

Larimer County 4-Wheel Drive Club, Inc.
Constitution, By-Laws and Standard Operating Procedures

Revised 10/18/00

ARTICLE I NAME:

1. The organization shall be known as the Larimer County 4-Wheel Drive Club, AKA The Mountaineers.

ARTICLE II OBJECTIVES:

1. The Larimer County 4-Wheel Drive Club is organized as a non-profit organization for the purpose of:
 - a. Providing social, educational and recreational activities for its membership.
 - b. Participating in and supporting civic activities for the betterment of the community.

ARTICLE III MEMBERSHIP AND DUES:

1. Owners, eighteen (18) years or older, of four-wheel drive vehicles are eligible for membership in the Larimer County 4-Wheel Drive Club.
2. Voting power shall be one vote per vehicle and must be a member or spouse.
3. All members must conduct themselves in respectable and orderly fashion whether in or out of Club activities. Any member disgracing themselves in the public eye will be immediately subject to expulsion from the Club, subject to decision of the Board.
4. An application for membership must be sponsored by a member in good standing.
5. Applicants must hold a valid drivers license and must show a minimum of PL and PD insurance coverage on their vehicles.
6. Applicants for membership must attend three (3) Club functions in ninety (90) days, one (1) of which must be a trip, before being issued an application blank to be properly filled out and submitted to the membership committee. Following review of each application by the membership committee the applicant will be notified as to his/her acceptance or rejection and when his/her dues will become payable. Upon payment of dues the member automatically becomes a member of all associated organizations. Fees for any associated organizations will be paid from membership dues.
7. Guests may be brought to any trip by members in good standing if both food and transportation is supplied by the member.
8. Each member shall notify the Secretary of any change of address or telephone number.
9. Any member who is deemed objectionable to the club may upon written complaint, be removed from the Club membership by a two-thirds (2/3) vote of the membership present and voting, and his/hers dues refunded on a prorated basis.
10. As long as dues are paid up to date, members are in good standing. Any members not attending a club function within a three(3) month period will be reclassified to inactive status and will lose voting privileges. He/she will be notified in writing of his/her change in status, but will remain on the membership rolls, retain his/her unit number and continue to receive the newsletter for as long as his/her dues remain paid. Attendance at a regular club meeting will re-instate full voting privileges.

11. Resignation of any member shall be in writing and submitted to the Secretary.
12. When a member disposes of and no longer possesses a four-wheel drive vehicle, his/her membership in this club shall terminate.
13. Dues for this organization shall be as set by vote of the membership, payable annually in advance. New members dues will be prorated with one-half (1/2) year being minimum, depending on what month they are accepted as members.
14. The fiscal year shall extend from January 1st to December 31st.
15. Any member whose dues are sixty (60) days in arrears shall be dropped from the rolls of this organization and will lose their current unit number. Dues are due at the January meeting. There will be a sixty (60) day grace period to pay your dues, but only paid members will have voting privileges. Any member whose dues have not been paid by the March meeting will be considered delinquent. Nothing herein contained shall prevent reinstatement of a delinquent member upon payment in full of his/her unpaid dues, at which time a new unit number will be assigned.
16. All personal expenses such as uniforms, decals, insignia, and etc., shall be borne by each individual, and are not to be arranged in any manner by the Club. All license plates should be Club property and given back upon leaving the Club. Any extra plates purchased by members and in good shape will be redeemed by the Club for one-half (1/2) their purchase price.

ARTICLE IV CHARTER MEMBERS:

1. Members who adopt and sign the by-laws of the Larimer County 4-Wheel Drive Club on or before August 31, 1965 shall be known as Charter Members of the organization.

ARTICLE V MEETINGS:

1. Meetings of the membership of the Larimer County 4-Wheel Drive Club shall be held once a month on the third Wednesday of each month with the place of meeting to be designated by the Board of Directors. The trips shall be planned for the Sunday following the membership meeting. However, at the discretion of the Board of Directors, the trip dates may be changed.
2. Fifty-one percent (51%) of the membership shall constitute a quorum for a membership meeting.
3. Order of Business:
 - a. Call to order
 - b. Roll Call
 - c. Reading of the minutes of the last meeting
 - d. Treasurer ' s report
 - e. Committee ' s reports
 - f. Report on the Board of Directors' meeting
 - g. Old Business
 - h. New Business
 - i. Entertainment
 - j. Adjournment

ARTICLE VI ADMINISTRATION AND OFFICERS:

1. The officers of the Larimer County 4-Wheel Drive Club shall consist of President, Vice-President, Secretary, Treasurer and four (4) Trip Planners, and shall be know as the Board of Directors. It shall be their duty to draw up an agenda for all board and membership meetings.
- 1a. The Executive Committee shall be comprised of the President, Vice-President, Secretary and Treasurer.
2. The Board of Directors shall meet once a month and five (5) members shall constitute a quorum of that body.
3. An officer may succeed himself/herself. Serving as an officer a part of a term due to a vacancy shall not constitute a term.
4. No officer shall be added to the Club except by the vote of the majority of the entire membership of the club.

ARTICLE VII DUTIES AND POWERS OF OFFICERS:

- 1, The President shall preside over all membership and board meetings and be present at all events when possible. He/she shall be the executive officer and shall have the duty to carry out the policies and decisions of the Board of Directors. He/she shall be without right of vote on the Board of Directors except in the event of a tie. He/she shall sign checks with the Treasurer.
2. The Vice-President shall, in the absence of the President, serve in that capacity. He/she shall also serve as a parliamentarian and perform such other duties as may be assigned by the Board of Directors.
3. The Secretary shall keep and preserve all records and minutes of all regular membership meetings as well as the Board of Directors meetings. He/she shall assume the responsibility of a ledger roll call and determine the number of voting members present so it may be known if a quorum is in attendance, and shall keep a general correspondence pertaining to the organization. Sufficient copies of the proceedings of the Board meetings shall be made so that the officers and committee chairmen shall each receive a copy. Copies of the minutes of all meetings shall be given to the President, Vice-President, Secretary and Treasurer. The Secretary and Treasurer shall perform all other duties as directed by the President. The Treasurer shall keep accurate and complete records of the funds and accounts of this organization and shall collect all dues and maintain a record thereof. He/she shall make only such disbursements as are directed by the Board of Directors and Article VIII hereof. He/she shall give a financial report at each membership meeting. Upon expiration of his/her term he/she shall deliver to his/her successor all monies, documents and other properties of the Club.
4. The Trip Planners shall submit plans for a trip each month. The plans are to be presented at the regular monthly meeting and the trip planned as per Article V. The Trip Planners shall consider the safety, welfare and enjoyment of all members when planning each trip.

ARTICLE VIII EXPENDITURES AND FINANCE:

1. All monies received from all sources shall immediately be turned over to the Treasurer to be deposited in the checking account of the Larimer County 4-Wheel Drive Club.
2. No withdrawal from funds shall be made without approval of the Board of Directors.

Single expenditures in excess of one hundred dollars (\$100.00) must have approval of the majority of a voting quorum of the membership. All expenditures shall be made by check and the item for which each check is drawn shall be designated in the check register. If funds for more than one purpose are included, they shall be itemized separately, stating the amount of each.

3. The signature of any two (2) of the President, Vice-President or Treasurer shall be required to validate a check.

ARTICLE IX DELETED, DOES NOT PERTAIN TO THIS CLUB

ARTICLE X ELECTIONS:

1. The membership shall meet and elect officers and directors for each fiscal year at the regular November meeting. The newly elected officers shall take office on January 1st. Voting shall be in person and not by proxy or mail.
2. A nominating committee consisting of a chairman and two (2) members in good standing shall be appointed by the Board of Directors to nominate one (1) or more candidates for President, Vice-President, Secretary, Treasurer and four (4) Trip Planners. The candidates for office must be regular members in good standing and a member for six (6) months immediately prior to nomination. Candidates for the office of Treasurer must be bondable, bond to be paid by the Club. Nominations shall be announced by mail to each member in good standing at least two (2) weeks prior to the general election. At all elections, nominations for each and every office of this organization may be made from the floor.
3. Balloting for each office shall be in separate successive sequence and be held by secret ballot. All ballots must be counted and checked by three (3) members other than the nominees.
4. A majority of votes cast is necessary for election to an office or position on the Board of Directors.
5. In the event of a vacancy in the office of Vice-President, Secretary, Treasurer or Trip Planner, an election shall be called to elect a successor.
6. No one (1) member will hold more than one (1) office or committee chairmanship at one time. And no two (2) members of the same family or vehicle shall serve on the same committee or as an officer at the same time.

ARTICLE XI COMMITTEES:

1. Standing Committees shall be:
 - a. Membership
 - b. Entertainment
 - c. Refreshment
 - d. Publicity and Public Relations
2. Each of these committees shall meet at least as often as the general Club, at the same or different time and place, if only for roll call.
3. Duties of the committees:

MEMBERSHIP: The duties of the membership committee shall be governed by ARTICLE

III. The membership committee shall be diligent in the pursuit of new members and act as ambassadors of good will.

ENTERTAINMENT: This committee shall arrange for all programs as deemed necessary at each membership meeting.

REFRESHMENT: This committee shall purchase and oversee the serving of refreshments for all functions of the club.

PUBLICITY AND PUBLIC RELATIONS: This committee shall prepare and edit notices and all news release of the Club. They shall promote and maintain desirable publicity that will tend to gain favor in the eyes of the public. All edited material shall be submitted to the President or his/her duly appointed representative for his/her approval before release. The use of Larimer County 4-Wheel Drive Club, Inc., AKA "Mountaineers", name in association with any cause requires a majority vote of the membership. This committee will also be responsible for the publication of a monthly bulletin giving all news of interest to the Club members. This includes business, social, as well as advertising media.

ARTICLE XII GENERAL POLICIES:

1. All events shall be subject to approval of the Board of Directors.
2. All members, including the President, Vice-President, Secretary and Treasurer are responsible to the direction of the elected Trip Planners and his/her appointed assistants from the set time of the beginning of an event to the termination of an event. At no time has any member or officer the right to demand an unscheduled stop or change of route or plan. No provision is to be made to permit any member to join an event at a location or time other than the location and said time decided upon for the event if such provision causes any change of time, any stop, any delay, or any change of route.
3. All events must be conducted in an orderly manner and with safety as the prime factor. Any event held on private property will be subject to liability releases obtained by the Trip Planners.
4. No member or guest under the age of eighteen (18) years will be permitted to drive in any event unless accompanied by or with written permission of parent or guardian.
5. All competitive events shall be under the direct authority, supervision and control of the Board of Directors.

ARTICLE XIII RULES AND PROCEDURES:

1. Unless otherwise specified in these By-Laws, Robert's Rules of Order Revised shall govern parliamentary procedure.

ARTICLE XIV AMENDMENTS:

1. These By-Laws may be amended by a two-thirds (2/3) majority vote at a regular membership meeting, a quorum being present and voting. Any amendment to the By-Laws must be presented to the membership at the regular membership meeting preceding that which the vote is taken.

Standard Operating Procedures

June, 1967

It was decided that we have wind breakers and it was also decided they be red. (See January, 1999.)

February, 1970

A club radio channel was discussed and 13 was decided for all trips.

November, 1972

Due to CB license restrictions, the club decided to issue unit numbers to each family membership. This number will be issued according to the time the member joined the Club. In the future, numbers will be assigned and if more than one member joins per month, they will be issued in alphabetical sequence.

August, 1974

Members are to display their unit numbers on the front and back of their vehicles.

September, 1975

Former members wishing to receive the newsletter will be charged \$3.00 per year.

February, 1977

Anyone who has served ten years of faithful service will be automatically considered an honorary board member.

September, 1977

The Trip Planners will plan an extra trip only when the main trip exceeds a 75 mile radius, organize an extra trip for members who are unable to attend. This counts for attendance requirement.

November, 1978

No regular trip may be canceled without approval of the membership.

January, 1983

The sledding trip was changed from December to February.

March, 1983

A legitimate excuse may be accepted if presented within a 30 day period and be presented to and accepted by the Board of Directors.

December, 1983

Keep receipts and bank statements for three (3) years.

May, 1985

Increase our yearly dues from \$20.00 per year per member family to \$25.00 per year.

March, 1986

Pay each delegate \$20.00 for expenses for each state meeting and waive the fee if our club hosts the state meeting.

December, 1986

Business card ads in the newsletter sell for \$2.00 per month or \$20.00 per year.

July, 1989

Spend up to \$30.00 for flowers for either a death of immediate family member or hospitalization of a club member.

January, 1990

Trip Planners will be paid \$10.00/vehicle not to exceed \$20.00 if: 1) the trip is checked out, 2) a bill is submitted within thirty (30) days after the trip is checked out, and 3) funds are available.

March, 1991

Any member who has been in the club for twenty (20) years can be made a lifetime member by club vote. Lifetime members shall not pay dues. A lifetime member must attend at least four (4) club functions per year to maintain lifetime status and meet all other Club By-Laws as set forth above.

June, 1991

Funds will go through the club treasury instead of an individual for anything for the club store.

June, 1991

Give state delegates \$20.00 discretionary funds per quarter for use as donations (at the CoA4WDCI Meetings).

August, 1991

Advance the newsletter editor \$50.00 one time to buy stamps and pay for the printing expenses each month. The editor would turn in the bills that they have actually spent of the \$50.00 each month and get it replenished from the Treasurer to equal the \$50.00 again.

August, 1994

Treasurer to transfer an appropriate amount of money when needed from the A.G. Edwards account into the Club treasury.

August, 1996

Associate membership in the Larimer County 4-Wheel Drive Club, Inc. will entitle the person or family to participate in all club functions and receive the club monthly newsletter. Associate members will not have voting rights or be eligible to hold office and dues to the Colorado Association of 4 Wheel Drive Clubs, Inc. and the United Four Wheel Drive Associations, Inc. will not be paid by the LC4WDCI. Associate members will not be issued a club license plate or club card or be entitled to club discounts offered by merchants to the club members. Minimum age for associate membership will be sixteen (16) years of age, and upon the age of eighteen (18) will be eligible to apply for regular membership upon meeting the club requirements. The annual fee will be \$15.00 per year (\$20.00 outside the USA) and will be due in January. If associate membership is granted by the executive board after July 1st, the fee will be \$7.50 (\$10.00 outside USA). Application for associate membership shall be in writing and be accompanied by the appropriate fees before they can be voted upon by the executive board.

July, 1997

A horses "potoot" award for vehicle abuse on Club trips will be put in use, and the trip

planners will award it on a monthly basis.

January, 1999

Strike existing SOP (June, 1967) stating that Club jackets be red, and add the standard Club logo can be placed on any type and color of jacket.

October, 2000

Membership dues will now be \$40.00 per year.