



Greater MKE 4x4, Inc. By-Laws

Organization: Greater MKE 4x4, Inc.

Date Adopted: 5/10/22

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 the current Secretary of the club.

ARTICLE III - RECORDS

The corporate records, including the incorporation document, tax status and minutes of membership and Board meetings shall be kept by the current Secretary.

ARTICLE IV - PURPOSE

The purpose of this organization 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 Term: Greater MKE 4x4 Membership is \$40.00 for one calendar year starting on January 1st and going until December 31st of each year.

Section 4 - Membership Benefits:

- Membership-only sign up window for specific events
- Members-only reduced event fees
- Members-only events
- 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
- Club Website
- Affiliate Membership in WC4WD Association
- Supporting and maintaining trails and properties in Wisconsin
- 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 memberships are available and will be negotiated with each family depending on their needs.

ARTICLE VI - BOARD

Section 1 - Composition: The Board shall be composed of Volunteer Board Members. If there is an even number of Volunteer 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. Volunteer Board Members each have one vote on club policy regardless of how many roles/positions they fill. Vacancies occurring in any of the Volunteer Board Positions due to illness, death or other incapacity to comply with assumed duties shall be filled by paid club members.

Section 2 - Meetings: The Greater MKE 4x4 Board shall meet on alternate months on the 2nd Tuesday of each month at 7:30pm (January, March, May, July, September, November) either virtually by 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 - Volunteer Board General Responsibilities: The Board of Greater MKE 4x4 is responsible for representing and promoting the interests of the club, its members, and the Wisconsin 4x4 community. They provide administration and leadership, and ensure that the club bylaws are being upheld.

Section 5 - Volunteer Board Specific Responsibilities:

1. **Chair** - Shall oversee all club activities and maintain relationships with Board Members and 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. The Secretary's home address shall be the physical address of the club for all mailings. The Secretary will submit the annual report of the club to the state.
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 on-the-spot donations (in cash) 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 complete the yearly tax forms for the club.

4. **Merchandise Coordinator** - Shall oversee and maintain the Greater MKE 4x4 Etsy shop and the ordering and distribution of club logo decals. 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. 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 paid members.
7. **Media Coordinator** - Shall maintain GreaterMKE4x4.com and social media sites such as the already established Facebook group. Creates and maintains an Instagram account for the club.
8. **At-Large Members** - will be necessary if there is an even number of volunteer board members.

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. The secretary will submit the annual report to the state of Wisconsin. The Treasurer will submit the yearly federal and state taxes.

ARTICLE VIII - MEETING OF THE MEMBERSHIP

An annual meeting of the membership shall be held on the 2nd Saturday of February of each year. Paid members will be kept updated of club issues on social media, via email, and at events. Members may attend General Membership and visitors are welcome to attend all Board Meetings and contribute opinions and input, but they shall have no vote.