

# — BYLAWS —

## **ARTICLE I - NAME**

The name of this organization shall be: SANTA CRUZ FOUR WHEEL DRIVE CLUB (SC4WDC).

## **ARTICLE II - PURPOSE**

This shall be a non-profit organization for the purpose of: social, education and recreational activities, to enjoy and protect our natural resources and enjoy family outdoor living.

## **ARTICLE III - GENERAL MEMBERSHIP**

### **Section 1**

Owners of any 4-wheel drive vehicle are eligible.

### **Section 2**

**Applicants for new membership must fulfill all the following qualifications:**

- A. Be at least 18 years of age.
- B. Hold a valid driver's license.
- C. Show proof of California State minimum of PL and PD insurance on the vehicle which is intended to be used on club events.
- D. Participate in at least two (2) club sponsored events in their own vehicle and attend two (2) regular club meetings prior to acceptance of application.
- E. Be sponsored by one (1) Member in good standing. If applicant is new to the area, this requirement may be waived at the time of initiation.
- F. Pay an initiation fee of \$10, which will be used for security deposits on club events.
- G. All members must be CA4WD members.
- H. The request may be approved or disapproved by a two thirds vote of the Board.

### **Section 3**

Each member includes the immediate family.

### **Section 4**

Voting is restricted to family members consisting of husband and wife, or if unmarried to the registered owner (s) of the vehicle.

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## **Section 5**

**Annual Dues** are mandatory and due on March 1. Any member 30 days delinquent in paying their dues will be brought to the Board of Directors attention and pending the Board of Directors decision can be automatically terminated from the SC4WDC.

- A. **General Membership** - Dues are Fifty Five dollars (\$55.00). Membership in the California Association of 4WD Clubs is required.
- B. **Charter Membership** - Dues are waived (\$0). Membership in the California Association of 4WD Clubs is required.
- C. **Associate Membership** - Dues are Fifty Five dollars (\$55.00). Membership in the California Association of 4WD Clubs is not required.
- D. **Honorary Membership** - Dues are waived (\$0). Membership in the California Association of 4WD Clubs is not required.
- E. **California Association of 4WD Clubs, Inc. Membership** – Dues are Forty Five dollars (\$45.00) and must be paid or proof of membership through another affiliation must be presented on March 1 with your annual dues.

Note: Any member may join the California Association of 4WD Clubs through another affiliation, but must be able to show proof of membership when required.

- F. SC4WDC shall have full payment to the California Association of 4WD Clubs by July 1.
- G. The Board of Directors shall conduct a bi-annual review of the SC4WDC Operating Budget/Plan to determine, by a 2/3 majority vote, if an adjustment in the Annual Dues is required.

## **Section 6**

To remain in **good standing**, a Member must participate in at least three ( 3 ) club sponsored events a year and must attend at least three ( 3 ) membership meetings annually.

## **Section 7**

All members must conduct themselves in a respectable and orderly fashion whether in or out of club activities. Any Member disgracing them self in the public eye will be immediately subject to expulsion from the club at the discretion of the Board of Directors. This club will not tolerate any discrediting actions from its members.

## **Section 8**

Any member expelled from the club must return the flag, plaques and patches to the Treasurer.

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## **Section 9**

**Honorary Membership** may be applied for or granted to individuals or organizations who have significantly contributed to two (2) or more club events in one (1) year.

- A. The request may be approved or disapproved by a two thirds vote of the Board of Directors.
- B. Honorary membership shall have no right to vote, shall hold no office in this club nor may place motions to the membership for voting proposes.
- C. Need not own a 4-Wheel drive vehicle

## **Section 10**

**Associate Membership** may be granted to a **good standing** member who can no longer meet the general membership requirements and has provided a written request to the board, stating why the Member wants that status.

- A. The request may be approved or disapproved by a two thirds vote of the Board of Directors.
- B. Associate membership shall have no right to vote, shall hold no office in this club nor may place motions to the membership for voting proposes.
- C. Must attend three (3) membership meetings annually.
- D. May attend club runs as space permits.
- E. Need not own a 4-Wheel drive vehicle.

## **Section 11**

**Charter Membership** is defined as one who has been a member of the Santa Cruz 4-Wheel Drive Club for fifteen (15) years of continuous membership joining on or before December 31.

- A. A Charter Member shall receive a plaque from the SC4WDC stating their continuous support and dedication.

## **Section 12**

**Membership** renewal will be reviewed by the Board of Directors to determine if the membership to the SC4WDC will be allowed to be continued. Below are the subjects most likely to, but not limited to, be reviewed.

- A. A Member of the SC4WDC no longer possesses a 4-Wheel Drive for a period of six months.
- B. A Member of the SC4WDC no longer in good standing (Article III Section 6).
- C. Honorary Membership will be reviewed to see if that Honorary Member is to remain in that status ( Article III Section 9 ).
- D. Associate Membership will be reviewed to see if that Member wishes to remain in that status ( Article III Section 10 ).

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- E. Charter Membership will be reviewed to see if that Member wishes to remain in that status ( Article III Section 11 ).
- F. All members must show proof of California State PL and PD insurance on the vehicle which is intended to be used on club events.

### **Section 13**

A waiver of any bylaw may be decided at the discretion of a two thirds vote of a regular membership meeting, providing 51% of the membership is present.

## **ARTICLE IV - OFFICERS AND DIRECTORS DUTIES**

### **Section 1**

**President** (Executive Officer):

- A. Exercise general supervision over affairs of the club.
- B. Conduct membership and board meetings.
- C. Appoint committees.
- D. Signature authority on checks. (Cannot endorse a check made payable to himself)
- E. Report to the club on State Association business.

### **Section 2**

**Vice President** (Head Trail master):

- A. Organize and promote club trips.
- B. Assist the President.
- C. Act in place of the President or Treasurer when they are unable.

### **Section 3**

**Secretary / Treasurer:**

- A. Keep club records.
- B. Tend to club correspondence.
- C. Prepare a monthly written financial report in detail listing each item of income and expense.
- D. Signature authority on checks. (Cannot endorse a check made payable to himself)

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## **Section 4**

### **Directors:**

- A. The three (3) Directors shall each be appointed, at their first Board of Directors meeting, to support at least one of the following:
  - a. Membership activities
  - b. Financial activities
  - c. Social Events and Public Relations (one of which shall be the exiting President).

## **Section 5**

### Term Length

- A. The length of each term will be for two (2) years.
  - a. Officers will start on January 1<sup>st</sup> on odd years
  - b. Directors will start on January 1<sup>st</sup> on even years
  - c. The exiting President will become Director starting on January 1<sup>st</sup> on odd years.
- B. No officer may hold the same office for more than two consecutive terms.
- C. In the event that an officer or director must terminate his position for any reason, the Board of Directors will nominate a replacement for that position to fulfill the remainder of the term, and will be subject to vote by the voting membership.

## **ARTICLE V - BOARD OF DIRECTORS AND DUTIES**

### **Section 1**

The Board of Directors shall consist of the three (3) officers plus three (3) elected directors and the exiting President.

### **Section 2**

A quorum will consist of four (4) members of the Board of Directors.

### **Section 3**

This Board of Directors shall be the governing body of this club, subject only to the will of the membership.

### **Section 4**

The three (3) elected directors shall have the responsibility of reviewing and reporting the previous year's income and expenses made by the Treasurer to the general membership.

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## **ARTICLE VI – TRAIL MASTER DUTIES**

### **Section 1**

At least 3 weeks prior to the planned event, submit a Trail Master's agenda to all members in the club, to include the Web Master so that it may be posted on the SC4WDC website event calendar.

### **Section 2**

Provide information, handouts, and maps to each club member attending the run, no later than the last regular meeting prior to the run.

### **Section 3**

Carry the Trail Master's Kit, which includes the club First Aid kit and club welder, on the run.

### **Section 4**

Define departure time and location, and assist in organizing those who wish to caravan to/from the run location by:

- A. Facilitating the exchange of cell phone numbers and/or confirming CB radio channel. Channel (15) to be used if possible, but Trail Master has discretion to change it if need be to ensure clear communications.
- B. Assigning the lead vehicle and tail vehicle in the caravan, and to ensure that a form of communication between them has been defined in the event that a vehicle in the caravan has vehicle problems or leaves the caravan.
- C. Ensuring the caravan participants travel together and stop together as a group.

### **Section 5**

The Trail Master shall submit a Trip Report that summarizes the run highlights and may include observations of activities that went well or could be improved for future events. The Trip Report shall be submitted to the membership at the next meeting and to the Web Master to be posted on the SC4WDC website under "Trip Reports".

### **Section 6**

The Trail Master(s) shall determine if a person (member or guest) and/or their vehicle is capable of the run and has the power to stop any person from participating in a club sponsored run.

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## **ARTICLE VII - MEETINGS**

### **Section 1**

Membership meetings will be held once a month.

### **Section 2**

Board meetings will be held at the discretion of any of the Board of Directors.

### **Section 3**

Reimbursement of any expense may be submitted to the club membership, complete with description of expense and receipt(s), at any regular club meeting and will be subject to vote of the general membership.

## **ARTICLE VIII - ELECTIONS**

### **Section 1**

Election of all officers and directors shall be held at the regular November meeting each year. The elections for Officers and Directors will occur on alternating years.

Elections for the three (3) officers will be held on the "even" years (i.e., 2008, 2010, 2012, etc...).

Elections for the three (3) directors will be held on the "odd" years (i.e., 2009, 2011, 2013, etc...).

### **Section 2**

New Officers and Directors shall take office on the following January 1.

### **Section 3**

Election of the recipient of the Glenn Ensign Award will be held at the regular November meeting each year.

### **Section 4**

Procedures for electing officers, directors and recipient of the Glenn Ensign award shall be as follows:

- A. The Election Committee shall submit, to the voting members at the November meeting, a ballot containing the names of the officers/directors and Glenn Ensign award candidates. A write-in option will be provided for each officers/director positions and the Glenn Ensign award recipient.
- B. The "election" will consist of the voting members attending the November membership meeting, casting their votes, by ballot, for each officer/director position and Glenn Ensign award recipient.
- C. Each officer/director candidate receiving a majority of "aye" votes will be announced at the November meeting and will assume office January 1

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- D. The recipient of the Glenn Ensign Award will not be announced and will be presented the honorary trophy at the Club's January event.

## **ARTICLE IX - COMMITTEES**

### **Section 1**

Election Committee shall be appointed each year at the August meeting by the President consisting of one (1) Board Member and two (2) members-at-large. The Election Committee members are eligible to hold office.

- A. The Election committee will recommend one (1) candidate each for open position:
  - a. President, Vice President and Secretary/Treasurer (Even years)
  - b. 3 Board Members (Odd years)
- B. The Election committee will recommend two (2) candidates for the Glenn Ensign Award.
  - a. Glenn Ensign Award - The award acknowledges the individual club member who exemplified the values that Glenn brought to this club. Every November, the club membership has the opportunity to vote for the individual who demonstrated the passion for four-wheeling and was instrumental in keeping your faith in four-wheelers as good, responsible, fun loving people. This individual shall receive the honorary trophy denoting themselves, along with previous honored recipients, to hold for the coming year.
- C. Whenever an officer/director position or award recipient candidate cannot be filled by the Election Committee. The President will:
  - 1) Declare the officer/director position and/or award "open for nomination."
  - 2) Accept nominations for the office from the voting membership present at the October membership meeting.
  - 3) Close the nomination.
  - 4) Verify with the nominated individual(s) the acceptance of their candidacy for the officer/director position.
  - 5) Inform the Election Committee of the new candidate(s) to be added to the November ballot.

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## **ARTICLE X - BYLAWS CHANGES**

These bylaws may be amended by a two-thirds majority vote at a regular membership meeting, providing 51% of the voting membership is present. All Members must be notified by either an announcement at a regular meeting, mail or recognized email two (2) weeks prior to such an amending vote.

## **ARTICLE XI - SAFETY**

### **Section 1.**

Equipment required for run:

- A. Roll bar, Cage or hardtop.
- B. Safety belts for all passengers.
- C. Fire extinguisher (current date).
- D. Batteries must be fastened securely.
- E. First Aid Kit.

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## **Section 2.**

Equipment recommended by Club:

- A. Hand brake / microlock.
- B. Spare tire.
- C. Flares.
- D. Poles with light/flag (sand dunes), no less than 12 feet from the ground.
- E. Axe.
- F. Shovel.
- G. Water.
- H. Air Cleaner for Carburetor/Throttle Body/Air Intake Manifold
- I. All gear shift levers and dash switches shall have knobs.
- J. All tow bars must be fastened securely.
- K. Tool kit.
- L. Jack.
- M. Lug wrench
- N. Spare fuel.
- O. CB Radio (Channel 15 is normal club channel – TBD by Trail Master).
- P. Spill Kit
- Q. Human waste disposal kit

## **Section 3.**

Each Member is responsible for keeping their vehicle in accordance with the California State Vehicle Code.

## **Section 4.**

The Trail Master(s) has the power to stop any person with a gross vehicle violation, from participating in a club sponsored run:

- A. Example of a gross violation
  - 1. Hole in muffler - fire hazard.

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## ARTICLE XII - BYLAWS HISTORY

### Section 1.

- A. The original Santa Cruz 4-Wheel Drive Club Bylaws were drafted on December 31, 1969.
- B. Santa Cruz 4-Wheel Drive Club Bylaws referenced as given on November 11, 1993 for rewrite has only the addition of numbered and dated pages.
- C. Santa Cruz 4-Wheel Drive Club Bylaws updated per written and verbal inputs as of February 3, 1994. All ten Articles were reviewed by 51% of club members and were voted in as new bylaws of the SC4WDC to be effective as of February 3, 1994.
- D. Santa Cruz 4-Wheel Drive Club Bylaws updated per written and verbal inputs as of March 10, 1994. Article 3 section 5 was reviewed by 51% of club members and was voted in as new bylaws of the SC4WDC to be effective as of April 8, 1994.
- E. Santa Cruz 4-Wheel Drive Club Bylaws updated per written and verbal inputs as of March 2, 1995. Changed or added is: Article IV - Officers and Duties added Section 4: Term Length, Article V - Board of Directors and Duties added Section 5: Term Length and Article VIII - New Membership was added. These changes were reviewed by 51% of club members and was voted in as new bylaws of the SC4WDC to be effective as of May 4, 1995.
- F. Santa Cruz 4-Wheel Drive Club Bylaws updated as follows: Article III-Section 2, Article III-Section 5, Article III-Section 6, Article III-Section 10, Article III-Section 12, Article IV-Section 1, Article IV-Section 2, Article IV-Section 3, Article IV-Section 4, Article V-Section 5, Added Article VI –Trailmaster Duties, Article VII–Section 2, Article VII-Section 3, Removed previous Article IX, Renumbered Articles to IIX and IX, Article X-Section 1, Article X-Section 2, Article X-section 4, Article XI-Section 1.  
3/18/2008
- G. Santa Cruz 4-Wheel Drive Club Bylaws updated as follows:
  - a. Article I – Changed the “4” to FOUR in the official name statement. Michelle found out that we are officially know by the state of California as the Santa Cruz Four Wheel Drive Club (SC4WDC) when filling for our Non-Profit status for the year. Article III, Section 5 – Updated/Clarified the Annual Membership Dues section to list the different types of membership and the dues associated with them. Updated General membership dues to reflect \$55 for SC4WDC and \$45 for CALWDC. Updated Associate Membership to \$55.
  - b. Article III, Section 5, Para G - Added the Bi-annual review of the Operating Budget/Plan by the Board of Directors to determine if dues need to be adjusted.
  - c. Found a couple of places where we were referring to Directors as the Board Members and other where it was officers and directors.
  - d. Article III, Section 9, Para A– Changed “Board Members” to “Board of Directors”
  - e. Article III, Section 9 Para C– removed duplicate reference to dues as they are now covered in Article III, section 5
  - f. Article III, Section 10, Para A - Changed “Board Members” to “Board of Directors”
  - g. Article III, Section 10 Para C– removed duplicate reference to dues as they are now covered in Article III, section 5
  - h. Article III, Section 10 Para D– removed duplicate reference to CAL4WD membership as its now covered in Article III, section 5
  - i. Article III, Section 11 Para A– removed duplicate reference to dues as they are now covered in Article III, section 5
  - j. Article III, Section 10 Para C– removed duplicate reference to CAL4WD membership as its now covered in Article III, section 5

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- k. Article III, Section 12 – Changed “Board” to “Board of Directors”. Clarified statement.
- l. Article IV – Changed Title to Officers and Directors Duties
- m. Article IV, Section 1 - Changed “Board” to “Board of Directors”. Clarified statement.
- n. Article IV, Section 4 - Added section to describe the Director’s role. – Moved the definition of Directors duties to Article IV, because it became mixed with the definition for the Board of Directors in Article 5.
- o. Article IV, Section 4, Para A – Clarified the role of the Director to say that the Director shall be appointed, by the Board of Directors, to provide support to membership, financial, Social Events and Club PR.
- p. Article IV, Section 5 – Moved clarified and updated Term Length to include directors and to clarify when each position takes office, to include the exiting president.
- q. Article V, Section 2 - Changed “elected officers and directors” to “Board of Directors”. Clarified statement.
- r. Article V, Section 3 - Changed “Board” to “Board of Directors”.
- s. Article V, Section 4 - Changed “elected board members” to “directors”.
- t. Article V, Section 5 - Deleted
- u. Article VI, Section 1 - cleaned up the sentence and added “to include the Web Master so that it may be added to the club website”
- v. Article VI, Section 2 – clarified that the trail master only needs to provide hand outs and maps to those attending the run – not the whole club.
- w. Article VI, Section 3 – clarified that the trail master kit includes the first aid and welder
- x. Article VI, Section 4 – clarified that the trail master may change the club CB channel from 15 to whatever is required. This would be in the case that another club or group is using channel 15.
- y. Article VI, Section 5 – clarified that the trail master shall submit a trip report to the club at the next regular meeting and provide it to the Web Master for publishing it to the website.
- z. Article VI, Section 6 – Added Section 6 – This section was copied from Safety (Article X, section 4)
- aa. Article VII, Section 2 - Changed “President or any officers and board member” to “Board of Directors”.
- bb. Article VIII, Section 1 – clarified
- cc. Article VIII, Section 2 – clarified
- dd. Article VIII, Section 3 – Added that the Glenn Ensign award would be voted on during the November Mtg.
- ee. Article VIII, Section 4 – Updated and Clarified the Election process for Officers, Directors and recipient of the Glenn Ensign award.
- ff. Article IX – Added new article to cover Committees.
- gg. Article IX, Section 1 – Added Election Committee.
- hh. Article X – clarified that By-Law changes needed to be voted on by 51% of the “voting membership”
- ii. Article XI, section 2 – clarified
- jj. Article XII, section 1, Para G – Added.