



Greater MKE 4x4, Inc. Bylaws

Organization: Greater MKE 4x4, Inc.

Date Adopted: Originally adopted 5/12/22; updated 3/20/23, 5/14/24

ARTICLE I - NAME: The legal name of this organization is Greater MKE 4x4, Inc.

ARTICLE II - ADDRESS: The mailing address for Greater MKE 4x4, Inc. shall be the home address of a member of the current Greater MKE 4x4 Board.

ARTICLE III - RECORDS

The corporate records, including the incorporation document, tax status and minutes of membership and Greater MKE 4x4 Board meetings shall be kept in an agreed upon location accessible by all Greater MKE 4x4 Board Members. Greater MKE 4x4, Inc. is a 501(c)(7) Non-Profit Organization.

ARTICLE IV - PURPOSE

The purpose of this club is:

1. To promote and encourage year-round four-wheel driving activities and trips for members.
2. To provide four-wheel drive training for members in a safe and controlled environment.
3. To promote safe and responsible four-wheel driving, with particular regard to preservation of the environment.
4. By association with other related organizations, to promote, encourage and support the interests of drivers of four-wheel drive vehicles.

ARTICLE V - MEMBERSHIP

Section 1 - Composition: The membership shall consist of individuals, families, and businesses having an interest in off-road vehicle recreation. Membership in this organization shall be determined on a nondiscriminatory basis without regard to race, ethnicity, gender, color, religion, national origin, or political affiliation.

Section 2 - Number: There shall be at least 5 people comprising the total organization membership for this entity to continue.

Section 3 - Membership Cost and Term: Greater MKE 4x4 Individual Memberships are \$40.00 per year, Family Memberships are \$60.00 for two vehicles and \$80.00 for three vehicles, and Supporting Business Memberships are \$100.00 per year. All memberships will be valid from January 1st until December 31st.

Section 4 - Membership Benefits:

- Greater MKE 4x4 events are for our paid members
- Yearly waiver – no need to complete for individual events
- Access to WC4WD events through our Affiliate Club Membership to WC4WD
- Meet, wheel, hang out, wrench, and camp with other 4x4 enthusiasts

Section 5 - Membership Fees Pay For:

- Club Insurance
- Affiliate Membership in WC4WD Association
- Supporting and maintaining trails and properties in Wisconsin
- Club Website, postage, printing, and other misc. for events

Section 6 - Membership Requirements: In joining Greater MKE 4x4, Inc. members certify that they are 16 years of age or older, that they hold a valid driver's license, that their vehicle is licensed and registered in the state where they reside, and that they have the legally required liability insurance for their vehicle. They understand that there are certain risks associated with off-roading, 4-wheeling, and driving 4x4 vehicles on roads & trails, including potential vehicle damage & possible personal injury or death. They understand that alcohol and drug use is strictly forbidden before or during club rides. Club members may bring one vehicle to club rides and events, and they may bring non-member friends and family in their vehicle to club events. Family and Business Memberships are also available.

ARTICLE VI - BOARD

Section 1 - Composition: The Greater MKE 4x4 Board shall be composed of volunteers who are committed to the purpose of Greater MKE 4x4 - see Article IV. If there is an even number of Board Members, there will be one At Large member asked to sit on the Board. Board members can hold multiple positions. All positions are volunteer positions. If there are multiple volunteers for one position, the current board will make the determination of who will fill the role. Board members each have one vote on club policy regardless of how many roles/positions they fill. Vacancies occurring in any of the Board Positions for any reason shall be filled by club members.

Section 2 - Meetings: The Greater MKE 4x4 Board shall meet on alternate months on the 2nd Tuesday of the month at 7:30pm (January, March, May, July, September, November) either virtually or in person. General Membership and visitors are welcome to attend all Board Meetings and contribute opinions and input, but they shall have no vote. Members and potential members can contact Board Members at any time to discuss club policy and have their voice heard on club issues.

Section 3 - Quorum: A simple majority (51%) of the Board Members must be present to constitute a quorum for the transacting of business.

Section 4 - Greater MKE 4x4 Board Responsibilities: The Board of Greater MKE 4x4 is responsible for promoting and upholding the stated purpose of the club (ARTICLE IV), and representing the interests of the club, its members, and the Wisconsin 4x4 community. The Board provides administration and leadership, and ensures that the club bylaws are being upheld.

4a. Greater MKE 4x4 Board General Benefits:

- Annual dues for Greater MKE 4x4 Board Members shall be waived.
- Event fees for Greater MKE 4x4 Board Members shall be waived. Board Members are expected to actively volunteer and assist at events they attend.
- Board members are guaranteed participation in all Greater MKE 4x4 events.

Section 5 - Board Positions:

1. **Chair** - Shall oversee all club activities and maintain relationships with Board Members, club members, and event volunteers. Responsible for holding all Board Members and Volunteers accountable for their assigned tasks. Ensure the club continues to grow and move forward through strategic planning. Takes in and acts on member feedback.
2. **Secretary** - Shall keep an accurate record of the activities of the club, including 1) with input from the board, creating agendas and recording notes for meetings, 2) keeping a list of board and

committee members, 3) keeping corporate records including incorporation documents, by-laws, and meeting notes.

3. **Treasurer** - Shall manage incoming funds, pay bills of the club and keep an accurate record of income and expenditures. The Treasurer will report to other members of the board the financial disposition of the club, and report out to membership at the annual meeting. If in attendance at rides and events, the Treasurer will be responsible for collecting ride fees and making donations to property owners on the day of the ride (typically a percentage of ride fees collected that day). If not in attendance at rides, he/she shall designate another member to handle the ride fees and donations. The Treasurer will communicate with the Membership Coordinator about incoming paid memberships. The Treasurer will assist with the yearly tax forms for the club.
4. **Merchandise Coordinator** - Shall oversee club merchandise, including ordering and distribution. The Merchandise Coordinator is also responsible for getting feedback on products and making any changes as needed to maintain a quality product for our end users. Also responsible for adding/removing/modifying products with our vendor(s). He/she will maintain a relationship with the Treasurer so that funds from merchandise sales are deposited to the club bank account.
5. **Membership Coordinator** - Shall maintain an accurate membership roster and oversee the membership program, including ensuring that membership packets are sent to new members, and that the membership roster is current and accessible to all Board Members. The Membership Coordinator will communicate with the Treasurer about incoming paid memberships.
6. **Event Coordinator** - Shall collaborate with other members of the board to create and execute events for the club and community; prepare for events including communicating with volunteers, property owners, and participants, and ensuring that correct materials are on-site for events, such as waivers, safety checklists, etc. Ensures that requirements of property-owners are met, such as correct insurance, payment, number of rigs, etc. Collects and stores yearly waiver for club members. The Event Coordinator will ensure that club insurance is renewed and that correct Proof of Insurance forms are sent to properties who require them.
7. **Media Coordinator** - Shall maintain the club website: GreaterMKE4x4.com, and social media sites such as the club Facebook group.
8. **At-Large Members** - will be necessary if there is an even number of volunteer board members. They will give their input on club issues and have a vote as a board member.

Section 6 - Event-Specific Volunteers:

- **Trail Ambassadors** - trained by the Wisconsin Trail Ambassador Program and needed on some club rides for experience and leadership - Trail Ambassadors should log their time on the Wisconsin Trail Ambassador Program app.
- **Waiver Volunteer** - Assists ride participants with completing event adult and minor waivers - turns waivers in to Volunteer Board Member or Event Coordinator
- **Safety Inspection Volunteer** - Assists ride participants with vehicle inspection checklists and marked them completed - turns checklists in to Volunteer Board Member or Event Coordinator
- **Fee Collector Volunteer** - In the absence of the Treasurer, collects ride fees and makes donations to land-owners.
- **Other** event-specific volunteers as needed

ARTICLE VII - FISCAL YEAR AND TAXES

The fiscal and tax year of the organization shall be the same as a calendar year - from January 1 to

December 31, inclusive. Greater MKE 4x4 Board Members will be responsible for:

- Submitting the annual report to the State of Wisconsin (Entity ID# G063269)
- Submitting Federal tax forms (990/990-EZ)

ARTICLE VIII - MEETING OF THE MEMBERSHIP

An annual meeting of the membership shall be held on the 2nd Saturday of February of each year.

Club members will be kept updated of club issues on social media, via email, and at events. Members may attend Board Meetings held every other month. and potential members/visitors are welcome to attend all Board Meetings and contribute opinions and input, but they shall have no vote.