

## **Las Cruces Four Wheel Drive Club**

### **BY-LAWS**

Rev. 03/26/2017

#### **ARTICLE I. Name**

A. This organization shall be known as the Las Cruces Four Wheel Drive Club, which may also be known by the initials LCFWDC.

#### **ARTICLE II. Objectives**

LCFWDC is organized as a nonprofit Club for the purpose of:

- A. Providing social, educational and recreational activities for its membership.
- B. Promoting and participating in safe and responsible four-wheel drive activities.
- C. Keeping members of legislatures informed of the needs of vehicular recreation.
- D. Informing members of pending legislation and land use matters.
- E. Enjoying and protecting all local, state, and national resources.
- F. Assisting governmental agencies in the development of off-highway trails and areas.
- G. Rendering aid and assistance as needed.

#### **ARTICLE III. Membership**

- A. There shall be three (3) classes of membership: Regular, Honorary and Sustaining.
- B. Regular Membership shall be limited to members in good standing who are registered owners of a full-size four wheel drive vehicle, are at least eighteen (18) years of age, hold a valid driver's license and meet New Mexico motor vehicle operator financial responsibility requirements. Good standing is defined as having dues payment current. Family Regular Membership will be available to members according to the dues schedule specified in the Standing Operating Procedure (SOP). Family Regular Memberships shall be entitled to a maximum of two votes.
- C. Honorary Membership may be bestowed upon a person by vote of the members at a regularly scheduled club meeting, in recognition of service to the club and will be for an indefinite period unless designated otherwise or rescinded by vote of the members. Honorary members are not entitled to vote.
- D. Sustaining Membership shall be available to individuals or business firms who wish to make a donation of money, merchandise, services or equipment to this club. Sustaining membership shall be conferred by a vote of the members at a regularly scheduled club meeting, and a plaque or certificate suitable for display will be presented to such sustaining members. Sustaining members are not entitled to vote.
- E. Application for membership may be submitted to the Board of Directors at any time according to procedures specified in the SOP.
- F. Any membership may be terminated, or not renewed, by a two-thirds majority vote of the Board of Directors at any Board Meeting.

#### **ARTICLE IV. Dues**

A. The dues structure is addressed in the Standing Operating Procedure supplement.

#### **ARTICLE V. Fiscal Year**

A. The fiscal year of the LCFWDC shall begin on January 1 and end on December 31 next.

#### **ARTICLE VI. Voting**

A. Each Regular Member shall have one (1) vote, with Family Regular Memberships exercising a maximum of two (2) votes by persons at least 18 years of age.

B. There shall be no proxy votes.

C. All tie votes shall be broken by the President of the Club. The President shall not vote on motions before the membership except to break a tie. The President may vote in elections of officers and directors.

D. Those Regular and Family Regular members in good standing present at any regular meeting shall constitute a quorum, and a majority vote of those members shall be sufficient for any action taken, including election of officers at the Annual Election.

#### **ARTICLE VII. Officers**

A. Officers of LCFWDC shall be: President, Vice President, Secretary, Treasurer, elected directors and immediate past president as a director for one year after term, except when the past president is elected to another office.

#### **ARTICLE VIII. Election of Officers**

A. Nominees for office shall be Regular Members in good standing.

B. All terms of office shall be for one (1) year.

C. No one member may hold more than one (1) office at a time, with the only exception being the offices of Secretary and Treasurer, which may be combined at the discretion of the Board of Directors.

D. The Annual Election shall be the club meeting in November of each year, at which time officers shall be elected for the following fiscal year. The Board of Directors, acting as a nominating committee, may present a slate of candidates to the membership. This slate of nominees will be presented to the general membership by the issuance of a club email not later than two weeks immediately preceding the Annual Election. Additional nominations may be made from the floor during the Annual Election. Nominees for office must be present at the Annual Election or have previously filed a letter of intent to accept a nomination for the office nominated for and to serve in that office if elected. Said letter must be filed with the Secretary prior to the Annual Election. New officers will take office in January.

#### **ARTICLE IX. Board of Directors**

A. The Board of Directors shall consist of the elected officials identified in Article VII. The number of elected Directors will be as specified in the Standing Operating Procedure.

B. The Board of Directors shall meet as needed.

C. The functions of the Board of Directors include:

1. Developing/formulating policy for the operation of the Club.
2. Approving expenditure of Club funds in amounts not to exceed five hundred dollars (\$500. 00).
3. Investigating alternative options and developing proposals for conduct of the Club's business, to be presented to the general membership for approval.
4. Planning activities.
5. Interacting with other agencies and organizations on behalf of the Club.

Actions proposed by the Board of Directors which entail a financial commitment exceeding five hundred dollars (\$500. 00) must be voted on by the regular membership at a regular meeting.

D. Any vacancy occurring on the Board of Directors shall be filled by vote of the members at the first regular meeting after the vacancy occurs. Should there be no qualified candidates; the office may be left open until such time as there are qualified candidates. The President of the Club may appoint a member in good standing to perform the duties of the vacant office in the interim.

E. Members of the Board of Directors may vote at regular meetings, except for the President, who may only vote to break a tie.

#### **ARTICLE X. Meetings**

A. Meetings shall be held once a month, and may be held more often at the discretion of the Board of Directors.

B All proceedings of this Club will be governed by these By-Laws and the Standing Operating Procedures supplementing them. All meetings of the Club will be conducted according to *Roberts' Rules of Order*.

#### **ARTICLE XI. Amendments**

A. Amendments to the By-Laws and Standing Operating Procedures will be proposed and recommended by the Board of Directors to the general membership. Such amendments must be approved by a two-thirds vote of those members present at any club meeting. Amendments may be proposed from the floor by a majority of members present at any club meeting and presented to the Board of Directors as instructions from the members. The Board will then consider and prepare the amendments and return them with the Board's recommendation for approval at a regular meeting as described above.

#### **ARTICLE XII. Recall**

A. An elected officer may be recalled by a two-thirds vote of the members present at any regular meeting provided written notice of the proposed recall is given to the said officer by the Secretary as, directed by the Board of Directors, at least two (2) weeks prior to the meeting.

B. Officers are expected to attend all regular meetings. Absence from two (2) consecutive meetings without one week prior notification of the President or another officer of the Club shall constitute grounds for immediate removal from office, subject to recommendation by the Board of Directors.

#### **ARTICLE XIII. Committees**

A. Committees may be established as deemed necessary according to procedures specified in the SOP.

#### **ARTICLE XIV. Dissolution**

A. In the event it shall be found necessary, for any reason, to suspend further operation of this Club, any lawful indebtedness and obligations will be discharged under the guidance of the Board of Directors. Thereupon, after the satisfaction of such obligations, all residual assets of every kind shall be conveyed by this Club, acting through its proper officers, to such educational, scientific, benevolent, or charitable organizations as may be selected by the Board of Directors.

## **Las Cruces Four Wheel Drive Club**

### **STANDING OPERATING PROCEDURE (SOP)**

Rev. 03/26/2017

Supplement to the By-Laws

#### **ARTICLE I. Dues**

A. Single Regular Membership dues for each calendar year shall be \$25. 00 and shall entitle the member to exercise one vote. Family Regular Memberships dues shall be \$35. 00 for each fiscal year and shall entitle two (2) immediate family members eighteen (18) years of age or over, who live in the same household, to vote. New members pay full year's dues the day they join. Dues will be delinquent on the first day of February and all rights and privileges of membership will end.

B. There are no annual dues for Honorary Members.

C. There are no annual dues for Sustaining Members.

#### **ARTICLE II. Membership Policy**

A. Prospective new Regular Members must make application for membership and sign Hold Harmless.

#### **ARTICLE III. Duties of Officers**

A. The President shall preside at all meetings, carry out the policies and decisions of the members, and appoint and/or dissolve committees as deemed necessary. (S)He shall be an additional authorized signer, with the Treasurer, on checks drawn on the Club checking account; and is authorized to conduct the financial business of the Club in the absence of the Treasurer. The President and Treasurer shall not be related.

B. The Vice President shall assist the President and shall perform the duties of the President in his/her absence. (S)He shall be in charge of the planning of the Club's trips. (S)He shall appoint a Trip Leader to be responsible for planning, scouting and guiding each trip. (S)He may be assigned special duties by the President.

C. The Secretary shall keep all minutes of all meetings, shall keep an accurate list of names and addresses of all club members, shall have custody of all scrapbooks and archives containing the Club History and shall enter into it such appropriate material as may be presented by the members. (S)He shall convey all records to the successor in this office.

D. The Treasurer shall have custody of all monies of the Club and shall receive all funds incoming. (S)He shall maintain a checking account for the purpose of conducting the financial business of the Club. All expenditures will be approved by the Board of Directors. The Treasurer shall keep accurate records of the financial business of the Club and shall convey these records to the successor in this office. The Treasurer and President shall not be related.

#### **ARTICLE IV. Bank Account**

A. The Treasurer shall maintain a bank checking account for the Club. Two signatures will be required on all checks drawn on this account. Authorized signers of Club checks will be the President, Vice-President, Treasurer, and up to two elected Directors to be selected by the Board of Directors. No two authorized signers may be related. Two debit cards will be issued to persons designated by the board for purchases such as door prizes and event needs. The receipt for these purchases will be attached to a form document provided by the

debit card holder which will require two signatures from authorized board members. Any purchase that is unauthorized will be paid for by the purchaser.

#### **ARTICLE V. Safety**

A. Members and guests at Club functions shall abide by all laws of the State of New Mexico applicable to motorized vehicles, recognizing that highway laws also apply to off-highway travel on public lands.

B. Members and guests shall abide by the *TREAD LIGHTLY* concept, so as to protect our natural resources.

C. Vehicles operated on official Club trips must be full-sized, DMV or OHV licensed, in safe operating order and properly insured.

D. No firearms will be allowed at all on any property where prohibited by law. Recreational discharge of firearms will not be allowed during any Club function other than those sanctioned by the Club, such as a Turkey Shoot using strict adherence to safety and proper handling of firearms.

E. Consumption of alcoholic beverages during Club outings shall be kept to a minimum and used with discretion during events where the Club is in the public eye. Persons found to be drinking excessively will be dealt with on an individual basis. All state laws and regulations regarding alcohol and driving on public highways will be obeyed on LCFWDC outings, both on-road and off-road. Trail Leaders or club officers will eject violators from the event.

F. Pets accompanying their owners must be under the control of their owner at all times. Animals that consistently and/or repeatedly are a safety issue will be dealt with on an individual basis.

G. Most of all, use common sense. If in doubt, check with the Trip Leader or other persons in charge of the event.

#### **ARTICLE VI. Reimbursable Expenses**

A. Certain expenses incurred by officials or members of the Club are considered to be reimbursable when incurred on behalf of the Club. Generally speaking, they would include such items as phone calls, consumable supplies used for Club activities, printing and similar expenses.

B. Requests for reimbursement must be made to and approved by the Board of Directors, and must be accompanied by receipts. If approved, the President will direct the Treasurer to issue a check for reimbursement. Cash reimbursement will not be made. Any reimbursement over two hundred fifty dollars (\$250.00) must be approved by a majority vote of club members.

C. No person may claim reimbursement for an expense not incurred. No official nor member of the Club may receive compensation for services (s)he may render to the Club while performing his/her duties.

#### **ARTICLE VII. Information Media**

A. The Las Cruces Four Wheel Drive Club operates two forms of information media: an email list and a site on the World Wide Web.

B. The email list is the official information organ of the club and is the primary method of informing members of club activities, events, official business and other matters of general interest. The email is produced by an editor who is appointed by the Club President. The editor is responsible for the form and content of the emails, within such guidelines as may be established by the Board of Directors.

C. The web site is the means by which the Club's identity and activities are communicated to the public. Because the image of the club is presented on a worldwide basis through the web site, it must be structured and maintained in a manner that is attractive, professional and accurate; and supports the aims and goals of the Club as well as the four wheeling movement. The Club web site will be maintained by a member or members designated by the Board of Directors. The names of these authorized members will be communicated in writing by the President to the Internet Service Provider who hosts the site. The Board of Directors controls the content of material on the web site and must approve in advance the types of information, graphics, etc. displayed on the site. The schedule of events should be updated monthly and every effort should be made to insure that the schedules on the web site and in the emails are consistent.

D. All material published in the emails and displayed on the web site will be consistent with Tread Lightly guidelines.

#### **ARTICLE VIII. Chile Challenge**

A. The Las Cruces Four Wheel Drive Club hosts the Annual Chile Challenge Off-Road Trail Event, which generally takes place over four to five days in the week following the Columbus Day Holiday in October. This event provides an opportunity for drivers of four-wheel drive vehicles of any experience level to drive trails in a supervised, nationally recognized, four-wheeling event. The event is a family oriented set of trail rides designed to maximize enjoyment of the desert and the four wheeling experience.

Each trail ride is led by an experienced trail leader who manages the run, makes sure all participants complete the run, oversees climbs over significant obstacles if needed, and stays in communications with each vehicle via a CB radio. There is no competition, just the challenge of the trail. Trails vary from very easy rides accessible in a stock 4x4 to some of the most extreme trails in Southern New Mexico.

B. The Chile Challenge Event is managed by a committee composed of LCFWD Club members, headed by a committee chair. Members of the committee shall be appointed by the Chair as needed to fulfill the requirements of the following tasks:

- Coordination with the Bureau of Land Management
- Trail Organization and Management
- Vehicle Technical Inspection
- Registration
- Souvenirs and Memorabilia
- Vendors and Sponsors
- Meals and Social Events
- Site Management
- Web Page Development and Maintenance
- Camping Coordination

C. At the club Annual Christmas Party meeting in December of each year the club will vote on whether or not to hold the Chile Challenge event in the following year. The Chile Challenge Chair is also elected in the same meeting for the following calendar year. The Board of Directors, acting as a nominating committee, may present a slate of candidates to the membership. This slate of nominees will be presented to the general membership via the club email not later than two weeks immediately preceding the Annual Christmas Party. Additional nominations may be made from the floor during the party. Nominees for Chair must be present or have previously filed a letter of intent to accept a nomination for the office of Chile Challenge Chair and to serve in that office if elected. Said letter must be filed with the Secretary prior to the election. The newly elected Chair will take office immediately and serve through the end of the following November.

D. Members of the Chile Challenge Committee shall serve at the pleasure of the Committee Chair and the LCFWD Club Board of Directors. Committee members may be removed from the committee at any time, subject to recommendation by the Committee Chair and the LCFWD Club Board of Directors. The Committee Chair may be removed from office with one week prior notification from the Club President, subject to recommendation by the Board of Directors. Chile Challenge Committee members must be members in good standing of the Las Cruces Four Wheel Drive Club. Active Chile Challenge Committee members and other volunteers may be awarded free registration to the event. To qualify for free registration, the required level of participation for volunteers will be to either complete four shifts as volunteer staff at the event, or to lead two trails as official Trail Leaders.

E. The Chile Challenge is intended to be a self-funded and self-sustained event. Initial funding for each year's event is based on a budget prepared by the Committee Chair to determine start-up costs for the coming year. The Chair presents the budget to the Club Board of Directors, which presents the budget to be voted on by the regular membership at a regular meeting for approval as stipulated in Article IX, paragraph C of the By-Laws. The Chair is then authorized to request payments and reimbursements from the Club Treasurer within the scope of the approved budget. The Treasurer responds to these requests according to Article III, paragraph D, and Article IV, paragraph A.

F. Participant fees and other event fees will be determined by the Chile Challenge Chair and committee. All proceeds from the Chile Challenge registration, sales of souvenirs and memorabilia, vendor and sponsors fees, etc. are submitted to the Treasurer for deposit in the Club bank account. All expenses and receipts are made through the club bank account for transparency of financial accountability.

G. In the time period between the end of the Chile Challenge Event and the end of the Chair's term of office at the end of November, the Chair prepares a report of lessons learned to be used by subsequent Chile Challenge Committees. The Chair also prepares a post-event report as required by the Bureau of Land Management.