

Snake River Offroaders Bylaws

Article I Legal

A. Name

1. The club's name shall be Snake River Offroaders. Hereafter referred to as SRO.

B. Purpose

1. SRO is a nonprofit organization that enjoys family oriented four-wheeling with our rigs.
2. We were brought together as a club for numerous reasons, some of which were:
 - i. To provide a structured and organized four-wheeling experience that can be safely enjoyed by the whole family.
 - ii. To share and explore many of the best backcountry trails, and many scenic remote areas of Idaho and beyond.
 - iii. To promote favorable relationships with the general public.
 - iv. To exchange ideas, general information, and technical data relative to the four-wheel drive owner.
 - v. To support motorized Off-Highway Vehicle (OHV) recreation in all its various forms.
 - vi. To cultivate safe driving habits.
 - vii. To promote and facilitate social functions related to four-wheeling.
 - viii. To maintain and support reasonable access to public and private backcountry recreation areas.

Article II Membership

A. Membership

1. Potential members must
 - i. Be at least eighteen (18) years of age.
 - ii. Attend two (2) SRO club monthly meetings and participate in two (2) SRO club runs in their personal vehicle within a six (6) month time period.
 - iii. Be voted in by a majority of the club members present at the meeting.
 - iv. Sign an agreement to abide by the club Bylaws and Members Handbook.
2. An exception to the requirements above may be made by the club president and vice-president for example, if work or other commitments prevent a potential member from attending the monthly meetings/runs.
3. New members will need a vehicle technical inspection prior to their next trail run.
 - i. The safety officer has the authority to grant a stay of up to, but no more than, four (4) months for the new member to pass inspection.
 - ii. If the new member does not pass technical inspection within the four (4) months further evaluation and decision from the club officers is required.
4. After being voted in, the new member must pay any unpaid membership dues within thirty (30) days. Extensions must be granted by the president and vice president.
5. All members should make every effort to attend scheduled meetings and trail events hosted by SRO.
6. All members will participate in a vehicle technical inspection prior to any club run or event at the discretion of the safety technician or their designee.
7. For vehicle technical inspection requirements see the Members Handbook.

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B. Dues

1. Annual membership dues are due prior to elections in February meeting.
2. Dues and fees shall be reviewed by the officers annually and proposed changes are to be voted on by members in the February meeting and become effective the following year.
3. See Members Handbook for current membership dues and other member perks.
4. All paid dues and fees will be forfeited upon membership resignation or termination.

C. Voting rights

1. Voting on club business and elections is limited to one (1) vote per current paid membership.
2. While guest input is welcome in the planning of activities and runs, the meeting chair may call for a members vote at their discretion.

D. Removal of members

1. Severe violations (outlined below) will result in immediate, on-the-spot dismissal from an event and attendance at future events will be prohibited pending determination from membership termination procedures.
 - i. Recklessness or not following the directions of the trail leader on proper safety issues.
 - ii. Driving under the influence of alcohol or drugs during a club event.
2. Possible reasons for membership termination
 - i. Severe violations, as noted above
 - ii. Any action that reflects adversely on the club.
 - iii. Violation of rules set up by the club Bylaws and Members Handbook.
3. Procedure for membership termination
 - i. A written request for termination can be submitted by any member to the club officers for review.
 - ii. Officers shall inform the designated member of the complaint and schedule a time to meet with the officers to review the complaint.
 - a. In this meeting the officers shall provide situational mediation to help resolve the complaint.
 - iii. If the officers find reasonable grounds for possible membership termination then:
 - a. Designated member shall be informed
 - b. Consideration for termination shall be announced at the following meeting.
 1. Following a brief discussion a vote of the members in attendance will be taken, a 2/3rd majority vote is required for termination.
4. All stickers, club logos, and insignias referring to SRO are the sole property of SRO and will be removed from vehicle upon termination of membership.

E. Membership resignation

1. Members may resign from the club.
 - i. A written resignation can be turned into the club officers or will occur at the end of their membership time period.

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Article III Club Leadership

A. Officers' positions and duties.

(Duties followed by an asterisk (*) can be delegated to a fellow officer or club member, but remain the responsibility of the position)

1. President (elected position)
 - i. Chair the monthly club meeting.
 - ii. Attend the Idaho State 4x4 Association monthly meeting.
 - iii. Chair quarterly officers' business meeting.
 - iv. Officially represent the club.
 - v. Administer club elections.
 - vi. Perform lead role as specified in other sections of these Bylaws.
 - vii. The club president may form committees to perform specific tasks. The president may close these committees at his/her discretion. The president may chair these committees or appoint another club member to do so. An appointed chair does so at discretion of the president.
2. Vice-President (elected position)
 - i. Chair the monthly club meeting in the absence of the president.
 - ii. Attend the Idaho State 4x4 Association monthly meeting.
 - iii. Attend quarterly officers' business meeting.
 - iv. Administer club elections in absence of the president.
 - v. Oversee official external communication.
 - a. Online communications(ex. Social media & Website), publicity flyers, posters, etc. *
 - b. Website and social media administration duties including but not limited to:
 1. Add/remove members*
 2. Set permissions*
 3. Monitor conversations, restrict activity, and remove content*
 4. Updating club information*
 5. Add/remove administrator/moderators*
 - i. Generally Club officers serve as administrators and moderators, this is not a requirement or limitation.
 - vi. Shall be responsible for promoting membership and hosting guests. *
3. Secretary (elected position)
 - i. Keep record of all club and officers' meeting minutes.
 - ii. File signed club Bylaws agreements and waivers.
 - iii. Attend quarterly officers' business meeting.
 - iv. Chair the monthly club meeting in the absence of the president and vice president.
 - v. Shall maintain club history: both photo and written. *
 - vi. Shall be responsible for publication of details for club runs and events. *
 - vii. Prepares and provides an agenda for the monthly club meetings as well as for the quarterly officers meeting. *

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4. Treasurer (elected position)
 - i. Keep an account of, and be responsible for, the club funds.
 - a. Have charge of all monetary transactions within a \$200 limit. The president must clear expenditures more than that amount before such a purchase.
 - ii. Make a financial report and budget for review at the quarterly officers meeting. This report shall include the receipts and disbursements of the previous six (6) months, as well as an annual report of all financial transactions during the calendar year to be submitted at our regular club meeting in January.
 - iii. Responsible for the collection of all fees* and dues.
 - iv. Distribute "Membership Kit" upon acceptance and payment of dues.
 - a. This includes collection of the signed waiver and agreement of club Bylaws to be turned over to the secretary for filing.
 - b. Membership Kit as defined in the Members Handbook.
 - v. Build and maintain active members list to include date joined and contact information.
 - vi. Tracks who has the club debit card or checkbook via a signed check-in and check-out form.
 - a. The preferred method, in the event that a member purchases items on behalf of the club, is to do so with their own funds and turn in a receipt for reimbursement.
 - b. Purchases require being pre-approved and detailed with budget limits.
- B. Support Positions (support positions are not officers)
(Duties followed by an asterisk (*) can be delegated to a fellow officer or club member, but remain the responsibility of the position)
 1. Land-use committee chair (elected position)
 - i. Build and maintain relationships with the Bureau of Land Management, Forest Service, and other local or state land use groups. *
 - ii. Maintain as much knowledge as possible regarding land use issues from whatever sources available and report information back to the club.
 - iii. It is critical that they attend the monthly Idaho State 4x4 Association meetings. To both gather and share information on land use issues as well as to seek recommendations and help on actions to take on such issues.
 - iv. Hold regular meetings with the land use committee members.
 - a. At least quarterly.
 - v. Attend quarterly officers' meetings to report on committee activity and progress. *
 - a. If attendance is not possible then a written report is requested for presentation by the president.
 - vi. Responsible for recommending and taking actions on land use issues. Including, but not limited to, scheduling and organizing clean up days, trail maintenance, trail creation, and trail mapping. As well as crafting letters or other political actions to be reviewed for approval by the vice-president.
 - vii. Responsible for reporting on committee activity and progress at the regular monthly meeting. *

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2. Safety technician (elected position)
 - i. The safety technician will take direction from the president.
 - ii. Schedule and perform annual technical inspection/safety check of member's rigs.
 - iii. Technical inspection/safety check visitor's rigs. *
 - iv. Spot inspection of members vehicles prior to run. *
 - v. At monthly meeting conduct a brief education safety discussion/presentation. *
This item is encouraged to be delegated to various members of the club.
 - vi. For vehicle technical inspection requirements see Members Handbook.
 3. Other committee chairs (as appointed by the president)
 - i. Hold regular meetings with committee members.
 - ii. Committee chair shall give a report at the regular monthly meetings of progress or activity. *
 - iii. Attend quarterly officers meeting to report on committee activity and progress.*
 - a. If attendance is not possible then a written report is requested for presentation by the president.
- C. Election of officers and support positions
1. Nominations are held in January's regular meeting.
 - i. Only current members are eligible for election.
 - ii. The club shall request volunteers for positions.
 - iii. When a club member volunteers to run for a position, it is recognized as them making a motion, and another member will need to second that motion for them to run.
 - iv. Volunteers running for a position are required to take a moment to share their experience and passion for the position and the direction they would like to take the club.
 - v. In the, hopefully rare, occasion that a position goes without a volunteer then it is the duty of the current president to reach out to members in an attempt to fill the position with a volunteer before the following meeting when the vote will take place. If there is no volunteer, then the position goes unfilled till a volunteer steps up.
 2. Elections are held in February's regular meeting.
 - i. Volunteers running for a position are required to take a moment to share their experience and passion for the position and the direction they would like to take the club.
 - ii. A vote is taken by secret ballot.
 - iii. A simple majority vote of the members present at the meeting is required for election.
 - iv. Absentee voting is not permitted.
 3. Terms run from March 1 to February 28 or 29 on leap years.

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4. A turnover meeting shall be scheduled following the elections and ideally take place within three (3) weeks' time.
 - i. Meeting is to allow the current officers to hand over any club records and property to the new officers as well as intended to be a bit of a training/teaching opportunity reviewing procedures and things learned. A "passing of the mantle" if you will.
 - ii. Meeting will be chaired by the club president.
- D. Club officers meeting
 1. Meet at least once a calendar quarter to discuss club business, for example, to make necessary changes to the Members Handbook.
 2. President, vice-president, secretary, and treasurer are required to be present.
 3. Meeting will be chaired by the club president.
 4. Committee chairs should be present at the meeting to give a report, however if this is not possible than a written report is requested for presentation by the president.
- E. Removal of officers or member from a support position
 1. A written request of dismissal can be submitted by a member or officer to fellow officers for review.
 - i. The fellow officers shall inform the designated officer or member of the complaint and schedule a time to meet with the fellow officers to review the complaint.
 - a. In this meeting the fellow officers shall provide situational mediation to help resolve the complaint.
 - ii. If the fellow officers find reasonable grounds for possible removal from their position then:
 - a. Designated officer or member shall be informed
 - b. Consideration for removal shall be announced at the following meeting.
 1. Following a brief discussion a vote of the members in attendance will be taken, a 2/3rd majority vote is required for termination.
- F. Officer resignation
 1. All club officers may resign from elected positions and this will not affect their club membership.
 2. By default, all resignations will become effective when a replacement has been chosen.
 3. All resignations will be in writing.
 - i. Resignation by an elected officer other than the president.
 - a. The president may appoint another club member to fulfill the duties of the resigning officer. The appointed member must be ratified by a simple majority vote at the following club meeting.
 - ii. Resignation by the president
 - a. A special election will be held as soon as possible, but no sooner than five (5) weeks after the resignation has been received by the club secretary or other club officer if the secretary is unavailable.

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Article IV Meetings

A. Meetings

1. There will be one (1) regular meeting held monthly.
2. Plan monthly runs and events and handle club business
3. There will be a two (2) hour limit placed on all business meetings. An extension of the meeting will have to be agreed upon by a simple majority vote.
4. All business requiring membership voting will occur during the monthly meeting.
5. Voting process
 - i. A motion must be made for a vote on a given subject
 - ii. The motion must then be seconded.
 - iii. The motion will then be open for discussion.
 - iv. A verbal vote will be performed under supervision of the presiding officer.
 - v. Should the outcome of the vote not be determined, a ballot vote will follow.
 - vi. A simple majority vote of the members present must be in favor to pass the vote. The presiding officer may require a 2/3 vote at their discretion.
 - vii. There will be no absentee voting
6. The officers, as deemed necessary, may call special meetings with a 15-day notice.

Article V Changes or amendments to Bylaws or Members Handbook

A. Bylaws

1. Any member may present proposed changes/amendments to the club Bylaws in writing to the members at two (2) consecutive regularly scheduled member meetings. Between meetings the club secretary shall make best efforts to contact all active members to inform them of the new Bylaw change proposals.
2. A two-thirds (2/3) majority vote of the membership present at the second (2nd) consecutive regular monthly meetings is required for the motion to pass.
3. Changing of minor of syntax and typographical errors is exempt and may be changed as needed by two-thirds (2/3) officers' approval.

B. Members Handbook

1. Members may propose changes to the Members Handbook in writing to the officers.
2. Officers may propose changes to the Members Handbook in the officers meeting.
3. Changes to the Members Handbook can be made at the quarterly officers meeting with the passing of a motion by two-thirds (2/3) majority vote.
 - i. Changes will be presented to the club at the following meeting and members will have one (1) month to provide written objection of the change to the officers. If an objection is received the action will go before the club at large requiring a two-third (2/3) vote of objection otherwise it passes.