Idaho Off-Road 4x4 Club Bylaws

Est. 1987
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ARTICLE I. LEGAL

A. Name

1. The organization shall be known as the "Idaho Off-Road 4x4 Club"

B. Purpose

1. Idaho Off-Road is a nonprofit organization that enjoys something we all have in common, four-wheeling with our rigs.
2. We were brought together as a club for numerous reasons, some of which are:
    a. To encourage interest in the ownership of a short wheel-based four-wheel drive vehicle and stimulate pride among the owners.
    b. To promote favorable relationships with the general public.
    c. To exchange ideas, general information, technical data, to secure the latest technical information from the factory and other related sources, relative to the four wheel drive owner.
    d. To support motorized OHV recreation in all its' various forms.
    e. To cultivate safe driving habits.
    f. To promote and facilitate social functions related to four-wheeling.
    g. To maintain and support reasonable access to public & private backcountry recreation areas.

ARTICLE II. MEMBERSHIP

A. Membership Definitions:

1. A "potential member" is one who has contacted an officer and requested to be considered for membership.
2. A "regular member" is one who meets the requirements set forth in paragraph C of this section. They will be entitled to all rights and privileges of the club.
3. An "honorary member" shall be a person who has made outstanding contributions to the club. They may not vote or hold elective office. Such a membership shall be granted by a 2/3 vote of the members. They will receive a membership card and will be entitled to all other club privileges.

B. Membership Requirements (Potential Members)

(To start the enrollment process, a membership application must be filled out and submitted to the vice president.)

1. Potential members must meet the following before acceptance as a regular member:
    a. Vehicle owner of a short wheel-based four-wheel drive vehicle. A four wheel drive vehicle is considered to be a 4x4 vehicle with a wheelbase less than 120” and a 2 speed transfer case. While the club is not a ‘Jeep’ specific club we are geared towards this size of vehicle and its capabilities. Any brand is acceptable and while modifications allow one to participate in more difficult

runs, stock vehicles are perfectly acceptable. Exceptions can be made by membership consensus.

- Potential members who are in the process of building a vehicle for the intended purposes of using said vehicle for club runs and do not have another vehicle that meets the requirements stated in Sections C.1. will be granted 4 months to complete said vehicle before membership is revoked. Exceptions can be made by membership consensus.

b. Properly filled out application form.

c. Attendance or participation in 4 club functions to include:

- Attendance of 2 business meetings
- Participation in 2 monthly trail runs or club sponsored events; however, you must drive your ring in one of the monthly trail runs.

d. Potential member is 18 years or older or has written parent or guardian consent.

e. Potential member must have their vehicle pass a safety inspection per vehicle safety inspection in article 2.F.2.

2. Election of Potential Members to Regular Membership

a. Election of Potential Members to Regular Membership shall take place at the next regular monthly business meeting after the Potential Member has fulfilled all membership requirements.

b. Only current members of the Club may be present during debate and election of a Potential Member

c. The election of a Potential Member to Regular Membership shall be by secret ballot and shall require a 90% majority of the Regular Members present.

d. The Vice President shall notify the Potential Member of the results of the election within seven days of the election

3. Initiation fees and membership dues are due immediately after fulfillment of above-mentioned requirements. If the membership acceptance does not occur during the allotted annual payment period, the first year membership dues will be a prorated amount of the annual amount. The initiation fee will not be pro-rated.

C. Membership Requirements (Regular Members)

1. Vehicle owner of a short wheel-based four-wheel drive vehicle. A four wheel drive vehicle is considered to be a 4x4 vehicle with a wheelbase less than 120” and a 2 speed transfer case. While the club is not a ‘Jeep’ specific club we are geared towards this size of vehicle and its capabilities. Any brand is acceptable and while modifications allow one to participate in more difficult runs, stock vehicles are perfectly acceptable. Exceptions can be made by membership consensus.

D. Cause for Dismissal of a Member

1. Falsification of information furnished upon application for membership
2. Failure to pay dues as set forth in Article 3
3. Any action that reflects adversely on the club
4. Violation of rules set up for the club

5. Driving under the influence of alcohol or drugs during any club event in a manner with a likelihood of endangering himself or others

E. Procedure for Dismissal

1. A written request for dismissal can be submitted by any member to the Board of Directors for review. The Board shall inform the designated member of the contemplated action. The member then has the right to appear before the Board to answer the complaint. If the Board finds reasonable grounds for action, the request will be brought before the general membership. A 2/3-majority vote of the general membership is required for dismissal.
2. The Board of Directors shall have the authority to dismiss a member with a quorum vote. This dismissal shall be announced at the following business meeting. Club members will have one month to voice their objection to the dismissal. If an objection is received, the action will go before the club members for voting. (This type of dismissal shall only apply in cases classified as "emergency" or "critical" situations)
3. If a member is dismissed, the dismissed member must return or remove any club logos from their vehicles.

F. Technical Inspection

1. Technical Inspector Appointment - The President will appoint a Technical Inspector/ Safety Officer. This person will oversee inspections to ensure that all vehicles are in well maintained order and that each vehicle conforms to the minimum safety requirements. The Technical Inspector/Safety Officer may assign other Members to assist in inspections of vehicles. Every trail boss on a club sanctioned run is automatically authorized by the President and Technical Inspector/Safety Officer to inspect any vehicles participating in the run.
2. Minimum Requirements - All member vehicles participating in any Idaho Off-Road 4x4 Club event must meet the minimum requirements set forth herein. Some events will require more than the minimum requirements. Refer to Standard Operating Procedures (SOP) for additional safety requirements.
    a. Seat Belt or Harness for Driver and each Passenger
    b. Roll Bar (show or light bars do not qualify) or Metal Hard Top
    c. Secure Front and Rear Attachment Points
    d. Fire Extinguisher
    e. Rigid Battery Hold Down
    f. Tow Strap with no metal hooks

ARTICLE III. MEMBERSHIP DUES

A. Initiation Fees

1. Initiation fees shall be $10.00 per immediate family.
2. The payment of this sum will be requisite to membership initiation or reinstatement.

B. Annual Dues

1. These fees will be due at or before the January Business meeting. Failure to pay the dues prior to the Friday following the February meeting of any year will result in the discontinuance of that membership. The former member has until the March meeting to pay the past due Dues and the reinstatement fee to be reinstated. After the March meeting, the former members eligible for reinstatement must be approved following the

same rules governing the Election of Potential Members to Regular Membership (Article II, Section B, Paragraph 2). Reinstated memberships are not eligible for pro-ration.

2. The Dues will be in the amounts as follows:
    a. Registered owner, spouse and immediate family - $30.00
    b. Honorary Member – no charge
3. Annual Dues shall be used for normal and good business practices such as:
    a. Staging Club events
    b. Publicity for club events and to support the sport of off-roading
    c. Normal functions related to the proper operation of the Club

C. Special Fees

1. Special fees may be assessed to the membership in the event an activity requires additional funding. Special fees shall be assessed only when approved by a 2/3 majority of the attending members of a regular business meeting.

ARTICLE IV. BOARD OF DIRECTORS

A. OFFICER POSITIONS

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Board member at large

B. OFFICER DUTIES

1. PRESIDENT
    a. Shall preside at all regular meetings.
    b. Officially represents the club.
    c. Serve as chairman of the Board of Directors.
    d. Shall have power to form special committees.
    e. Shall be an ex-officio member in all standing committees.
    f. Responsible for annual report.
2. VICE PRESIDENT
    a. Shall preside at club meetings when the President is unable to attend.
    b. Shall perform all duties delegated to him by the President.
    c. Shall coordinate all special committees.
    d. Shall be responsible for promoting membership and hosting guests.
3. SECRETARY
    a. Shall be responsible for the tending and maintenance of minutes for all regular meetings.

b. Shall maintain custody of the by-laws of the club.

c. Shall maintain a file on all applications as well as current membership rosters and prospective members.

d. Review all applications and verify them.

e. Shall maintain a mailing list of all club members.

4. TREASURER

a. Keep account of and be responsible for the club funds.

b. Be responsible for the collection of all fees and dues.

c. Have charge of any and all monetary transactions within a $20 limit. The Board of Directors must clear expenditures in excess of that amount before such a purchase.

d. All checks drawn upon the funds of the club shall require two signatures and be signed by the President or Vice President and the Treasurer.

e. He shall make a financial report to the general membership at each business meeting and prepare a quarterly report of the finances of the club. This quarterly report shall include the receipts and disbursements of the previous quarter, as well as an annual report of all financial transactions during the calendar year to be submitted at our regular meeting in January.

f. Handle and distribute "membership kit" upon acceptance.

g. Responsible for publicity: flyers, posters, etc.

5. BOARD MEMBER AT LARGE

a. Shall be the retiring President of the previous term of office. In the event this office cannot be filled by the retiring President because of his unavailability, the office shall remain vacant. Attendance at directors meeting is not obligatory.

b. It shall be the duty of members of the Board of Directors to attend all meetings of the Board. Absence of a Director from two consecutive board meetings, without a valid reason, will be considered a voluntary resignation from the Board. The vacancy of any office of the Board shall be filled by the 2/3 majority votes of the regular membership at the next meeting.

c. It is the responsibility of each Board member to keep the President informed on all progress of their respective positions.

d. Dismissal of Board member (officer): refer to Article 2, Section E.

C. ELECTION OF OFFICERS

1. In order to be eligible for election to the Board of Directors the nominee must be a Current Member in Good standing.

2. Each Family Membership may hold only one position on the Board except the Member at Large.

3. Nominations and election of officers shall take place during the business meeting held in March. The incoming officers' term shall commence with the March business meeting.

4. Method of Elections:

a. Elections by secret ballot and absentee voting.

b. A majority vote is required for election. If there are three or more candidates and a majority is not received, a runoff will be held between the two candidates with the most votes.

c. Terms of office shall be one year.

d. A special election shall be called to fill any office for the remaining term, vacated through resignation, dismissal, or through failure of the officer to fulfill the duties of his office.

D. BOARD OF DIRECTORS MEETINGS

1. The Board of Directors shall meet to discuss such business as is deemed necessary at least once each quarter.
2. The Board of Directors may meet more often as determined by the Board of Directors or by a majority of the Regular Members at a regular business meeting

E. CLUB COUNCIL:

1. The Club shall utilize a standing Council to aid the President and fellow Officers in the management of the Club for the benefit of the members.
2. The elected President or his assignee, as necessary, shall appoint the Club Council Members. Terms are typically one year, renewable by the President.
3. Suggested Council positions include, but are not limited to:
   i. Membership
   ii. Events Management
   iii. Education
   iv. Land Use
   v. Public Relations
   vi. Website Management
   vii. Trail Run Coordinator
   viii. Technical Inspector/Safety Officer
   ix. Governance
   x. Council Members serve the Officers of the Club and do not have a formal vote.
   xi. Council Members have a standing invitation to participate in the Board of Directors meetings as active members.

ARTICLE V. MEETINGS

A. MEETINGS

1. There will be one business meeting held during the first week of each month.
2. Order of Business: The rules contained in the tenth edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.
3. There will be a two-hour limit placed on all business meetings. An extension of the meeting will have to be agreed upon by a majority vote.
4. All business requiring membership voting will occur during the monthly meeting.

5. Voting process:
    a. A motion must be made for a vote on a given subject.
    b. The motion must then be seconded.
    c. The motion will then be open for discussion
    d. A verbal vote will be performed under supervision of the presiding officer
    e. Should the outcome of the vote not be determined, a ballet vote will follow.
    f. A 2/3-majority of the members present and in the case of the election of Club Officers, votes by absentee ballot, must be in favor to pass the vote
6. Only "regular members" can participate in votes. Only one vote is allowed per "regular membership" family.
7. The Board, as deemed necessary, may call special meetings.
8. Sergeant at Arms
    a. In order to maintain order at all Club meetings the President, with the approval of the Board of Directors, may appoint a Sergeant at Arms.
    b. The Sergeant at Arms shall be authorized to fine any attendee that is out of order an amount that shall be determined by the Board of Directors.
    c. All fines collected by the Sergeant at Arms shall be deposited into the general fund.

B. ABSENTEE VOTING

1. The Club prefers that Members cast their votes in person to encourage discussion and debate. The Club also recognizes that individual schedules may conflict with the Club Schedule and intends to recognize the voice of the majority of members.
2. Absentee Voting for Club Officers:
    a. Officer Nominations shall be open from January 1 until February 14 each year. Nominations to be collected by the Club Secretary.
    b. Names of nominees shall be published on the Club website on or before February 17 each year. If there are no qualified nominees for an officer position, accommodations for a write-in nomination will be made.
    c. Those not able to attend the March Member meeting (second Tuesday of March) will be responsible to access the Club Forum as a Registered User to vote. The Forum will have a link enabling discreet balloting that also ensures only one vote per office per member family per election.
    d. Absentee voting will not be provided for in the situation where an office is vacated during a term. In those situations the remaining officers and active Club Council members will select the interim officer.
3. Absentee Voting for Club Bylaw Changes:
    a. Bylaws shall be presented to Members at regularly scheduled Member Meetings and on the Club Forum. The Club Secretary shall make best efforts to contact all active members of new Bylaw change proposals via email or telephone.
    b. Bylaws will be published for a minimum of 30 days prior to a vote, except where deemed by the Officers to be an emergency change.

c. Those not able to attend the voting Member meeting (second Tuesday of the month) will be responsible to access the Club Forum as a Registered User to vote. The Forum will have a link enabling discreet balloting that also ensures only one vote per Motion per member family per election

4. Club Officers reserve the right to challenge absentee votes in the event there is reasonable cause to level said challenge. A challenge may delay the formal results and requires notification to active members.
5. Absentee Voting for Bylaw Changes will not accommodate motions to amend presented motions. All amendments must be submitted prior to the vote count to the author of the Motion, or at the Voting Meeting.
6. To ascertain voting majority, the Absentee voters are to be included in the count of "attendees."
7. Absentee voting will close 48 hours prior to the scheduled live voting meeting in order to allow those absentee votes to be counted and not delay the results.

ARTICLE VI. STANDARD OPERATING PROCEDURES (SOP)

A. Committees

1. Individual committees will be given the authority to create their own Standard Operating Procedures
2. A committee cannot modify or change another committee's existing SOPs
3. Committees may only amend their SOP once per calendar year
4. The Board of Directors shall act as the final arbiters in a jurisdictional dispute between committees

ARTICLE VII. CHANGES OR AMENDMENTS TO BY-LAWS

A. Any voting member in good standing shall present proposed changes/amendments to the Club Bylaws in writing to Members at regularly scheduled Member Meetings and on the Club Forum. The Club Secretary shall make best efforts to contact all active members of new Bylaw change proposals via email or telephone.

B. Bylaws will be published for a minimum of 30 days prior to a vote, except where deemed by the Officers to be an emergency change.

C. A two-thirds majority vote of the membership present at the regular monthly meeting is required for the motion to pass.