEIGE NB
MEMBER CLUBS PROPOSED OPERATING BUDGET 2026-2027**

	2026-2027	%
<u>INCOME</u>		
TRAIL PERMITS		
Seasonal Permit Sales (8300 @ \$250.00)	2,075,000.00	51.57%
Seasonal Permit Sales (600 @ \$330.00)	198,000.00	4.92%
Classic Permit Sales (3700 @ \$200.00)	740,000.00	18.39%
Classic Permit Sales (700 @ \$250.00)	175,000.00	4.35%
Antique Permit Sales (1600 @ \$125.00)	200,000.00	4.97%
Daily Permit Sales (1000 @ \$70.00)	70,000.00	1.74%
Subtotal Trail Permits	3,458,000.00	85.94%
REGISTRATIONS		
Trail Management Trust Fund- (17,000 @ \$25.00)	425,000.00	10.56%
Subtotal Registrations	425,000.00	10.56%
OTHER		
Corporate Partnerships	75,000.00	1.86%
Annual Lottery	25,000.00	0.62%
Annual Dues	9,800.00	0.24%
Interest Income	20,000.00	0.50%
Insurance - D&O Liability	1,200.00	0.03%
Amortization	9,920.00	0.25%
Subtotal Other	\$140,920.00	3.50%
TOTAL REVENUES	\$4,023,920.00	100.00%

EXPENSES

ADMINISTRATIVE

Staff Payroll	300,890.31	7.48%
Staff / Payroll Expenses	77,169.64	1.92%
Office Insurance & Supplies	15,000.00	0.37%
Office Capital Purchase	2,000.00	0.05%
Office Rent, Security	26,000.00	0.65%
Office Telephone / Cell / Internet	11,000.00	0.27%
Office Postage / Courier	10,000.00	0.25%
Subtotal Administrative	442,059.95	10.99%

CLUB OPERATIONS

SEASON START UP

Trail Permits	31,000.00	0.77%
CGL Trail / Landowner Insurance	205,800.00	5.11%
Groomer Fleet Insurance	30,000.00	0.75%
Insurance - D&O Liability - Volunteer - Cyber	6,000.00	0.15%
Gov., Rail. Industrial & Freehold Leases / Maintenance	25,000.00	0.62%
Subtotal Club Start Up	297,800.00	7.40%

CLUB EXPENSES - NECESSARY

Service New Brunswick	90,000.00	2.24%
GIS Tracking System	41,000.00	1.02%
GIS- Paper and Online Maps /Signage	31,000.00	0.77%

SNOWMOBILE-MOTONEIGE NB
MEMBER CLUBS PROPOSED OPERATING BUDGET 2026-2027

	2026-2027	%
Annual General Meeting	32,000.00	0.80%
Professional Accounting / Translation / Banking Fees	33,000.00	0.82%
Professional / Legal Fees	20,000.00	0.50%
Payouts - Membership & Grooming (Dec/ Feb/ Oct)	1,521,812.05	37.82%
Payouts - Grooming Only May	450,000.00	11.18%
Payouts - Registrations June	255,000.00	6.34%
Groomer / Infrastructure Fund	270,000.00	6.71%
Depreciation	28,748.00	0.71%
Subtotal Club-Necessary	2,772,560.05	68.90%

CLUB EXPENSES - DISCRETIONARY

Board of Directors Meetings	35,000.00	0.87%
Directors and President's Travel	6,000.00	0.15%
Board of Directors Committees	5,000.00	0.12%
Executive Director's Travel	10,000.00	0.25%
Trail Manager's Travel	10,000.00	0.25%
Government Meetings	10,000.00	0.25%
Annual Report	-	0.00%
Annual Lottery	17,000.00	0.42%
Corporate Partnerships	15,000.00	0.37%
Survey Meetings	5,000.00	0.12%
Autumn Zone Meetings/Sign Training	7,500.00	0.19%
Snowmobiles and Trailer - Travel	12,000.00	0.30%
Groomer Demo	5,000.00	0.12%
Trail Checks	12,000.00	0.30%
Trail Counters / Travel / Maintenance	6,000.00	0.15%
Presidents Ride	35,000.00	0.87%
Go Snowmobiling Rides / Federal / Provincial	7,500.00	0.19%
International Snowmobile Congress	15,000.00	0.37%
Reward Program	24,500.00	0.61%
Marketing & Communications	30,000.00	0.75%
Industry Association (CCSO - TIANB - NE Chapter)	10,000.00	0.25%
Trade Shows	10,000.00	0.25%
Signature Trails	-	0.00%
Contingency Fund	150,000.00	3.73%
GIS Tracking - GPS Unit Replacement	12,000.00	0.30%
Promotional Materials	12,000.00	0.30%
Wall of Fame	25,000.00	0.62%
Social Media Contract	25,000.00	0.62%
Subtotal Club Discretionary	\$511,500.00	12.71%

TOTAL EXPENSES	\$4,023,920.00	100.00%
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Net Surplus/(Deficit) for the Year	\$ -
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March, 2026

To: SMNB Member Clubs

Re: Elections of Directors and Officers at the AGM

There will be elections of Zone Directors and SMNB Officers at the Annual General Meeting (AGM) of the SMNB this year on April 26 at the Fredericton Inn.

The SMNB ByLaws (Appendix A) outline the election policy. Each Zone shall meet separately to elect a Zone Director by a majority vote of the delegates at the AGM. Directors may serve a maximum of 3 (2 year) terms.

The Zone can vote to elect a different person or keep the same person if they are re-offering.

Zone 2 – Linda Mann	Elected May 7, 2023	Retiring
Zone 4 – Zarla Gorton	Elected April 28, 2024	Re-offering
Zone 6 – André Melanson	Elected April 28, 2024	Re-offering
Zone 8 – Kevin Williams	Elected April 28, 2024	Re-offering

The Zone Directors shall meet at the AGM to elect the Officers of the Board of Directors. If the elected President is a current Zone Director, that Zone must hold another election to vote in a new Zone Director.

Pursuant to SMNB By-Law Article 33, candidates for Executive Officer positions on the SMNB Board of Directors are required to submit their name and the position they are seeking. This information must be distributed to member clubs at least 30 days prior to the Annual General Meeting (AGM).

President	Andre Yoston	Re-offering
Vice President	Kevin Williams	Re-offering
Treasurer	Vacant	
Secretary	Vacant	

Any questions may be forwarded to your Zone Director

EXCLUSIVE PARTNER



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CORPORATE PARTNERS FOR 2025-2026

ENTREPRISES PARTENAIRES 2025-2026



March, 2026

To: Member Clubs
Re: Proposed By-Law Amendments

Attached please find By-Law Amendments proposed by the SMNB Board of Directors. Note the proposed changes to these articles, as indicated by **bold** lettering.

Articles being updated: Definitions, 9, 11, 12, 16, 23, 24, 27, 34, 37, 39, 41, 43, 47, 48, 49, 53

Articles with « housekeeping » changes only (no changes in intent): 5, 6, 8, 10, 14, 15, 17, 18, 21, 25, 26, 30, 31, 32, 33, 35, 38, 40, 42, 44, 45, 50, 51, 57, Appendix "A"

Club delegates will vote on these By-Law amendments at the April 26, 2026 Annual General Meeting in Fredericton. Any questions may be forwarded to your Zone Director.

mars, 2026

Aux: Clubs membre de la SMNB
Sujet: Amendements proposés des Règlements Généraux

Ci-inclus veuillez trouver amendements des règlements généraux de la SMNB proposées par le bureau de direction de la SMNB. Noter les changements proposés à ces articles, comme indiqués par les mots en **gras**.

Articles en cours de mise à jour : Définitions, 9, 11, 12, 16, 23, 24, 27, 34, 37, 39, 41, 43, 47, 48, 49, 53

Articles avec uniquement des modifications « de maintenance » (aucun changement d'intention) : 5, 6, 8, 10, 14, 15, 17, 18, 21, 25, 26, 30, 31, 32, 33, 35, 38, 40, 42, 44, 45, 50, 51, 57, Annexe "A"

Les délégués de club voteront sur ces changements aux règlements généraux à l'assemblée générale le 26 avril, 2026 à Fredericton. Toutes questions peuvent être expédiées à votre directeur de zone.

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ENTREPRISES PARTENAIRES 2025-2026



Definitions

Board	The elected or appointed Zone Directors of the member Clubs.
Delegate	A member in good standing appointed by their member club to attend the Federation's Annual General and Special Meetings
Member Club	An Incorporated Club belonging to the Federation
Member in Good Standing	Person who purchased a current annual trail permit. Daily trail permits do not apply.

CHAPTER III – TERMINATION OF CLUB MEMBERSHIP

Article 9 – LOSS OF CLUB MEMBERSHIP STATUS

The **Federation** Board of Directors may revoke a **Federation Member Club's** membership if:

Loss of membership status results in:

9.7 Loss of funded grooming equipment. (with the exception of Article 9.1)

Article 11 – DELEGATES and / or ALTERNATES

- 11.1 DELEGATES: a **member in good standing** chosen or elected by their member club who will represent or act on behalf of their member club at the Federation's General Meeting(s).
- 11.2 ALTERNATES: a **member in good standing** chosen or elected to replace a member club's delegate that due to unforeseen circumstances is unable to attend the Federation's General Meeting(s).
- 11.5 Each member club must submit to the Federation's Head Office in writing their list of chosen or elected club delegates and may in addition, submit up to two (2) club alternates for the Federation's **Annual** General Meeting. **The member club's list of delegates and alternates must be submitted 20 days prior to the Annual General Meeting. This list will carry forward for any Special Meetings until the next Annual General Meeting.**
- 11.6 When the written list of a member club's delegates and alternates is received, in the case of the Annual General Meeting, after **the 20 days prior to the Annual General Meeting deadline**, the member club may attend the **Annual** General Meeting but will not have voting privileges granted or extended.

Article 12 - QUALIFICATION OF DELEGATES

- 12.1 Delegates must be at least 19 years of age, **must be a member in good standing** and must have been appointed by their member club;

Article 16 - NOTICE OF THE ANNUAL GENERAL MEETING
AND SPECIAL MEETINGS

- 16.2 The notice for each and every Annual General Meeting of member clubs must contain the agenda of the meeting that will outline all removals, modifications or amendments proposed to the **Federation** General By-laws, all modifications to the Federation's fees and all special business which are to be transacted.
- 16.5 A Special Meeting of member **clubs** may be called by the **Federation** Board of Directors at any time without any advance notice, **providing that quorum is met, as per Article 20.**

Article 23 – QUALIFICATION OF **FEDERATION** DIRECTORS

- 23.3 Zone Directors remain as delegates until;
- Their term expires (see Article 24)
 - They resign;
 - They lose an election to another delegate.
 - **They have been dismissed by the Federation Board of Directors.**

Article 24 - TERM OF OFFICE FOR **FEDERATION** DIRECTORS AND ALTERNATES

A **Federation** Director shall be elected to hold office for a term of **three (3)** years. A Director may be re-elected to serve a total of no more than **two (2)** consecutive **three (3)** year terms; however, any member who has served **two (2)** consecutive **three (3)** year terms is eligible for re-election to the position after sitting out one full **three (3)** year term.

24.1 Removal from Office

A **Federation** Director shall be removed from office in the event that:

24.1.5 **He has violated the terms and conditions of Policy DIR-003, Director's Code of Conduct; or**

24.1.6 **He has violated the terms and conditions of Policy DIR-007, Confidentiality and Conflict of Interest.**

24.2 Replacing a **Federation** Director

24.2.1 A Director whose position has become vacant for any reason shall be replaced through appointment by the **Federation** Board of Directors. **The Federation Board of Directors shall consult with the zone for a potential replacement. This appointment does not affect the terms of office.** The Director so appointed shall hold office until the next Annual General Meeting.

24.2.2 A Zone Director position that has not been filled at the Annual General Meeting, will be filled by the **Federation** Board of Directors appointing a Director at their next scheduled meeting. The Director so appointed shall hold office until the next Annual General Meeting.

Article 27 MEETINGS OF THE **FEDERATION** BOARD OF DIRECTORS

27.1 Frequency of Meetings

The **Federation** Board of Directors shall meet a minimum of two (2) times per year exclusive of the Annual General **or Special** Meetings upon instruction of the **Federation** President or upon notice signed by four (4) Directors and served to all remaining Directors in accordance with these General By-Laws.

27.2 Notice of Meeting

The notice for a meeting on which is indicated the date, time and location of Board meetings must be given directly or sent by mail, e-mail, or given verbally by telephone to each director, at least four (4) days before the date of the meeting. The **Federation** Board of Directors may, never-the-less, meet without a formal notice being sent out, if all Directors waive the requirement for such a notice of a meeting of directors.

As long as a quorum is reached, it will not be necessary to send out a notice of meeting to the newly elected, or appointed, Directors in the case of the first meeting of the Board of Directors, which will usually be held immediately following the election of its members at the Annual General Meeting or at a Special Meeting.

~~27.3 ——— Poll~~

~~When a Board Meeting cannot be held, the President, in agreement with another Director, may carry out a poll by telephone or by other means, regarding any issue requiring immediate attention provided always that quorum provisions are met.~~

Article 34 – LENGTH OF MANDATES OF **FEDERATION** OFFICERS

- 34.1 The President, Vice-President, Secretary and Treasurer shall hold office for a term of **two (2) years**.
- 34.2 They may be elected to the same position for a maximum of **two (2)** consecutive **two (2)** year terms.
- 34.3 The Secretary or Treasurer may serve past their **second** consecutive **two (2)** year term when the following process is completed for as many one-year terms as the individual receives support from the **Federation** Board of Directors and **Member** Club Delegates’;
- a. The individual accepts their Officer nomination from a current Director of the Board.
 - b. A majority of the **Federation** Board of Directors casts a vote in the affirmative for the Officer position.
 - c. A majority of the **Member** Club Delegates present at the Annual General Meeting cast affirmative votes by secret ballot for the Board of Directors proposed recommendation of the Officer’s position. The vote taken at the **Annual General Meeting** will be conducted by the Permanent Chair holding the position of Nomination’s Chair from the preceding season to the **Annual General Meeting** or the **Federation** President’s appointment if the Nominating Chair is not available or present.

Article 37 – **FEDERATION** PRESIDENT

The responsibilities of the **Federation** President shall be:

- 37.3 To convene **Federation** Board meetings when he deems they are necessary and desirable;
- 37.6 **Oversee** the business of the Federation, through the **Executive Director** and his staff, and is responsible for the operation of the Federation during his term of office;
- 37.7 **The President will** generally supervise and document the conduct and effectiveness of the **Executive Director** and carry out written appraisals and appraisal interviews of his position on an annual basis **in collaboration with the Human Resource Chair**.

Article 39 – FEDERATION VICE PRESIDENT

The responsibilities of the **Federation** Vice-President shall be:

In the absence of the President at meetings, or in cases where the President cannot act, the Vice-President assumes the responsibilities of the President.

Carries out other related duties as requested by the current sitting Federation President.

Article 41 – FEDERATION TREASURER

The responsibilities of the **Federation** Treasurer shall be:

- 41.3 Must ascertain that the Federation’s financial situation and financial transactions are readily available to the **Federation** President and Board of Directors. He must also let the accounts and books of the Federation be examined by the Federation’s designated Chartered Accounting Firm. **Audited Financial Statements will be made available to other interested and/or concerned parties;**
- 41.4 Ascertains that the Federation’s financial statements are prepared by the **Executive Director’s** staff and presented to the **Federation** Board of Directors, with adequate explanations, at their regular meetings and at such other times as may be required;
- 41.7 Is responsible for ascertaining that funds are withdrawn from the Federation’s accounts, duly signed, **by any two (2) of the following: Executive Director, Federation Officer or Office Manager.**
- 41.8 Is responsible for ascertaining that a detailed inventory of all of the Federation’s belongings, including its rolling stock and field equipment, is maintained, detailing its original purchase price, current value and condition. The said inventory must be signed by the Federation’s **Executive Director** and Treasurer before the Annual **General** Meeting is held;

Article 43 – COMMITTEES

- 43.1 Establishment of Committees

The **Federation** Board of Directors may establish any committee to assist with the advancement of the goals of the Federation.

- 43.3 Permanent Committee Chairpersons

The Federation Board of Directors will name **from within** the Chair of the Permanent Committees. The Chairs of the said Committees can then choose from the membership at large to form their committees.

Article 47 – TRAIL COMMITTEE

The Trail Committee shall:

- 47.1 **Work collaboratively with the Trail Manager in** the preparation, maintenance and updates of a map of Federation snowmobile trails;
- 47.2 **Work collaboratively with the Trail Manager in regards to** signage guidelines;
- 47.3 **Work collaboratively with the Trail Manager in** the evaluation of the Federation snowmobile trail system;
- 47.4 **Perform** such other duties as directed by the **Federation** Board of Directors;
- 47.5 Report to the **Federation** Board of Directors as required.

Article 48 – NOMINATION COMMITTEE

The Nominating Committee shall:

- 48.1 Be responsible for the application of the election process of Officers and Directors. Such duties will normally be performed by the Past President **or as designated by the Federation President.**
- 48.2 Perform such other duties as directed by the **Federation** Board of Directors;
- 48.3 Report to the **Federation** Board of Directors as required.

Article 49 – HUMAN RESOURCES COMMITTEE

The Human Resources Committee shall:

- 49.1 Provide a process and forum for member club **presidents** to question, clarify and make recommendations **concerning the staff privately**;
- 49.3 Perform such other duties as directed by the **Federation** Board of Directors;
- 49.5 Chair of this Committee shall not be the **Federation** President.

Article 53 – REMOVAL, MODIFICATION OR AMENDMENT

Procedures

- 53.2 All amendments proposed to the Federation's General By-laws must be submitted, in writing, to the By-Laws and Policy Committee, not less than sixty (60) days before an **Annual** General Meeting.
- 53.3 All **recommended changes** proposed to the Federation's General By-Laws must be submitted to the Board of Directors by the By-Laws and Policy Committee, at least forty-five (45) days before an **Annual** General Meeting.
- 53.4 A notice of any proposed removals, modifications and/or amendments to the General By-Laws must be given in writing to the member clubs at least thirty (30) days before an **Annual** General Meeting, along with the notice of the **Annual** General Meeting during which they will be discussed.

Adoption

- 53.5 A majority of two thirds (2/3) of the delegates in attendance, or represented by an alternate, at the **Annual** General Meeting or at a Special Meeting convened for this specific reason, is necessary for the adoption of all removals, all modifications and/or all amendments to the Federation's General By-Laws.

Article 5 – MISSION STATEMENT, GOALS AND OBJECTIVES

5.2 GOALS AND OBJECTIVES

- 5.2.10 Develop strong partnerships with the Provincial **and Federal** Governments, as well as with the Corporate and Private sectors.

Article 6 – FEDERATION MEMBER CLUBS

6.1 Eligibility

All incorporated snowmobile clubs whose head offices are located in the province of New Brunswick and who agree to comply with the Federation General By-Laws and Policy Statements are eligible for admission as a member **club** of the Federation.

6.2 Application for Membership

- 6.2.2 A snowmobile club becomes a member **club** of the Federation upon its acceptance, through a majority vote by the Board of Directors.

6.3 Responsibilities

In becoming, and in order to remain, a Federation member **club** in good standing, a snowmobile club accepts the following:

- 6.3.2 To sell Trail Permits at a price determined by a General Meeting of the **Federation** member clubs and approved by the Province of New Brunswick;
- 6.3.7 To maintain all club trails to the standard required by the **Federation** Board of Directors;
- 6.3.9 To inform the Federation **Office**, by letter **or email**, of the name and address of its appointed delegates, as well as advise the Federation **Office**, again by letter **or email**, if any delegates are **to be** replaced.

Article 8 – ASSOCIATE AND HONORARY MEMBERS

The **Federation** Board of Directors may honour individuals who are strong and long term supporters of the Federation through the presentation of a certificate naming them Honorary and/or Associate Members of the Federation. These members will not have voting privileges, but are welcomed as guests at the Annual General Meeting of the Federation.

Article 10 – EXPULSION

- 10.1 The **Federation** Board of Directors will have the power to expel an existing member club for cause, which shall include, but is not limited to;
- 10.1.8 Failure to provide, upon request annually, proof of the Member Club's current;
1. Incorporation Status
 2. Annual Corporate Filing / Corporate number active
 3. Harmonized Sales Tax Registration
 4. **Annual Income Tax Filing**
 5. General By-Laws
 6. Liability Insurance on Club's owned or leased Trail Groomers
 7. Registration / License of the Club's owned or leased Trail Groomers.
- 10.2 The Club will be given written notice from the **Federation** President and have one week to request a hearing of the **Federation** Board of Directors to discuss the expulsion rationale.
- 10.3 At the hearing the **Federation** Board of Directors will decide whether to proceed with the expulsion or, upon written confirmation from the **Member** Club agreeing to the correction of the situation, move to a probationary status for the **Member** Club.
- 10.4 An expelled **Member** Club will have the right to appeal the Board's decision to the delegates at the next General Meeting of the Federation, by providing sixty (60) day written notice of their intention prior to that meeting.

Article 14 –GENERAL MEETINGS

14.1 Annual General Meeting

The Annual General Meeting of the Federation must be held no later than three hundred and twenty-five (325) days after the end of the Federation's fiscal year. The meeting must be held in New Brunswick, at a location, date and time, as determined by the Board of Directors. The meetings will be held for :

- 1) Informational purposes,
- 2) To present to the members the **audited** financial statements and the auditor's report,
- 3) To elect Directors and Officers,
- 4) To appoint an auditor,
- 5) To approve an Annual Final Budget,
- 6) To approve the price of all types of Federation Trail Permits, and
- 7) To discuss any other items that may be of interest to the membership.

Article 15 – SPECIAL MEETING

The **Federation** Board of Directors has the right to call a Special Meeting of the **Member** Clubs at any time.

In the case of Special Meetings of the member clubs notice will be given on a date, time and location as determined by the **Federation** President, or by resolution by the **Federation** Board of Directors.

A Special Meeting is normally called to deal with emergent situations as determined by the **Federation** Board of Directors.

Article 17 – RIGHT OF ATTENDANCE

Persons authorized to attend the Annual General Meetings of the Federation are those with voting privileges in accordance with the Federation's By-laws, the Federation's auditor and those who, although they do not have voting privileges, have the right or obligation of attending in accordance with the Federation's General By-laws; or, by invitation of the **Federation** President.

Article 18 – VOTING AT A GENERAL MEETING OR SPECIAL MEETINGS

Every issue shall, unless otherwise required by Articles **of the** General By-Laws of the Federation, or by Law, be decided by a majority vote of those in attendance who are authorized to vote.

- 18.1 Votes may be cast by a show of voting cards or by secret ballot, or as determined by the **Federation** President or Chairperson in attendance at the meeting.

A delegate has the right to one vote only for any issue. A delegate may choose to allocate their vote by means of proxy, to an appointed delegate of their club.

- 18.2 Notwithstanding any other provisions in the By-Laws, in the case of a tie vote, the **Federation** President shall cast the deciding vote.

Article 21– ELECTION OF THE **FEDERATION** BOARD OF DIRECTORS

In accordance with the General By-laws of the Federation or by Law, members of the **Federation** Board of Directors are elected as Zone Directors at the Annual General Meeting, in accordance with the election policy for Zone Directors, which is included in Appendix (A) of these General By-laws.

Article 25– RESPONSIBILITIES OF THE **FEDERATION** BOARD OF DIRECTORS

The **Federation** Board of Directors shall administer the business affairs of the Federation, through the **Executive Director** and his staff, and shall be responsible to the member clubs. The responsibilities of the **Federation** Board of Directors, through the **Executive Director** and his staff, shall include, but not be limited to;

- 25.3 Prepare guidelines for member **clubs** in the Federation, to accept, deny or revoke member **clubs** in accordance to those guidelines.
- 25.4 Hire full time and part time employees as recommended by the **Executive Director** and as deemed necessary by the **Federation** Board of Directors to assist in the orderly attainment of the goals of the Federation.
- 25.6 Appoint, if deemed necessary, committees and determine the term of their mandates, all for the orderly attainment of the goals of the Federation and, in all cases, any committee so appointed shall be responsible to, and report to, the **Federation** Board of Directors at each Board of Director’s meeting.
- 25.10 Directors from the different Zones must:
- 25.10.1 Hold a meeting with **member club** delegates from their Zone at least once every year.
- 25.10.3 Act only within the explicit authority of the **Federation** Board of Directors.

Article 26– QUORUM

The quorum for the **Federation** Board of Directors is set at five (5) members. Notwithstanding vacancies, attending Directors hold all powers of the **Federation** Board of Directors when a quorum is reached.

Article 30 – REMUNERATION

Federation Directors will not be paid for their services as members of the Board of Directors. However, they will have the right to be reimbursed for any reasonable expense incurred in the fulfillment of their functions **as approved by the Federation** President.

The **Federation** Board of Directors will establish reimbursement policies for reasonable expenses incurred in the performance of their duties as Directors. However, the **Federation** Board of Directors must present these policies, as well as any changes, which may be brought to these policies, to the member clubs for approval.

Article 31 – GENERAL

The Officers of the Federation shall be the President, Vice-President, Secretary, Treasurer, and Past President. The Officers of the Federation are elected at the Annual General Meeting by the Board of Directors. The **Federation** Board of Directors may appoint additional Officers to the Federation whose term and duties shall be determined by the **Federation** Board.

Article 32 – QUALIFICATION OF FEDERATION OFFICERS

A **Federation** Officer may not necessarily be an elected member of the **Federation** Board of Directors, but must be a member in good standing of a member snowmobile club.

Article 33 – ELECTION OF FEDERATION OFFICERS

At the first meeting of the **Federation** Board of Directors, which immediately follows each Annual Election of Directors during the Annual General Meeting, **the Federation Board of Directors shall elect a President.** Should the office of the President become vacant, the board may fill such vacancy from among its members. The **Federation** Board of Directors shall also elect a Vice President, Secretary, and Treasurer and may also elect any other such officer as the Board of Directors may determine. The officers so elected may be, but need not be, members of the **Federation** Board of Directors. Election of an Officer is by a majority vote of the **Federation Board of Directors**, provided always that quorum provisions are met. An Officer from outside the elected **Federation** Board of Directors is a non-voting position.

The Nomination Chair will reach out to the current Officers 45 days before the Annual General Meeting to see who is planning to re-offer.

The newly elected **Federation** President shall not concurrently be a Zone Director. In the case where the elected President is a Zone Director, that Zone Director position will become vacant. The Zone thus affected shall hold an election to fill the vacant position. The election will be held during the **Annual** General Meeting immediately after the election of the Officers. To ensure the rotation of the Directors, the person elected will complete the term of the **Federation** President's vacated Zone position.

A Member in good standing running for the position of Officer within the Federation must submit their name and the position they are seeking to the Nomination Chair 45 days prior to the **Annual General Meeting**. This information will then be shared to all clubs 30 days prior to the **Annual General Meeting**. Each candidate, if they desire, will have up to 5 minutes to address the **member club** delegates and answer questions at the podium of the **Annual General Meeting**. Zone Directors will then have 10 minutes to discuss with their member clubs.

All Federation Officer vacancies shall be filled by an election held by the Federation Board of Directors.

Article 35 – RESIGNATION AND DISMISSAL

A **Federation** Officer may resign his position at any time in writing addressed to the President or Secretary of the Federation or verbally during a Board of Directors Meeting. An Officer may be dismissed by a two-thirds (2/3) vote of the Board of Directors, provided always that quorum provisions are met.

Article 38 – FEDERATION PAST PRESIDENT

Article 40 – FEDERATION SECRETARY

The responsibilities of the Secretary shall be:

- 40.1 Is responsible to ensure the recording and signing of the minutes of the Annual General Meetings, Special Meetings, Board Meetings and Officers Meetings and will submit same within thirty (30) days following such meetings to all Directors and Officers (for Board and Officers Meetings) and to all **member club** delegates (for the Annual General Meetings and Special Meetings);
- 40.2 Is responsible to ensure all recorded meeting minutes, after they have been approved, are posted on the **Federation** website, in the Club Area, no more than thirty (30) days after receiving approval.
- 40.5 Other than in his capacity as Secretary, he does not act in the name of the Federation, unless he is authorized to do so by the **Federation** Board of Directors;

Article 42 – INDEMNIFICATION OF FEDERATION DIRECTORS AND OFFICERS

Article 44 – BY-LAW AND POLICY COMMITTEE

The By-Laws and Policy Committee shall:

- 44.3 Prepare a report of all recommendations concerning changes to the General By-Laws and Policy Statements, which will be submitted to the Board of Directors at least forty-five (45) days before any **Annual** General Meeting;

Article 45 – FUND RAISING COMMITTEE

- 45.1 Develop and organize fund-raising events and all other special events. Such events must be submitted to and approved by the **Federation** Board of Directors;

Article 50 – OMISSION AND ERROR

In cases where, by accidental omission, a notice of meeting is not given to a Member Club, **Federation** Director, Auditor or Officer; or such notice is not received by a Member **Club**, **Federation** Director, Auditor or Officer; or, further, any errors that are contained in such notice, not substantially changing the content or intent of such notice, will not invalidate decisions made during a meeting held after such notice was distributed.

Article 51 – ACCESS TO BOOKS AND LEDGERS

The Federation’s books and ledgers may be examined, at any time, by a Federation Director provided the Director has reached out to the **Federation** Treasurer and has approval from the Board of Directors, such approval shall be given within 10 calendar days.

Article 57 – DATE OF COMING INTO FORCE

These General By-Laws or one of the dispositions of the said General By-Laws come into force on the **26th day of April, 2026**.

APPENDIX “A”

ELECTION POLICY FOR DIRECTORS

2. This policy shall be administered by the Nominating Committee established by the **Federation** Board pursuant to the General By-Laws.
3. Eight (8) Directors shall be elected in separate elections with the delegates from each of the eight (8) Zones voting separately to elect one (1) Director to represent their Zone. These Directors are hereinafter called “Zone Directors” and constitute the Federation’s Board of Directors. Zone Directors are elected for **three (3)** years, which constitutes one term.
5. The Secretary of the Federation shall ensure that at least thirty (30) days before each Annual General Meeting, notice is given to the member clubs of the vacancies to be filled at the next election of Directors, **the** notice shall include the following information:
 - (a) the number, if any, of vacancies to be filled for each Zone;
 - (b) the names of the retiring or resigning Zone Directors; and
 - (c) the number of terms and the dates which each current Zone Director previously served.