

By-laws for Kansas City 4WD Association, Inc.

Revised 2004

ARTICLE I

1. This organization shall be known as the Kansas City 4WD Association.

ARTICLE II

Objectives

1. The Kansas City 4WD Association is organized as a non-profit organization for the purpose of :
 - a. Providing social, educational and recreational activities to explore, maintain, preserve and enjoy, with fellow club members the inaccessible portions of our area.
 - b. Participating in and supporting civic activities for the betterment of the community.
 - c. To be readily available, when called upon, to help in emergencies where our 4 wheel drive vehicles and personnel are needed.
 - d. To support Blue Ribbon Coalition, United Four Wheel Drive Association and/or other regional and national associations.

ARTICLE III

Membership and Dues

1. Owners of four wheel drive vehicles are eligible for membership in the Kansas City 4WD Association.
2. The total number of membership shall be unlimited in so far as the club teams can effectively manage the membership at large. Each membership includes the immediate family, however, voting power is restricted to one vote per family membership regardless of the number of vehicles.
3. Applicants for membership must be sponsored by a member in good standing and be presented to the member body by the membership team for approval and vote in order to become a member.
4. An initiation fee of \$5.00 shall be assessed against each new membership and must accompany the application for the membership. Following review by the membership team and presentation to the membership for vote, the applicant will be notified as to his acceptance or rejection.
5. Members must attend a minimum of 1 meeting and 1 function or event sponsored by the club per annum to maintain membership in the club.
6. Dues for this organization shall be \$20.00 per membership per year, payable in advance. Any member whose dues are thirty days in arrears or has not participated in at least 1 meeting and 1 function or event in any one year period, shall be dropped from the rolls of this organization. Nothing herein contained shall prevent reinstatement of a delinquent member upon payment in full of their unpaid dues, together with a reinstatement fee of \$10.00.
7. All personal expenses such as uniforms, decals, insignia, etc., shall be bore by each individual and are not to be arranged for in any manner by the club.

8. Members shall immediately notify the Secretary upon a change of address, mailing address, or telephone number.
9. Resignation of any member shall be in writing and submitted to the Secretary.
10. When a member disposes of and no longer possess a four wheel drive vehicle, his membership in this club shall terminate.
11. Upon sale of a vehicle or resignation, all members must remove all club decals and emblems from their vehicle. Any member leaving this club under unfavorable conditions shall return all evidence of club membership.
12. Honorary members may be nominated by the Board of Directors and by majority vote of the club voting membership. Any suitable person or business may be elected to Honorary Membership in the club. They will pay no dues, shall not have voting privileges, and shall not be entitled to hold any office in the club.
13. Business Associate Members shall be decided by the Board of Directors as a means to offer membership discount prices on goods and services. They will not be assessed any dues unless they elect to become personally involved as a voting member.
14. Associate Membership is available. They shall have no voting privileges and will be restricted to 2 meetings and 2 rides per year.
15. All members must conduct themselves in a responsible and orderly fashion whether in or out of the club activities. Any member disgracing themselves in the public eye will be immediately subject to expulsion from the club, subject to decision by the Board of Directors.
16. Members may bring a guest to 1 meeting and /or 1 event without the guest being considered for membership. The member is responsible for the guest behavior at the meeting/ride. The guest must sign a club waiver of responsibility form to participate in a ride.

ARTICLE III-2

All members and member vehicles are required to have the following:

1. They must be at least twenty one years of age (exceptions may be made by the Board of Directors).
2. Must have a four wheel drive vehicle.
3. Must hold a valid drivers license.
4. Must show a minimum of PL & PD insurance coverage on their vehicles. A vehicle built for and operating only on the trail that is not covered by insurance may be accepted into the membership at the discretion of the Board of Directors. Furthermore, if such a vehicle is accepted into the membership, the owner must sign a letter of acceptance of financial responsibility for any damage caused by their vehicle.
5. Must have on file an Annual Waiver of Liability form signed for each year of membership.

Vehicle requirements:

1. Must be in good operating condition
2. Roll bar, roll cage or factory installed hardtop.
3. Seat belts for each person in vehicle.
4. ABC dry chemical fire extinguisher or equivalent in working order and appropriately stored.
5. First Aid kit.
6. Adequate tow attachment points front and rear. Trailer balls are not considered adequate.

ARTICLE IV

1. Members who adopted and signed the by-laws of the Kansas City 4WD Association on or before March 22, 1997, Shall be known as Charter Members of the organization. Those members listed herein are Charter Members of the Kansas City 4WD Association and have been continuously since this clubs inception. Their membership cannot be revoked and they shall be entitled to vote and hold office in the club so long as their membership dues are paid and are otherwise in good standing.

Ron Istas	David Killion
Rick Heitman	Bryan Smith
Phil Neeley	Greg Robinett
Gerald Riccardi	Debbie Cook

ARTICLE V

Meetings

1. Meetings of the membership of the Kansas City 4WD Association shall be held once monthly at such times and places as may be designated by the Board of Directors.
2. Quorum at any meeting shall consist of the membership at large attending that particular meeting plus at least one officer. Majority vote will be accepted on all issues.
3. At the Annual Meeting, the order of business shall be:
 1. Minutes of the previous meeting.
 2. Reports of Officers and Board of Directors.
 3. Accomplishments of the past year and progress reports.
 4. Announcements of results of the annual elections.
 5. Vote on proposed bylaws changes.

ARTICLE VI

Administration of Officers

1. The officers of the Kansas City 4WD Association shall consist of a President, Vice President, Secretary, and Treasurer and shall be known as the Executive Committee. It shall be their duty to draw up agenda for all board and membership meetings, and it shall be their further duty to assume the functions of the Board of Directors in case of emergency.
2. The Board of Directors shall consist of the members of the Executive Committee, the immediate past president and the team leaders/co leaders from each of the volunteer teams. Each director shall be assigned one or more committees and it shall be his or her duty to represent such committee on the Board. Further duties of the Directors shall be to conduct the day to day business, to take such actions as might best fulfill the aims of this organization, and to audit the books of the previous administration. The Board of Directors shall meet regularly once each quarter and 51% shall constitute a quorum of the body.

3. No Officer shall be added to the club except by vote of the majority of the membership at large at that particular meeting.

ARTICLE VII

Duties and Powers of Officers

1. The President shall preside over all membership and board meetings and shall be present at all events when possible. He or she shall be the executive officer and shall have the duty to carry out the policies and decisions of the Board of Directors. He or she shall be without right of vote on the Board of Directors except in the event of a tie.
2. The Vice President shall, in the absence of the President, serve in that capacity. He or she shall also serve as a Parliamentarian and perform such other duties as may be assigned by the Board of Directors. He or she will also take roll at all meetings and turn in to Secretary at end of meeting. Develop a call team to call members regarding changes in plans, etc..
3. The Secretary shall keep and preserve all records and minutes of the meetings of the regular membership, shall keep a file system of membership, and shall receive and answer or direct all general correspondence pertaining to the organization.
4. The Treasurer shall keep accurate and complete records of the funds and accounts of this organization and will collect all dues and maintain a record thereof. He or she will control all inventories of club insignia items and will serve as the selling agent at all meetings. He or she will also be responsible for the drawing pot and any other special funding project. He or she shall make only such disbursements from the funds of the organization as are directed by the President or any general disbursements that are regular and have corresponding receipts that have been approved.

Duties and Responsibilities of Volunteer Teams

1. Trail Leader Coordinator & Team: Get a count of how many plan to attend the ride. Classify trails and let membership know what to expect on any given trail prior to the ride. Assign trail leader(s) for each ride in relationship to the number and type of vehicles going. Research motel and camping areas. Set time and place to meet to start the ride. Research other trails and areas. Serves as safety officer to make sure vehicles are properly equipped for that particular ride and collect guest waivers.
2. Planning Team: To plan trail rides on an annual basis based on the membership and types of vehicles in the club. Develop plans for fun activities and community activities for the club.
3. Picnic Team: Find and secure a place for the annual picnic. Plan all activities, games, food, beverage, schedule, time, date, etc. for the annual picnic.
4. Newsletter Editor & Team: Write the newsletter, gather ads from members and retail partners. Gather photos and articles from trail rides. Get copies made, fold, stamp and mail to members in a timely manner. The newsletter must be sent out no later than 8 days before the next meeting/event.
5. Club Photographer & Photo Album Team: Take pictures of all events and rides. Get film developed and forward to the newsletter editor by Wednesday following the event. Assemble and maintain photo albums. Bring albums to meetings and events.
6. Membership Team: Answer all inquiries about club via phone, e-mail, website or mail. Talk with potential members to gain information about them such as their family, vehicle, and trails & experience level. Present potential members to the club

- to be voted on. Prepare new member packets and pass out at meetings or mail. Input and update membership information from applications. Obtain driver's license and vehicle insurance from Waiver for files. Pass out a new member list twice a year to all members. Forward money to Treasurer. Update vehicle information and make sure the Planning Team and Trail Leader has member vehicle information to determine how to plan rides based on members' needs.
7. Political & Land Liaison: Make contact with city, county and state officials regarding land usage. Research other land options and contact individuals regarding such options.
 8. Web Site Team: Build, change and maintain web site with schedule information and member information.
 9. Special Events Team, create and implement any special event for the betterment of the club, both socially and community oriented.
 10. Team Leaders and Co Team Leaders will each have one vote in any decision at a Board of Directors meeting, but will be limited to only one vote if a Team Leader is leader of multiple teams or is an officer and a Team Leader.
 11. A Team Co Leader may be designated by the Board of Directors at its discretion.

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 Kansas City 4WD Association.
2. No withdrawal from funds shall be made without the approval of the President and Treasurer. All expenditures shall be made by check, and the item for which each check is drawn shall be designated on the face or the reverse side thereof separately, stating the amount of each. Reimbursements to the Treasurer or to the President shall be made by the opposite representative upon presentation of a corresponding receipt.

ARTICLE IX

Committees

1. Committees shall be designated by the Board of Directors and/or President. Each committee shall be assigned by the President to a member who shall be responsible for it's activities and who shall serve as committee chairman.

ARTICLE X

Election of Officers

1. The membership shall meet and elect officers for each fiscal year at the regular February meeting. The newly elected officers shall take office on March 1st. Voting shall be in person and not by proxy or mail.
2. A nominating committee consisting of a chairman and two members in good standing shall be appointed by the Board of Directors or President at the January Meeting to nominate one or more candidates for President, Vice President, Secretary, and Treasurer. The candidates for the offices must be regular members in good standing. The candidates for the office of Treasurer must be bondable, bond to be paid for by the club. Nominations shall be announced by mail to each member in good standing at least two 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 all offices will be held by secret ballot. All ballots for offices must be counted and checked by three members other than the nominees.

4. A majority of votes cast is necessary for election to an office.
5. In the event of a vacancy in the office of Vice President, Secretary or Treasurer, an election shall be called to elect a successor.

ARTICLE XI

Recall

1. Any officer of the Kansas City 4WD Association may be recalled by a two third majority vote of the membership in attendance at the election meeting.

ARTICLE XII

Events

1. All events shall be subject to approval by the Board of Directors. Events will be under the direction of a Trail Leader appointed by the Trail Leader Coordinator.
2. All members, including the President, Vice President, Secretary and Treasurer, are responsible to the direction of the appointed Trail Leader and his 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 any unscheduled stop or change of route or plan. No provision is to be made to permit any member to join an event at any 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. All events held will be subject to liability releases.
4. No guest under the age of twenty one years will be permitted to drive in any event. Any Member under the age of twenty one years will be permitted to drive in any event if they are accompanied by or with the written permission of a parent or guardian.
5. All competitive events shall be under the direct authority, supervision and control of the Board of Directors. The Board of Directors shall determine entrance classifications and regulations for various events and shall approve trophies and awards to be presented. Anyone determined to be physically or mentally disturbed at the time of an event shall be disqualified. Vehicles may be subject to technical inspection varying according to the type of event and shall be disqualified if found to be mechanically unsafe.
6. All members and guests participating in an event shall abide by the Motor Vehicle Codes of the state concerned and by the laws and regulations of the City, the County, or the private or public land in use. Any flagrant violations are subject to a decision by the Board of Directors or Trail Leader.
7. No Alcohol or drugs will be permitted on trail rides. Anyone found to have partaken of either substance before or during a trail ride will not be allowed on the trail or to continue.

ARTICLE XIII

Rules and Procedures

1. All club meetings will be conducted by Generally Accepted Meeting Rules as based on past practices/procedures. All reasonable issues that will need to be researched for discussion shall be submitted to the President and/or Executive Committee prior to a regular meeting to be added to the agenda.

ARTICLE XIV

Amendments

1. These by-laws may be amended by a two-thirds majority vote of the Board of Directors and Executive Committee at any quarterly or special meeting. Any amendment to the by-laws must be presented to the membership at the regular membership meeting and ratification will be by a majority vote.

Receipt & Acknowledgment of The Kansas City 4WD Association, Inc by- law's

Because the club was created for its members and conditions are always changing, the articles in the by-law's may be amended and ratified by the membership of the club. No changes in policies and procedures will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such amendments will have on you as a member of the Kansas City 4WD Association.

Please read the following statements and sign below to indicate your receipt, acknowledgment and understanding of the Kansas City 4WD Association by-law's.

1. I understand that all by-laws governing the Kansas City 4WD Association are for the benefit of the membership and the community in which the Club is active.
2. I understand the by-laws and will uphold them in representing this organization as a group, as well as an individual, whether in an organized event or during my everyday activity.
3. I further understand that any amendments to the by-laws must be discussed and voted on by the membership and may require an additional signature of receipt and acknowledgment from me.
4. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Kansas City 4WD Association by-law's and accept them as a new member.

Member's Printed Name

Member's Signature

Date

President's Signature

Date