

BY-LAWS OF THE DIABLO FOUR WHEELERS JEEP CLUB, INC.

ARTICLE I - NAME

SECTION 1.	This organization shall be known as the “Diablo Four Wheelers Jeep Club, Inc.” (hereinafter referred to as “Diablo Four Wheelers”, “Diablo 4 Wheelers” or “Club”).
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ARTICLE II - OBJECTIVES

SECTION 1.	The Diablo Four Wheelers is organized as a nonprofit 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.
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ARTICLE III - MEMBERSHIP AND DUES

SECTION 1.	Owners of all 4WD vehicles are eligible for membership in the Diablo Four Wheelers. Membership in this organization shall be without regard to race, creed, sex, national origin, age, marital status or handicap.
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SECTION 2.	Each membership includes the immediate family; however, voting power is restricted to that of the member and their auxiliary member.
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SECTION 3.	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; subject to decision by the Board of Directors. The Diablo Four Wheelers will not tolerate any discrediting action from its membership, including offensive use of alcohol. Use of illegal drugs will not be tolerated, and subject to dismissal.
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SECTION 4.	All applicants for membership must be at least 18 years of age or sponsored by parents, must hold a valid driver’s license, and must show minimum PL & PD insurance coverage on their vehicle.
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SECTION 5.	An applicant for membership must be sponsored by a member of good standing.
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SECTION 6.	Applicants for membership must attend, four (4) membership meetings and four (4) Club events, two (2) of which must be separate overnight events. There must be three (3) members in attendance to count as an event. Exception may be made by the Board of Directors for applicants who are unable to attend the required meetings/runs. Each applicant will properly fill out an application and a “Release and Waiver of Liability and Indemnity” to be submitted to the Club Membership Chairman, before membership can be considered. An initiation fee of ten (10) dollars shall be assessed against each new membership accepted. Upon fulfillment of requirements, each application shall be reviewed and voted on, by the membership, at a regular Club business meeting. Balloting is to be done in secret. Applicants must be accepted by a two-thirds majority vote. New members will receive two (2) club name tags and 2 large decals.
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SECTION 7.	Dues for the organization shall be twenty-five (25) dollars per year. All dues are due and payable on or before June 30 of each year. Each year upon renewal of membership all Members, Auxiliary Member and parents/guardian of minors shall sign a Diablo 4 Wheelers Jeep Club “Release and Waiver of Liability and Indemnity” and submit form with their dues. Signed forms shall be retained by the Secretary. Any member whose dues are not paid by June 30 will be dropped from the rolls of the organization. Reinstatement shall be handled the same as a new application. Dues for partial year membership shall be assessed on a monthly basis of 2.08 dollars for club dues.
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SECTION 8.	<p>Each member of the Diablo Four Wheelers must become a member of the California Four Wheel Drive Association Inc. upon acceptance of membership to the Diablo Four Wheelers. Annual dues, as assessed by the association, shall be paid by the Member directly to the association. Any member whose dues with the California Four Wheel Drive Association Inc. is more than 60 days delinquent will be dropped from the rolls of the organization.</p> <p>LIFE MEMBERSHIP: Each member and auxiliary member in current “good standing” may request Life Membership after a combined minimum total of 25 years as a member(s) of the Diablo Four Wheelers. The request may be verbal or written to the Diablo Four Wheelers Board of Directors. The Board of Directors shall approve this request by vote and shall pass by no less than 2/3 of majority vote. Life membership may also be awarded by the Diablo Four Wheelers Board of Directors, ahead of the required 25 years, for exemplarily or meritorious service to the Club, or other instances as determined by the Board of Directors. The monthly Club dues shall be waived for all Life Members. Life Members shall not be exempt from California Association of 4WD dues.</p>
SECTION 9.	Any member not having attended a membership meeting during three consecutive months shall be sent a card or email from the Secretary stating that “we miss you”. The club encourages Member participation in all Club functions and would ask Members to notify a Board Member if they are unable to attend meetings.
SECTION 10.	All personal expenses such as uniforms, equipment, etc., shall be borne by each individual and not be financed by the Club.
SECTION 11.	Members shall immediately notify the Secretary upon change of home address, mailing address, or telephone number.
SECTION 12.	Resignation of any member shall be in writing and submitted to the Secretary.
SECTION 13.	Leave of absence requests shall be submitted in writing and approved by the Board of Directors and reviewed annually. During a leave of absence, the member is relieved of all Club obligations however, California Association of 4WD Clubs, Inc. dues must be kept current. In order for the Board of Directors to grant a leave of absence or reinstate a leave of absence member, the member must have his/her dues paid up to date on which his/her leave of absence request becomes effective.
SECTION 14.	Nil, removed 05/03/2022
SECTION 15.	The colors for the Diablo Four Wheelers shall be red, black and white.
SECTION 16.	The emblem of the Diablo Four Wheelers Club is to be a circle, white background with black lettering & displaying the name of the Club, the Club's location, and the silhouette of a mountain and that of a Jeep.
<u>ARTICLE IV - MEETINGS</u>	
SECTION 1.	Meetings of the membership of the Diablo Four Wheelers shall be held at a minimum of one meeting per month at such times and places as may be designated by the Board of Directors.
SECTION 2.	The number of members present at a membership meeting shall constitute a quorum.
<u>ARTICLE V - ADMINISTRATION AND DIRECTORS</u>	
SECTION 1.	The five Directors of the Diablo Four Wheelers shall be broken down to a President, Vice President Secretary and Treasurer, Membership Chairman and shall be known as the Executive Committee. It shall be their duty to draw up an agenda for all Board and membership meetings, and it shall be their further duty to assume the functions of the Board of Directors in cases of emergency when time is of essence.

SECTION 2.	The Board of Directors of the Diablo Four Wheelers shall consist of the members of the Executive Committee, the Immediate Past President, the Delegate/Alternate and two (2) elected members. Duties of the Directors shall be to conduct the day-to-day business; to take such action as might best fulfill the aims of this organization, and to audit the books of the previous administration. The Board of Directors shall meet quarterly or as necessary, and four members, in addition to the President and Vice President, shall constitute a quorum of that body. Any Board member not maintaining the attendance requirement for the regular meetings and attending at least two (2) Board of Directors meetings in any six (6) month period, without valid excuse approved by the Board of Directors, shall be relieved of their duties as a Board member.
SECTION 3.	The President, Vice President, Secretary, and Treasurer shall not serve more than three (3) consecutive terms in the same office. Serving as an officer for part of a term due to vacancy shall not constitute a term.
<u>ARTICLE VI - DUTIES ADMINISTRATION AND OFFICERS</u>	
SECTION 1.	The President shall preside over all membership and Board meetings and be present at all events whenever 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 except in the event of a tie. The Secretary and/or Treasurer, unless both are members of the same family shall sign checks.
SECTION 2.	The Vice President shall in the absence of the President, serve in that capacity. He/She shall be the public relations officer for the Club. He/She shall also act as the Club Jeep Master for the year, seeing that the runs are properly planned appointing trip Jeep Masters. He/She shall keep, maintain, and submit to CA4WDC completed land use forms.
SECTION 3.	The Secretary shall keep and preserve all records and minutes of the meetings of the regular membership and the Board of Directors meetings, shall assume the responsibility of ledger roll call, shall keep a file system of membership, attendance, and participation records, shall maintain current roster mailing list and shall receive and answer all general correspondence pertaining to the organization. He/She shall sign checks with the Treasurer
SECTION 4.	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 and shall also notify members whose dues are two (2) months in arrears. He/She shall check the records of California Four Wheel Drive Association Inc. to ensure club members are current on the association dues. He/She shall make such disbursements from the funds of the organization as are directed by the Board of Directors and Article VII hereof.
SECTION 5.	Membership shall process membership applications and forward to the Secretary for recordkeeping, respond to inquiries for information and manage Diablo Four Wheelers apparel, decals and items for sale.
<u>ARTICLE VII - EXPENDITURES AND FINANCE</u>	
SECTION 1.	All monies received from all sources shall immediately be turned over to the Treasurer to be deposited in the checking or savings accounts of the Diablo Four Wheelers.
SECTION 2.	All expenditures and matters concerning Club finances shall be approved by the Board of Directors. All expenditures over \$100.00 shall be approved by a majority vote of members present at a regular general meeting. All expenditures shall be made by check, and the item for which each check is drawn shall be designated on the face or reverse side thereof. If funds for more than one purpose are included, they shall be itemized separately, stating the amount of each.
SECTION 3.	All expenditures of Club monies are to be dispensed only upon presentation of bills from vendors or receipts from vendors, for payments made by members. In the case where no receipts are available, full documentation must be presented in support of the expenditure.
<u>ARTICLE VIII - COMMITTEES</u>	
SECTION 1.	Committees shall be designated by the Board of Directors.

SECTION 2.	The membership shall elect a Delegate and an Alternate Delegate from the Club to the California Association of Four Wheel Drive Clubs, Inc. The duties of the Delegate are: to represent and vote for the Club at Association meetings; to represent the Club at other meetings deemed necessary by the Board of Directors. The duties of the Alternate are to assume the duties of the Delegate when the Delegate is unable to attend meetings.
SECTION 3.	The Delegate from this organization shall have the necessary expenses for his or her gas, food and lodging, traveling to and from Association meetings or other meetings deemed necessary by the Board of Directors, paid out of the treasury upon approval by the Board of Directors. The Delegate or Alternate Delegate shall be paid a maximum per meeting as set and revised by the Board of Directors.
<u>ARTICLE IX - ELECTIONS</u>	
SECTION 1.	The membership shall meet and nominate officers for each calendar year at the October regular meeting. Nominations shall close at the November regular meeting. Election shall be held at the December regular meeting. The newly elected officers shall take office at the first January meeting.
SECTION 2.	Balloting shall be done electronically, at the meeting or a member may request a hard copy. An Election Judge and two Club Members shall be appointed by the President to count the votes.
SECTION 3.	In the event of a vacancy in the office of President, Vice President, Secretary, Treasurer, Membership Chairman, Past President or other Board of Directors position, an election shall be called to elect a successor.
<u>ARTICLE X - RECALL</u>	
SECTION 1.	Any Officer, any Director, any Delegate or Alternate Delegate, or any appointee of the Diablo Four Wheelers, may be recalled by a two-thirds majority vote of the entire membership present.
<u>ARTICLE XI – EVENTS</u>	
SECTION 1.	All events shall be subject to the approval of the Board of Directors.
SECTION 2.	All members, including the President, Vice President, Secretary, and Treasurer, are responsible to the direction of the appointed Jeep Master and 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 a 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.
SECTION 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.
SECTION 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.
SECTION 5.	All competitive events determined by the Board of Directors to be hazardous 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 showing disruptive behavior, or under the influence of alcohol or drugs at the time of an event shall be disqualified. Vehicles may be subject to vehicle inspection varying according to the type of event and shall be disqualified if found to be mechanically unsafe. We agree that there be no competitive act at any Club event or outing that will endanger the life of anyone present.
5a.	Safety Requirements and Recommendations: The following SAFETY rules will be enforced for each run, and attendees' will be turned away for not meeting the safety requirements. Every participant shall sign a Club "Release and Waiver of Liability and Indemnity" and provide to Run Master. Certain events require additional equipment or have special restrictions. Be sure to check prior to attending any event with the Run Master for requirements, Run Master shall have final say over any questionable issues and if participant may attend the run.

	<ol style="list-style-type: none"> 1. Roll bar or factory installed hard top. 2. Functional parking brake or micro-lock. 3. Tow strap or rope (with a minimum rating of 2 times the vehicle weight) with loop ends, no steel hooks. 4. First aid kit. 5. Jack capable of lifting the vehicle and tools to change tire. 6. Spare tire with diameter within three inches of existing tires (no temporary spares). 7. ABC Fire extinguisher with gauge indicating good/full appropriately stored. 8. Seat belts for all vehicle occupants. 9. Antennas must be rigid or restrained in a manner to prevent injuries. 10. Adequate attachment points from and rear, i.e. tow hooks, receiver, etc. Tow Balls are not permitted. 11. Battery hold downs (no bungee cords). 12. CB Radio or HAM Radio. 13. Tire inflation equipment. 14. Tools 15. Any spare parts you may need to carry. 16. Cell Phones and GPS devices are suggested. 17. Winch is suggested. 18. Spilling containment material (i.e. cat litter). 19. Portable Sanitation Device. 20. Maps (in case GPS is not available)
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<p>5b.</p>	<p>Run Classifications (each run will be classified by the Run Master):</p> <p>Class 1</p> <ol style="list-style-type: none"> 1. Recommended 31” tires or M&S rated in good condition. 2. Good clearance under the vehicle and adequate attachment points front and rear (trailer hitch ball is not allowed). 3. Drinking water and extra food. 4. Proper clothing for the environment you will be traveling. 5. Tow Rope. 6. Tire Inflation Equipment. <p>Class 2 (Class 1+)</p> <ol style="list-style-type: none"> 1. Minimum 31” off road tires in excellent condition. 2. At least on limited slip differential, with lockers preferred. 3. High clearance between the frame and the ground and adequate attachment points front and rear. 4. Hi lift jack (Winch recommended). 5. Tow Strap 6. Tools and any special spare parts for your vehicle. <p>Class 2 + (Class 1 & 2 + the following)</p> <ol style="list-style-type: none"> 1. Minimum 33” off road tires in excellent condition. 2. Locker, rear. No limited slips. 3. Minimum 4” lift, with proper clearance for tires. <p>Class 3 (Class 1, 2 & 2+)</p> <ol style="list-style-type: none"> 1. Minimum 33” off road tires in excellent condition. 2. Lockers front and rear. No limited slips. 3. Minimum 15” clearance between the frame and the ground and adequate attachment points front and rear.
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	<p>4. Winch</p> <p>5. Tools and any special spare parts for your vehicle.</p> <p>6. Tire inflation equipment.</p>
5b.	The Diablo Four Wheelers Club, Inc. shall have an official Club t-shirt. The official Club t-shirt shall be black with the Diablo Four Wheelers Club emblem on the back in white or a white t-shirt with the Diablo Four Wheelers Club emblem on the back in black.
5c.	The Diablo Four Wheelers shall have an official Club jacket. The official Club jacket shall be red or black, the Club name and location embroidered on back in white. Embroidered on left front in white will be members first name and on right members CB handle (CB handle optional).
5e.	Each Member and his/her auxiliary member have ninety (90) days from the date of membership to procure a Club logo item and are encouraged to wear them on official Club runs.
SECTION 6.	All members and guests participating in an event shall abide by the Motor Vehicle Code of the State concerned and by the laws and regulations of the city, county, or the circumstances involved. The welfare and reception of the Club depends upon the character it gains with the city, county, state and federal authorities. We are not irresponsible drivers. Any flagrant violation of the codes is sufficient cause for the removal of membership privileges, subject, to the decision by the Board of Directors.
SECTION 7.	Rules for the Run Master:
7a.	Select destination, place and time of departure and return.
7b.	In the event of a cancellation, a Run Master is responsible for notifying all members.
<u>ARTICLE XII - RULES AND PROCEDURES</u>	
SECTION 1.	Unless otherwise specified in these by-laws, Roberts Rules of Order Revised shall govern parliamentary procedure.
<u>ARTICLE XIII - AMENDMENTS</u>	
SECTION 1.	These by-laws may be amended by two-thirds 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 a regular membership meeting preceding that in which the vote is taken. By-law proposals shall be in writing and signed by the author, and signed by the person who seconds the amendment. A motion for an amendment to the by-laws which is defeated shall not be brought up again for a minimum of ninety (90) days.
<u>ARTICLE XIV – ASSOCIATE MEMBERSHIP</u>	
SECTION 1.	Associate membership is available to all individuals who desire to belong to the Diablo Four Wheelers, but for varied reasons cannot attend regular Club meetings and participate in regular Club functions.
SECTION 2.	All rules pertaining to membership shall apply to an Associate Membership with the following exceptions:
2a.	An Associate member shall not be required to pay an initiation fee.
2b.	An Associate member will not be required to attend the four (4) required membership meetings and the four (4) required Club events, as stated in Article III, Section 6 of the by-laws.
2c.	An Associate member shall be required to pay the annual dues of Twenty-Five (25) dollars for a single membership.
2d.	An Associate member shall not be required to uphold Article III, Section 9 of the by-laws.
2e.	An Associate member does not have a vote.
SECTION 3.	Associate members must abide by the rules set forth in Article II, Section 1, and Article III, Sections 1, 3, 4, and 5 of the by-laws.
SECTION 4.	Prospective Associate members must be approved by two-thirds majority vote.

SECTION 5.	Associate members can participate in all Club events. A courtesy call to the Jeep Master notifying him/her of their planned participation should be given by the Associate member of members. The Associate members must abide by the code of conduct as stated in Article III, Section 3.
SECTION 6.	Associate members at no time have the right, personal, or otherwise, in any funds or property belonging to the Diablo Four Wheelers.
By-Laws Updated 01/05/2013	
By-Laws Updated 12/07/13 Membership Chair	
By-Laws Updated 11-3-2015 Article XI-Events Section 6	
By-Laws Updated 05-03-2022	