



# Jeep Expeditions, Inc.

## BY-LAWS

Formed: November 19, 2006  
Incorporated: January 1, 2008

### ARTICLE I

#### **1.0 NAME OF ORGANIZATION**

- 1.1 This organization shall be known as **Jeep Expeditions, INC, d/b/a The Jeep Expeditions Group, JeepExpeditions.org, Jeep Expeditions USA and Jeep Expeditions.**

### ARTICLE II

#### **2.0 OBJECTIVES**

- 2.1 To establish, maintain and conduct a club for the accommodation of members, their families and their friends with all of the usual privileges such as a meeting place and other conveniences usually offered by a club.
- 2.2 To promote, sponsor, encourage, educate and assist club members and the general public in the appreciation, improvement and maintenance of off-highway vehicles and their various uses including work, travel, and hobby activities.
- 2.3 To cooperate with Off-Highway enthusiasts, landowners and land management agencies and be active in land access issues.
- 2.4 To promote, sponsor, encourage, and assist in the conservation of natural resources and all wildlife, and to make gifts, donations, or endowments to other organizations organized and operating for the public welfare and benefit and in a public interest.
- 2.5 To promote responsible activities and behavior to those to travel off-highway.
- 2.6 To explore these great lands around us for the purpose of recreation, personal enjoyment and educational purposes.

- 2.7 To purchase, take or lease or otherwise acquire any lands, buildings, easements or property, real and personal, which may be requisite for the purpose of or capable of being used in connection with any of the objects of the corporation.
- 2.8 To solicit, receive, collect and disburse dues, funds, pledges, securities and other subscriptions of value in connection with carrying out the purpose of this corporation.
- 27 0 To receive, either by gift, grant, devise, or by will, real and personal property, and to hold or dispose of the same in carrying out the purpose of this corporation.
- 2.9 The corporation shall have such general powers as may be incidental to a corporation of this nature, or as may be granted to it by law, and as may be necessary to the accomplishment of the purpose for which it is organized.

### **ARTICLE III**

#### **3.0 MEMBERSHIP QUOTA**

- 3.1 The total membership of the organization shall not exceed one hundred (100) Active Member Individuals/Families at any one time.
- 3.2 If at any time, the total club membership reaches 100, the Board of Directors with  
with a majority vote along with a concurrence of membership as determined by a majority "yes" vote in a poll, may increase the maximum membership to one hundred and fifty (150) where it will remain capped.

### **ARTICLE IV**

#### **4.0 CLUB DUES**

- 4.1 Annual dues of an Active Member shall be as set forth in the Standard Operating Policies.
- 4.2 Annual dues of a Charter Member and Sponsoring Member shall be as set forth in the Standard Operating Policies.
- 4.3 Dues shall become payable January 1<sup>st</sup> of each year and shall be in arrears after January 31<sup>st</sup>.
- 4.4 Dues are NOT refundable for any reason.
- 4.5 A member, in good standing, not submitting dues and reinstatement fee when applicable, prior to March 1<sup>st</sup> shall forfeit membership.

- 4.6 The monthly dues for NEW members accepted for membership after March 1<sup>st</sup> , will be pro-rated at 1/12<sup>th</sup> of yearly dues rounded up to the next dollar.
- 4.7 Initiation fee, as set in the Standard Operating Policies, will apply per new membership at the time of acceptance into the membership of this organization beginning January 8, 2008. It is not refundable.
- 4.8 A member, not in good standing, having been accepted for reinstatement by the Board of Directors, shall submit dues owed and reinstatement fee, as set forth in the SOP's, no later than the March 1<sup>st</sup> or shall forfeit membership.

## **ARTICLE V**

### **5.0 FISCAL YEAR**

- 5.1 The fiscal year of this organization shall be from January 1<sup>st</sup> to December 31st.

## **ARTICLE VI**

### **6.0 OFFICERS**

- 6.1 The officers of the organization shall be those listed below and shall be known as the Executive Board and pursuant to the Articles of Incorporation of this organization shall consist of no less than five (5) members and no more than seven(7).
  - 6.1.1 Chairman of the Board
  - 6.1.2 Board Member – Vice Chairman
  - 6.1.3 Board Member - Secretary
  - 6.1.4 Board Member - Treasurer
  - 6.1.5 Board Member
  - 6.1.6 Board Member
  - 6.1.7 Board Member
- 6.2 The term of office for the Executive Board other than the founder shall be for two years.
- 6.3 The Founder will have a permanent position on the Board unless he voluntarily vacates the position or no longer meets the requirements for membership.
- 6.4 The Board shall select a Chairman and Vice Chairman every two years after the new board is sworn in unless during the period between elections, the Chairman or Vice-Chairman would step down in which case replacements would be selected by the Board.

- 6.5 The Board will select 2 Board Members to act as the organizations Secretary and Treasurer.
- 6.6 In the event a board member position becomes vacant, the board of directors shall appoint a replacement until the next general election.

## ARTICLE VII

### **7.0 DUTIES OF OFFICERS**

- 7.1 Chairman of the Board: Shall preside over all Meetings and, and shall uphold these By-Laws including all other policies and regulations adopted with the membership approval. The Chairman shall also be the club historian but can delegate the duties of club historian to any member in good standing.
- 7.2 The Chairman of the Board may call a Board of Directors Meeting as deemed necessary to resolve essential club business, which due to urgent circumstances, cannot be postponed to the following Membership Meeting. The call for a Board of Directors Meeting is mandatory when in accordance with Article XVII. Emergency meetings can be “virtual”, conference call or a face to face sit down meeting as decided by the Chairman.
- 7.3 Vice-Chairman: Shall serve in the capacity of Chairman in the event that the Chairman is absent from any scheduled club activity. The Vice Chairman shall serve as Parliamentarian and Membership Officer. The V.C. shall serve as MEMBERSHIP OFFICER. Duties as set forth in Article XII of this document.
- 7.4 Secretary: Will be a Board Member willing to serve and approved by the Board of Directors. The Secretary shall record the minutes at the annual Membership Meeting and any Board of Directors Meetings that are called and keep a permanent file of all such recordings.
- 7.5 Treasurer: Will be a Board Member willing to serve and approved by the Board of Directors. Shall be responsible for all monies from all sources and shall maintain records for all receipts and expenditures. Shall be responsible for relaying any and/or all information regarding Membership dues, assessments, and late or reinstatement fees to the Membership Officer. The treasurer will be responsible for making a monthly report to the Board of Directors which will be made available to the membership.
- 7.6 Board Member: Board members will be responsible to attend the Annual Meeting and any special meetings called by the Chairman. Board members may serve in special capacities as requested by the Chairman.

## ARTICLE VIII

### **8.0 ELECTION OF OFFICERS**

- 8.1 Elections shall be conducted at the January general membership meeting in even numbered years beginning 2010.
- 8.1.1 Nominees must be Members in Good Standing.
- 8.1.2 Only members in Good Standing are eligible to vote.
- 8.2 Nominations shall be opened by general announcement in November.
- 8.3 Nominations will be accepted from any Member in Good Standing and must be accepted by the nominee.
- 8.4 A majority count of votes cast, by Members in Good Standing, is required to elect a nominee to office.
- 8.5 In the event of five (5) or more candidates, and a majority vote not be attained, the candidates with the least votes shall be dropped from the ballot and the five (5) candidates with the most votes will be considered elected in an election year where the Founder has elected to maintain his position on the Board. If the Founder no longer wishes to maintain a position on the Board then the new Board will be determined by the six (6) candidates with a majority vote.
- 8.6 Voting for each elective office shall be by secret written ballot. As set forth in the Articles of Incorporation of this organization, each membership has equal rights and one vote per membership.
- 8.7 The counting of ballots shall be the duty of three tellers approved by the outgoing Board of Directors. Nominees for office are not eligible to serve as tellers.
- 8.8 Absentee Ballots will be accepted by email or US mail and must be received by the Chairman or Secretary one day prior to the election meeting. The envelope the ballot is mailed in must contain the wording BALLOT on the front bottom left corner.
- 8.9 Board members shall be elected to a 2 year term and will serve as in such capacity as long as they remain members in good standing and meet the annual membership requirements.

- 8.10 The Board may approve a “virtual” election with the concurrence of a majority of Members who cast a vote in an online poll. The “virtual” election will be held via a “blind” poll vote where the results are not revealed until the poll expires. The 5 Candidates with the most number of votes will be considered elected. If the Founder has relinquished his position on the Board the 6 Candidates with the highest number of votes will be considered elected. If this section is enacted, then sections 8.6, 8.7 and 8.8 will not apply.
- 8.11 The Founder is not subject to bi-annual elections. The Founder will maintain a position on the Board of Directors as long as he remains a member in good standing and meets the annual membership requirements.

## **ARTICLE IX**

### **9.0 MEMBERSHIP**

9.1 There shall be five (5) classes of membership.

#### **9.2 Active Family/Individual**

9.2.1 This is a family membership with all due rights to hold office or vote. Only one (1) vote per paid membership. This membership must meet the minimum requirements for activities throughout the year, as well as the minimum equipment requirement as set forth in the SOP's of the organization. A family for purposes of membership shall be 1. Husband, wife and minor children: 2. Boyfriend/Girlfriend: 3. Boyfriend/Girlfriend and minor children. Family membership is entitled to one vote per family. Family membership is open to AZ and non-AZ residents who pay dues for a Family Membership. Members are required to participate in one club event per calendar year.

#### **9.3 Sponsoring Member**

9.3.1 This membership is a corporate sponsor membership without the right to hold office or vote and it has no membership requirements. This is not an "active" membership.

#### **9.4 Honorary**

9.4.1 This membership is an Individual Membership without the right to hold office or vote. There are no membership requirements to meet and there are no dues. This Membership must be approved by the Executive Board and a simple majority vote of the membership voting.

#### **9.5 Charter**

- 9.5.1 Charter Members are all the members involved in forming and incorporating this organization. Each has all due rights to hold office or vote. This membership must meet the minimum requirements for activities throughout the year, as well as the minimum equipment requirements as set forth in the SOP's of the organization. Charter Members have the same rights and responsibilities as Active Individual/Family Members.
- 9.6 **ACTIVE, CHARTER and HONORARY** members joining a trail ride must meet all vehicle equipment requirements as set forth in the SOP's of this organization.

## **ARTICLE X**

### **10.0 MEMBERSHIP MEETINGS**

- 10.1 A quorum to conduct a business meeting shall be no less than 10% of the active membership or a minimum of 10 whichever is greater.
- 10.2 Membership meetings shall be held on the 3<sup>rd</sup> Saturday in January at such time and place designated by the Executive Board.
- 10.3 The Membership shall be informed of the time and place at least fifteen (15) days prior to the meeting.
- 10.4 Meetings shall be conducted in accordance with Roberts Rules of Order. In case of conflict with these By-Laws, these By-Laws shall rule.
- 10.5 Unless otherwise specified herein, a deciding vote shall be a majority of votes cast by the attending membership plus absentee votes at an official Membership Meeting.
- 10.6 As set forth in the Articles of Incorporation, "the voting power and property rights and interests of all members shall be equal. "EACH ACTIVE CHARTER, FAMILY/INDIVIDUAL MEMBERSHIP SHALL BE ENTITLED TO ONE VOTE ON ANY AND ALL QUESTIONS COMING BEFORE THE MEMBERS."
- 10.7 Attendance at any membership meeting is OPTIONAL and not a requirement for maintaining club membership ! NO Member other than Board Members or Appointed Committee Members or Members who are asked by the Board for a legitimate reason will ever be required to attend any meetings of the corporation.

## ARTICLE XI

### **11.0**      **FINANCE**

- 11.1      Monetary transactions shall be via a checking account established at a local bank, approved by the Board of Directors, in the name of Jeep Expeditions. The Board of Directors shall also establish a Pay Pal account linked to group's checking account primarily to accept payments. Payments made to the organization are subject to a "convenience" fee to offset Pay Pal fees to the organization. The Treasurer's signature shall validate all checks, except that in the Treasurer's absence, the Chairman or Vice Chairman's signature shall be valid.
- 11.0      An expenditure or check, above and beyond an already approved budgeted committee expense, exceeding one hundred dollars (\$150.00) shall require the approval of a simple majority of the 4 members of the Board of Directors. The Chairman and Board of Directors will be exempt from restrictions on expenditures of lesser amounts with itemized bills.
- 11.1      Each check shall show the purpose of the expenditure in legible detail attached an itemized statement/invoice/receipt.
- 11.2      An Audit Committee, consisting of the Chairman and two members, who Shall be appointed by the Board in December of each year. The Committee, Upon a satisfactory audit of the treasury records, shall appropriately endorse the records and present them to the treasurer or in an election year, the newly appointed Treasurer. The past Treasurer and the newly appointed Treasurer shall attend the committee meeting.

## ARTICLE XII

### **12.0**      **NEWSLETTER**

- 12.1      The Club Newsletter shall be named    **"Tales from the Trail"**
- 12.2      The newsletter shall be published quarterly or more often if approved by the Board of Directors. The newsletter shall be emailed to all members in good standing and posted on the website for viewing by members and the general public.
- 12.3      It is the responsibility of the Chairman to see that the newsletter gets produced and published on the website. This can be done by the Chairman or someone appointed to the position of Newsletter Editor.

## ARTICLE XIII



## **13.0      COMMITTEES**

- 13.1      Publicity Chairman:    Shall be responsible for promoting and publicizing club activities and meetings. Can be a volunteer board member or a volunteer member approved by the board.
- 13.2      Safety Awareness Chairman: Shall be responsible for Safety Reports and Safety Tips at general meetings and periodic Vehicle Safety Checks during the year and liaison with the Board of Directors.  
This position can be a volunteer member of the board or a volunteer member approved by the board.
- 13.4      Trophy Chairman: Shall be responsible for all club awards and trophies as per the SOP's of this organization. This position can be a volunteer member of the board or a volunteer member approved by the board.
- 13.5      Membership Officer: Shall maintain a Membership Meeting attendance Record and review the club Trip Book in maintaining members activity records applicable to the membership retention requirements specified in Article XIII. Shall be responsible for maintaining and distributing "Prospective" or "New Member" packets and maintain prospective member activity records and maintain a current Membership Roster. Typically the Vice Chairman will take on this responsibility but with Board approval this position can be any volunteer member of the board with board approval or a volunteer member approved by the board.
- 13.6      Trip Leader may enlist any member(s) to serve on his committee. The trip leader will usually be a volunteer that is approved by the Board unless a Board member volunteers to lead a trip.
- 13.6a      Event Chairman would take responsibility for any event not classified as a trip such as a club BBQ, Trail Cleanup, etc. He/she may enlist any member(s) to serve on his committee. The Event Chairman will usually be a volunteer that is approved by the Board unless a Board member volunteers to head up an event with board approval.
- 13.7      All of the above positions shall communicate and report to the Chairman of the Board on a regular basis as requested by the Chairman.
- 13.8      The Chairman of the Board shall be an ex-officio member of all committees, and therefore shall be advised by the Committee Chairman of scheduled meetings.
- 13.9      All Committee Chairmen shall function under the direction of the Executive Board and shall not operate separate of the club or its directives.

## ARTICLE XIV

### **14.0 MEMBERSHIP RESPONSIBILITIES**

- 14.1 Members shall conduct themselves in a respectable and orderly manner whether participating in, or outside of, club activities.
- 14.2 Active Family/Individual Member and Charter Members  
Members shall participate in a minimum one (1) club sanctioned Trip/Expedition per year. Members joining this organization after August 1, are not subject to this requirement for the year that they joined in only.
- 14.2a Required events shall be accumulated from the first day of the month of January through the last day of December each year.
- 14.2b Any member not meeting the requirements must be reviewed by the Board of Directors and a determination of status will be made by a majority of Board members. Members who have let their membership expire due to non-payment of dues may be reinstated with Board approval and the payment of back dues and a reinstatement fee shall be assessed, as set forth in the SOP's, in addition to any or all dues owed. Members who do not meet the annual event attendance requirement may be reinstated at the discretion of the Board and payment of the penalty as set forth in the SOP's. A second year without attending at least 1 event will be grounds for expulsion.
- 14.3 Charter Membership  
Members who approved and signed the By-Laws of the Jeep Expeditions, Inc on or before the last day of December, 2007 shall be known as Charter Members of this organization. A Charter member must maintain the requirements of either an Active Individual/Family member to remain with the club on an annual basis. A Charter member may NOT change his membership to another class.

## ARTICLE XV

### **15.0 MEMBERSHIP PREREQUISITES**

- 15.1 An applicant for membership shall meet the following requirements prior to membership acceptance and shall maintain the requirements of Article XIV, Paragraphs 14.1 and 14.2 after acquiring membership.
- 15.2 Legally possess a **Jeep 4X4** vehicle. We make no distinctions as to Willys, Kaiser, AMC or Chrysler Jeeps. But it must be a Jeep.

- 15.2a The Jeep vehicle must be legally registered for highway use
- 15.3 Possess a valid driver's license.
- 15.4 Have personal liability and property insurance as required by Arizona State Law or the law of the member's home state.
- 15.5 At least eighteen (18) years of age.
- 15.6 Prospective member must complete the Clubs "Emergency Contact and Information Form" in its entirety and submit two photos of his Jeep before membership will be approved.
- 15.7 Once the member has been approved they must pay their dues via Pay Pal or by mailing a check to the club within 10 days. Any new member whose dues are not received in 10 days will be removed from the membership rolls.

## **ARTICLE XVI**

### **16.0 ACTIVITIES**

- 16.1 All club Activities shall be approved by the Board of Directors.
- 16.2 The club shall sponsor no less than six (6) club functions each year. These can be trail rides and/or activities including land issue meetings, BBQs/Picnics/Social Events and/or clean ups.
- 16.3 Should a group of more than 5 members, all must be members in good standing, gather to do a "wildcat" run in Arizona, this run shall be defined as a club sanctioned event.
- 16.3a In forming a "Wildcat" run participating members must make an attempt to contact all club members of this activity at least 15 days in advance of the run.
- 16.3b A "Wildcat" run may be a one day event which can be a rock crawling event or a local run but can be planned as an overnight trip also.
- 16.3c To receive recognition for a wildcat trail ride it must be approved in advance by the Board of Directors.
- 16.3d Participation in a "Wildcat" run does NOT constitute participation in an Expedition for purposes of the 1 event per 12 months membership requirement.

- 16.4 Only an official "Expedition" trip will count towards the 1 event per 12 months membership requirement.

## **ARTICLE XVII**

### **17.0 MEMBERSHIP TERMINATION**

- 17.1 A member shall submit a written Notice of Resignation to the Board of Directors.
- 17.2 A member, not in good standing, may be removed from Membership of this organization following proper procedures as set forth in Article XVII.
- 17.3 A member who exhibits violent behavior, is considered a safety risk, violates Tread Lightly policies, becomes a nuisance the group due to behavior or fails to meet membership requirements may be removed by a majority vote of the Board of Directors.

## **ARTICLE XVII**

### **18.0 GRIEVANCES**

- 18.1 A grievance shall be submitted in writing, to a member of the Board.
- 18.2 A Board Meeting shall be called by the Chairman to review the facts and determine appropriate action.
- 18.3 The accused may speak in defense of the grievance.
- 18.4 If a grievance is considered irreconcilable by the Board of Directors, the Board shall have the discretion to take appropriate action.
- 18.5 A majority vote of the Board of Directors shall decide membership status of the accused, who shall be advised of the impending action within 10 days of any decision.

## **ARTICLE XIV**

### **19.0 BY-LAW AMENDMENTS**

- 19.1 Amendments to these By-Laws shall be proposed no more than 60 days before and no less than 30 days before Annual Meetings only.

- 19.2 A member shall present a proposed amendment in a manner to first define the need and purpose, then to specify the Article(s) and Paragraph(s) affected to the board. If the Board agrees that the by-law has merit and benefits the club, the Amendment Proposal shall then, without debate, be submitted to membership vote. A two-thirds (2/3) majority vote of all members shall be required to support further action on the proposal. An affirmative vote on the proposal does not instrument a By-Law amendment. Instead, an affirmative vote will place the proposal in committee for action stated below.
- 19.3 A By-Law Amendment Committee shall be established upon conclusion of the procedures in Paragraph 2. The Committee shall consist of the Chairman as chairman, the member submitting the amendment proposal, and two other members selected by simple drawing of names of volunteers.
- 19.4 The duties of the By-Laws Amendment Committee shall be to study, investigate and clarify details involved in the proposal. They shall conclude their efforts with a precisely written proposed amendment for presentation at the following Membership Meeting. The proposed amendment shall appear in the Club Newsletter published prior to the Annual Meeting, when the deciding vote will be scheduled.
- 19.5 The member submitting the proposed amendment shall be present to place the business "on the floor" via a "motion". A "second" is required. Debate by the membership will be in order. A two-thirds (2/3) majority vote of the clubs membership, either in person or by absentee vote shall be required to carry a motion for By-Law amendment.
- 19.6 Amendments to the Standard Operating Policies of this organization may be amended at the Annual Meeting or at any special Meeting called by the Chairman of the Board and will pass with a simple majority vote of the membership in attendance.


## **ARTICLE XX**

### **20.0 EMERGENCY CLAUSE**

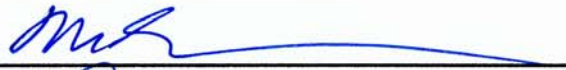
- 20.1 Exceptions to these By-Laws may be enacted on a temporary basis in the event of an emergency situation or when deemed necessary to best serve the interests of the membership.
- 20.2 A motion to affect a By-Law shall also specify the exact dates for the period of exception.
- 20.3 A unanimous vote cast of the attending membership at an Annual Meeting or specially called Meeting shall be required to carry such a motion.



By-Laws approved on December 11<sup>th</sup>, 2007 by the Board of Directors

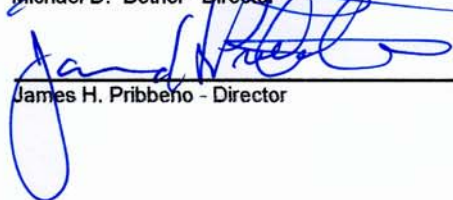
  
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Michael Fissel – Chairman of the Board

  
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Lance E. Wilson – Vice Chairman

  
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Mark Engdahl – Director

  
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Michael D. Bethel - Director

  
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Diane C. Zalman – Director

  
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James H. Pribbeno - Director



# Jeep Expeditions, Inc.

## POLICIES AND REGULATIONS

Or

## SOP's (Standard Operating Procedure)

Formed November 19, 2006

Incorporated February 1<sup>st</sup>, 2008

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The policies and regulations specified herein form a part of the **Jeep Expeditions, Inc.** Constitution. Nothing specified in this document shall intentionally amend or delete any portion of the current By-Laws. In case of inadvertent conflict with the By-Laws, the By-Laws shall take precedence.

The intent of this document is to provide a relatively informal record of the operational procedures and functions of this organization. The format is designed for prompt, convenient reference.

### MEMBERSHIP

#### 1.0 MEMBERSHIP DUES

1.1	Charter (includes membership in ASA4WDC and UFDA)	\$ 50.00
1.2	Active Family/Individual Membership (includes membership in ASA4WDC and UFDA)	\$ 40.00
1.3	Supporting Business Member –year by year 5 year commitment	\$ 200.00 \$150.00 per yr.
1.4	Honorary	N/C
1.5	New Member Initiation Fee Includes 2 club decals and a membership card	\$ 15.00
1.5.1	New Member Initiation Fee applies to members joining after December 31, 2007.	
1.6	Member "Reinstatement" Fee	\$ 15.00
1.7	Non-Qualifying fee (allowable one time only)	\$ 25.00

#### 2.0 MEMBERSHIP MEETINGS

2.1 Membership Meetings are to generally be scheduled for the third Saturday in January. Meetings may, at any time, be incorporated into an activity.

- 2.2 The membership must agree to incorporate meeting into an event and the membership must be notified no less than fifteen (15) days prior to the meeting / activity.
- 2.3 No Member other than Directors, Committee Members or a Member or Members specifically requested for a legitimate reason by the Board will be required to attend any meetings.

### **3.0 COMMITTEES**

- 3.1 **Membership Officer:** Shall maintain a Membership Meeting Attendance Record and review the club Trip Book in maintaining member's activity records applicable to the membership retention requirements specified in Article XIV. Shall be responsible for maintaining and distributing "Prospective" or "New Member" packets and maintaining prospective member activity records and maintain a current Membership Roster.
- 3.2 **Safety Awareness Chairman:** Shall be responsible for Safety Reports and Safety Tips at general meetings and periodic Vehicle Safety Checks during the year and liaison with Board of Directors. New members must tech at the time of submission of Application for Membership.
- 3.3 **Awards Chairman:** Shall be responsible for all club awards and trophies as voted on by the membership of the club.
- 3.3. Awards shall be presented at the December annual meeting/activity each year.
- 3.4 **Publicity Chairman:** Shall be responsible for promoting and publicizing club activities and meetings.

### **4.0 AWARDS**

- 4.1 **Member of the Year**
  - 4.1.2 Nominations for Member of the Year shall be submitted to the Board of Directors no later than the November 30<sup>th</sup> of each year.
  - 4.1.3 Selection of the shall be by secret ballot held the last week of December of each year online with notice to all members.
  - 4.1.4 The members name with the highest number of votes shall be submitted to the Awards Chairman without announcement to the membership.
- 4.2 **Officer Awards**



- 4.2.1 Outgoing Board of Director officers shall receive a plaque in acknowledgement of their service and dedication to the club.

### **4.3 Special Awards**

- 4.3.1 Any award deemed appropriate by the Awards Chairman and approved by the Board of Directors.  
i.e.: Outstanding Service; Most Active Member; Hard Luck.

## **5.0 REQUIRED EQUIPMENT**

- 5.1 A Jeep  
5.2 If a soft top must have a roll bar if Jeep was so equipped from the factory.  
5.3 Working CB radio  
5.4 Ham Radio is optional  
5.5 Tow Hooks and/or receiver BOTH front and rear.  
5.6 Seat Belts for driver and all passengers  
5.7 Tow Strap  
5.8 Fire Extinguisher  
5.9 First Aid Kit  
5.10 Recommend spare parts and tools  
5.11 Any equipment and supplies that you will need for camping cooking, cleaning, hygiene etc for the duration of each trip plus one day.  
5.12 Sufficient supplies of gas and water for the duration of the trip plus a minimum of 50-100 miles of fuel.  
5.13 Every Member shall carry at least 1 Pig Pad or a minimum 1 gallon container of "peat sorb" to help clean up any trail accidents involving automotive fluids. The organization shall make both of these items available for purchase.

## **6.0 RULES OF THE ROAD**

- 6.1 NO CONSUMPTION OF ALCOHOL ALLOWED ON THE TRAIL! NO EXCEPTIONS !  
6.2 NO LITTERING - Bring your trash back with you.  
6.3 Don't cut trail, follow the vehicle in front of you unless your Trip Leader indicates a "play area" or "by-pass".  
6.4 If you drip any fluids from your vehicle PLEASE CLEAN IT UP BEFORE YOU PROCEED. (see 5.12 under required equipment)  
6.5 If you need to "stack" a rock or two to get through a tough spot.... Do so, but PLEASE UNSTACK BEFORE CONTINUING. This practice allows your fellow Jeeper the same challenge without the added help.

- 6.6 When making a turn on to another trail or road, WAIT FOR THE VEHICLE BEHIND YOU. DO NOT CONTINUE ON UNTIL HE SEES YOUR TURN.
- 6.7 When driving up or down steep grades leave enough distance between vehicles to give your fellow enthusiast room to maneuver and to prevent collisions.
- 6.8 If you leave the caravan at any point, make sure you check out with the Trip Leader.
- 6.9 Please check with your trip leader if a pet running loose is permissible. Most public lands that allow pets require that they be kept on a leash and under control at all times.
- 6.10 Firearms not carried in accordance to applicable laws for the area we are visiting at the time must be left in a safe place in your vehicle. Arizona is an open carry state. When in AZ, a handgun is permitted to be carried openly if the regulations of the land we are on allow it. Possession of a firearm in another state will be according to that states laws and it is the responsibility of anyone with a firearm to make sure that they are in full compliance with the law. Concealed Weapon Permit holders will act in accordance with the Arizona revised statutes or local law. Firearm/weapon possession in Canada or Mexico is prohibited and will result in arrest and imprisonment !
- 6.11 Leave the living desert as you find it. No digging or destroying plants.
- 6.12 Please keep watch of your children. There are many mineshafts and/or high ledges and rocks as well as snakes and insects.
- 7.0 GUIDELINES FOR TRIP LEADERS**
- 7.1 Recommended guidelines for trip leaders shall be available to inform prospective trip planners of the many considerations which contribute to a safe and enjoyable four wheel drive trip. The Trip Leader has the discretion to refuse an unsafe vehicle's participation, to refuse participation by a member without required equipment and / or refuse an unqualified driver from participating in the trip.
- 7.2 The Trip Leader shall designate a Tail Gunner for each trip.
- 7.3 Trip Leaders shall submit detailed information for posting on the website and the Forums to notify the membership at least 90

days prior to their trip. The purpose being to describe the trip to the members and answer questions on the Forum.

7.4 The Trip Leader shall convey the "Trip Information" for posting on the Forum at least 90 days prior to the event.

7.4.1 Date of Trip

7.4.2 Meeting and Departure Time.

7.4.3 Meeting site/location.

7.4.4 Estimated time of return.

7.4.5 Misc. information re gas stops, how much gas, etc.

7.5 Shall be responsible for all attending members and guests signing the Trip Book and returning it to the responsible member of the Board of Directors.

7.6 The Trip Leader shall be responsible for a trip report being submitted for the website and the Forums. The Trip leader may designate someone to do this.

## 8.0 ACTIVITY / TRIP BOOK

8.1 A book shall be maintained for the purpose of recording the attendance of club members, guests and potential members on trips and other credited activities.


8.2 A Waiver of Liability shall be included in the Activity / Trip book for EACH participant and it will be the Trip Leaders responsibility to have every participant over the age of 18 sign a Waiver of Liability.

## 9.0 Changes, revisions, additions to the SOP's

9.1 Any changes to the SOP's will be reflected in the minutes of the Board of Directors meeting in which the changes were made. A current copy will be displayed on our website.

**SOP's approved on December 11<sup>th</sup>, 2007 by the Board of Directors**


  
Michael Fissel – Chairman of the Board

  
Lance E. Wilson – Vice Chairman

  
Mark Engdahl – Director

  
Michael D. Bethel – Director

  
Diane C. Zalman – Director

  
James H. Pribbeno – Director