

Bremen Jeep Club By-Laws

Name:

This Organization shall be known as the Bremen Jeep Club (BJC).

Purpose:

Our primary activities and interests shall be oriented toward the promoting the preservation, promotion of Jeep vehicles (All makes, all models) and the organization of their respective owners. The purpose of the organization is to facilitate organizing owners of Jeeps by providing a medium for them to interact with each other.

BJC will provide the Bremen community with a legal and operating structure to facilitate:

- Technical facilities and ability for owners to communicate with each other and register their Jeeps
- Coordination and hosting of Jeep only gatherings and off road events
- Responsible use of public lands through membership in land-use focused organizations. (United Four Wheel Drive Association and Tread Lightly)
- To explore, maintain, preserve and enjoy, OHV trails with our fellow club members.
- Providing social, educational and family recreational activities for its membership.
- Promoting the continuing and renewed use of public lands for Highway/Off-Highway Vehicle (HOHV) recreation.
- Participating in, and supporting, activities to further the causes of OHV enthusiasts and users of the outdoors.
- BJC will make efforts to improve the status of our sport through the development of better public image and association with people who are interested and active in the sport.
- We will endorse the ideals of the United Four Wheel Drive Association (UFWDA) and Tread Lightly.

Membership

What is BJC looking for in a new member?

We are looking for responsible Jeep owners and enthusiasts who want to participate in Jeep related events and/or Jeep owners who are looking for technical help/support in the troubleshooting, care, daily maintenance, restoration, or modification of their vehicles.

Qualifications for Membership

- Ownership of a Jeep, as defined in the BJC Bi-Laws.
- At least 18 years of age (single member)
 - Under 18 can be registered with family

Sale of Vehicle

Upon sale of a vehicle, the member must remove all club decals and emblems. Any member leaving this club under unfavorable conditions shall return all evidence of club membership.

Membership Responsibility

- All members shall be bound by these by-laws.
- All members must conduct themselves in a respectable manner both in and out of Club activities.
- Any member in public disgrace is subject to suspension by the board of directors pending retention of expulsion.
- Membership is not transferable.
- Members shall not be involved in any dealings of title or VIN fraud involving Jeep vehicles

Dues

Dues are reviewed and approved by the BJC Board of Directors on an as needed basis, at a minimum of annually.

Membership renewal date is first of the month one (1) year from the first full month of membership; e.g., initial membership date of October 11, 2002 will have a renewal date of October 11, 2003.

It is each individual members responsibility to check the members roster and to keep club dues current.

Members who do not pay their dues within 30 days of the renewal date will have their Membership automatically rescinded. Members may reapply for Membership as a new Member, subject to approval of the Board of Directors.

No portion of annual dues will be refunded to any Member whose Membership is terminated either by choice or Board of Directors' decision, except upon approval of the Board of Directors in consideration of extenuating circumstances;

Membership Privileges

New Members shall receive a one-time Membership package that shall contain:

- Welcome Letter
- (1) BJC 5" round decal, one annually
- (1) BJC member T-SHIRT (new member only, not on renewals)
- UFWDA Membership package
- Member profile and picture included at the BJC member directory section of the web site (www.bremenjeepclub.org)

Renewal Memberships will only receive a BJC decal only. T-shirts are not included on renewals but available for additional purchase.

Membership entitles Member to participate in BJC Events, subject to the rules and regulations of said Event

Membership entitles Member to receive supplier discounts negotiated by BJC and published on BJC's web site. Member shall not use the BJC name to negotiate any separate agreement with said suppliers, nor shall Member attempt to negotiate with any supplier under contract with BJC for other privileges as an individual. Due to the sensitivity of sponsorship arrangements, failure to comply shall be grounds for termination of Membership.

Elected Club Officers and adoption of Club bylaws

Officers

Each office shall be held for a term of 2 years. Appointments, delegates and committee positions may be held by any member, whether an officer or not.

A minimum of 1 year membership shall be required before election to an office can be made.

There will be four Officers: President, Vice President, Treasurer, and Secretary. The decision making authority rank flows in order as listed above, with President possessing the highest level. This authority rank is only applicable in decision-making circumstances where a Board of Directors vote is not feasible, such as during an Event.

- The President:
Shall preside over all membership meetings, be present at all events when possible, be the executive officer and have the duty to carry out the policies and decisions thereof and co-sign checks as necessary. The duties of the president would include but would not be limited to overseeing the design and publication of the BJC Monthly Newsletter, spokesperson, actively promote membership and recruit new members, organize or oversee the organization of Jeep only events or partner with existing Jeep events, oversee design and development of www.bremenjeepclub.org. The President shall also be known as the Chairman of The Board, The President will answer to the club as a whole in conjunction with the Club owner – Adam Siefer.
- The Vice President:
Shall preside over membership meetings in the event the President is unable to attend, be present at all events when possible, to assist the executive officer in the duty of carrying out of policies and decisions. Coordinates and summarizes detail information gathered from Secretary and Treasurer to support Presidents decision-making process. Other duties would include but would not be limited to assisting the president in the design and publication of the BJC Monthly Newsletter, actively promote membership and recruit new members, organize or oversee the organization of Jeep only events, oversee design and development of www.bremenjeepclub.org.
- The Treasurer:
The Treasurer shall collect and disburse all money of the account of the Club, keep records and accounting of the financial affairs and report their status as directed by the Board of Directors. He shall sign such contracts, documents or instruments in writing as required, and shall have such other powers and duties as may be assigned from time to time by the Board of Directors or as incident to his office. On or before the 7th day of each month, he/she shall present an itemized list of moneys both spent and received in the previous month. These duties would also include but would not be limited to; receiving,

cashing, and managing the monies for the organization. Including tracking all membership dues coming in, providing detail accounting records for all money transactions the organization makes, responsible for an organizational checkbook and account, research what accounting records are needed for non-profit organizations and meet those requirements, responsible for providing detail accounting records to an accountant and/or all federal and state tax return documents. Person is responsible for paying for all organizational related bills such as advertising, internet web site hosting, domain name registration, t-shirt printing purchase, decal purchase, event related expenses etc. For additional information see Finances.

- The Secretary:
Shall be responsible for providing records of all monthly/communication meetings of the Board of Directors, responsible for keeping track of all members' information in an organized database, acquiring and receiving all new member material and keeping track of current inventory, works closely with treasurer on this to keep inventory current and reorder when necessary. Other duties include but are not limited to; to keep the website up to date and work with the Vice President to come up with a viewable member database online, shipping out of all new member material, draft new member documents, processes and sends those out to new members when they join, responsible for acquiring and receiving all new member material and keeping track of current inventory, work closely with treasurer to keep inventory current and reorder as necessary, receive initial complaints/topics for grievance committee and forwards those onto grievance committee spokesperson, for taking lead in the organization of and also receiving direction on Jeep events.

Grievance Committee:

The Grievance Committee shall be made up of five (5) members all of whom are volunteers. The committee will elect a chairperson amongst themselves. The chairperson will be the public voice of the grievance committee and receive complaints via determined method. The purpose of the Grievance Committee shall be to serve as a mediator between BJC members in which there is a dispute and arbitrate a resolution to the issue. They will then coordinate by calling, emailing other members of grievance committee to initiate a vote or determine action. Their responsibility is to determine the validity of any grievance voiced by any Member. This committee will decide on the proper course of action for resolving any grievance. Two-thirds majority shall rule in Grievance Committee votes.

Appointed Support Positions (Trail Guides)

There shall be two (2) appointed support positions who's duties shall include but are not limited to assist in club outing to train and encourage drivers to use their jeeps safely, and to prevent damage to members jeeps and the environment. The persons filling these positions will be expected to hold this position for a minimum of one (6) months. At the end of (6) months the Board shall ask persons holding these positions if they wish to continue with the position or if they wish to step down. If a volunteer holding this position steps down the Board shall ask the members of the association for a new volunteer. Persons holding these positions can be removed at the discretion of the Board.

Elections

Nomination for Officers will take place biannually on November 1. Elections will be held on November 15 of the same year. The newly elected Officers shall assume their responsibilities on January 1 following the elections.

The Vice President will automatically become the President in the event the President is recalled or voluntarily resigns for the remainder of the term. Elections for a replacement Vice President shall then be held. If any other Officer or Board Member is recalled or resigns, that position shall be considered for immediate elections;

Term is two (2) years. Elected Officers are not limited to the number of terms they may run or hold for any office.

Officer Recall

The Board of Directors may recall an Officer, Director, or Committee Chairperson with a unanimous vote. The accused Officer or Director shall abstain from the vote as applicable. General Members may proceed with a recall Motion only via sponsorship of a Director on the Board in the form of a Second of the Motion. General Members must first process any complaint through the Grievance Committee or the Motion shall automatically be dismissed without vote. A general Membership recall Motion requires two-thirds (2/3) vote to pass. Quorum is 100% for recall Motions. Failure to establish 100% Quorum at the time of the vote shall result in dismissal of the Motion without vote.

Bylaw Changes

Bylaws may be changed by a two-thirds vote of the Board of Directors.

Voting

The Secretary shall keep records of all voting activity and a log of all Motions as part of permanent BJC records. These records must be maintained for a period of at least seven (7) years.

A Member shall make a Motion in order to establish the requirement for a vote. Another Member must second the Motion in order for it to become a formal Motion. Members can make subsequent Motions to table or dismiss the Motion under consideration. A tabled Motion shall be tabled for one month unless otherwise specified. Successful Motions to dismiss are the equivalent of a failed vote. All Motions must pass, fail, or table.

There is no quorum for general Membership motions. A formal 2 week notice will be given by a Board member for a vote. This formal notice will be presented on the BJC Members website. Votes will be tallied on the vote due date by a board appointed member. A vote will be considered complete and enforceable when the votes are counted.

The only exceptions to this rule are specifically outlined in these Bylaws.

Board of Directors Quorum is a majority of the Board members. The voting for any Motion submitted to the Board will be considered closed 72 (3 days) hours after the Motion is presented,

unless a majority of the Board agrees to extend the vote for another 72 (3 days) hours. If a majority of the Board has not voted within that time limit, a Quorum will not have been reached, and the Motion will be considered as tabled and will have to be resubmitted for another vote at a later time. This provision applies to all Motions other than a By-Laws change, which requires a two-thirds vote of the Board. The Board of Directors will follow the Bylaws concerning Motions in the same manner as the general Membership. The Board of Directors will follow the Bylaws concerning Motions in the same manner as the general Membership.

The Board of Directors shall have sole discretion to determine which Motions shall be placed to general Membership vote. Generally, these shall be limited to the contents of Membership packages and the organization of Events. The Board of Directors shall vote upon all other Motions, and their ruling shall be final.

Finances

- The Treasurer shall establish and maintain a non-profit organization banking relationship with a local financial institution. The Treasurer shall process all dues and maintain records of all financial activity to be presented to the Board of Directors on a monthly basis.
- The Club's fiscal year shall begin January 1st each year.
- All money received from all sources shall be forwarded to the Treasurer.
- Except in the case of monthly club expenses i.e. web hosting, no withdrawal of funds shall be made without the approval of a Board of Directors quorum.
- The Treasurer must submit an annual budget to the Board by no later than October 1 prior to each fiscal year.
- The Club will maintain a \$250.00 minimum cash balance to be drawn from ONLY in emergency situations, such emergencies will be determined by the BOD.

Mandatory Activities and Expenditures

- BJC will file appropriate tax exemption forms and maintain records for the legally applicable time as defined by the IRS;
- The Board of Directors must approve all expenditures prior to the allocation of funds;
- BJC will maintain a two-year financial plan that provides solvency at all times;
- Events will not be funded out of annual dues unless specifically approved by the Board of Directors. The Board of Directors will approve fee amounts for each Event that fully fund all elements of the event, including "Event packages" containing items such as Event stickers. Event finances will be the responsibility of the Event Chairman, both to establish and collect.

Sponsored Events and Trip Rules

A Sponsored event is by definition an event in which BJC formally recognizes the Event as a BJC Event, and the Event is attended by at least one Director. Chapter Events must meet the same criteria. Formal recognition of an Event will be established by Board of Director voting procedures, and subsequent publication on the BJC website.

Event Regulations

1. Each Event will have an assigned Trail Master. The Trail Master will lead the Event always with safety in mind. The Trail Master will have ultimate decision making authority for "go/no-go" Event decisions, unless a higher ranking Officer is present at the Event, in which case that Officer has unilateral decision making authority. All event Attendees will follow Trail Master/Officer instructions at all times.
2. Events only consist of the off-road trail rides or other specially designated activities. The Event begins at the time of the pre-run Driver's Meeting or functional equivalent, and ends when the group returns to a designated point. For multi-day events, this means that the BJC will not organize or coordinate camping or other activities, except as a service to the Members. The Event itself is limited to the organized trail rides;
3. If the designated Director fails to show up for a scheduled Event, that event is automatically cancelled as a BJC Event. Any further activity by BJC Members or others will not be affiliated with BJC;
4. Each Attendee is ultimately responsible for his or her own safety. Safety concerns should be brought up to the Trail Master or an attending Officer immediately;
5. Members who choose to bring Guests on an Event are solely responsible for those Guests. Should the Trail Master or Officer determine that any Guest is posing a risk to safety, or simply to the enjoyment of the Event itself, that Guest may be asked to leave via host Member escort provided it is deemed safe to do so by the present ranking Director and/or Trail Master;
6. All participants must be defined as an Attendee, i.e., either Member or Guest. At no time will any other vehicle be allowed to join any Event. The Trail Master and/or Officer will enforce this policy;
7. Attendees will notify the Trail Master or an Officer prior to leaving the group for any reason. While BJC Directors cannot physically restrain any Attendee to prevent them from leaving, a safety assessment shall be made prior to approving any such action;
8. Attendees will adhere to Tread Lightly principles at all times. This includes the environment and also the Attendee's vehicle. Attendees will not put their vehicles at undue risk of damage that would potentially delay the progress of an Event. The Trail Master and/or Officers will monitor Tread Lightly principles, and failure to comply may result in an Attendee being dismissed from an Event;
9. Alcoholic beverages and other controlled substances are prohibited while driving on or off-road. This includes consumption prior to an Event. Failure to comply will result in dismissal from the Event and probable termination of Membership;
10. Attendees shall dispose of all trash in designated containers or haul it back out in their vehicle;
11. No firearms shall be exposed or discharged at any time;
12. Attendees bringing pets must control them at all times, and obey event location rules for pets;
13. Profane language should be used with discretion as BJC Events are family focused and there is a likelihood of small children being present.

All vehicles must have the following equipment to attend the off road portion BJC sponsored Events:

- Legally required automobile insurance and registration;
- Fire extinguisher
- First Aid Kit
- Tow Rope (no metal hooks allowed), Tow Chain, or Winch;
- Safety belts for all occupants
- Full size spare tire, jack, and lug wrench;
- Hooks both front and rear (or suitable attaching point)
- CB (HIGHLY recommended, but not mandatory)

Definitions

Attendee:

A BJC Event participant, whether BJC Member or Guest

Board of Directors:

Comprised of the Officers of BJC and one (1) other Member for a total of five (5) Directors, the additional member is the Grievance Committee chair.

Director:

A member of the Board of Directors

Event:

A BJC sponsored activity as defined by the requirements of these bylaws

Guest:

An Event Attendee formally invited by a BJC Member prior to the start of the Event, and registered with the BJC

Member/Membership:

An individual or regional Chapter paying dues to BJC to maintain active BJC status. A Member possesses BJC Membership. Membership is also defined as the collective Members for the purpose of voting or other BJC activities

Motion:

An action presented by any Member for vote by the Membership

Officer:

Is an elected BJC official in the rank of President, Vice President, Treasurer, and Secretary.

Quorum:

Percentage of Members that must be present in order to vote on a Motion

Trail Master:

The Director or Member leading a BJC Event. Usually this person will physically lead an Event, and has a high level of experience in order to provide guidance to the rest of the Attendees

BJC News Letter:

A publication be it printed or electronic published

Chairman of the Board:

The elected President is the Chairman of the Board, and will preside over all Board of Directors activities.