

# Vermont Jeep® Association By-Laws

## Article 1 – Name & Purpose

1.1 The name of this organization shall be “Vermont Jeep Association” (VJA). Vermont Jeep Association adopted by-laws and was founded on June 20, 2001.

1.2 The purpose of this organization shall be non-profit in character, promoting family interest in and understanding of four-wheeling and enjoying our country’s natural resources.

## Article 2 - Membership & Dues

2.1 Membership is open to all persons who share a common interest in the sport of offroading. New members must attend one meeting before participating in a club sponsored event or ride.

2.2 Annual membership dues for this organization must be paid in full within thirty days after the first meeting of the year or upon enrollment for new members. Membership dues are inclusive of all persons residing within the same household sharing a common address. Any household member(s) age 18 or older will retain voting rights.

2.3 Membership in this organization may be terminated or suspended without refund of membership fees for the following reasons: littering, abuse of others’ property, gaining membership under false pretense, dangerous driving tactics, returning to a trail without consent, the use of illegal substances, and/or alcohol by anyone at a driving event, or any other reason deemed necessary. Any witness thereby should immediately be reported to an officer or event leader. Termination or suspension of membership shall only be issued through the direction of the President with the support of all officers, or if the officers are at an impasse, by a two-thirds majority vote of the membership in attendance at a general membership meeting.

## Article 3 - Member responsibilities

3.1 All members of this organization must be members in good standing.

3.2 Each driver must hold a valid operator’s license from any state.

3.3 All members must conduct themselves in a respectable, responsible, and orderly fashion and must adhere to the direction of the trail leader. They must also adhere to the TreadLightly! principles at all times. Travel and recreate with minimum impact. Respect the environment and the rights of others. Educate yourself – plan and prepare before you go. Allow for future use of the outdoors – leave it better than you found it. Discover the rewards of responsible recreation.

3.4 All drivers participating in club rides and events must be current members in good standing.

## Article 4 - Vehicle equipment

4.1 The vehicle being used at club functions must carry adequate insurance coverage.

4.2 The vehicle being used at club functions must carry a valid registration and state inspection from the state the vehicle is registered in.

4.3 Seat belts and the use thereof are mandatory at all club functions.

4.4 Mandatory equipment on all vehicles being used on all off-road excursions:

- a) Battery properly secured by rigid fastener
- b) Tow point secured properly to the front of the vehicle
- c) Tow point secured properly to the rear of the vehicle
- d) Tow strap in good condition without hooks
- e) Fire extinguisher in working condition
- f) Roll bar for soft top or removable top vehicles
- g) Full size spare tire
- h) Jack
- i) First aid kit
- It is recommended you speak with an experienced club member about other equipment recommended for off-road excursions.

## **Article 5 - Elections and Voting**

- 5.1 There shall be one vote cast per member (age 18 or older) in attendance or by proxy\* provided that member is in good standing with the organization.
- 5.2 All members interested in holding an elective office within VJA must be nominated and seconded for such position by members in good standing.
- 5.3 Elections of elective officers for the ensuing year shall be held at the annual meeting, with nominations of officers forewarned at the preceding scheduled meeting. Elections shall be by secret ballot.
- 5.4 An officer can be voted in by a majority rule of members present at the above named time.
- 5.5 A prospective or existing elective officer can decline or resign the office at any time.
- 5.6 In the event of an elective office vacancy, nominations shall be accepted at the next scheduled meeting with voting at the following scheduled meeting.

\*Proxy votes shall be cast only by members who are prevented from attending the meeting in person for qualified reasons in writing to the Vice President before the election takes place.

## **Article 6 - Elective Officers**

- 6.1 The elective officers of this club shall be in ranking order: President, Vice-President, Secretary and Treasurer.
- 6.2 The officers of this organization shall be elected, for the ensuing year, by majority vote of the members present (age 18 or older) and voting at the annual meeting. Elections shall be by secret ballot. The term of elected officers begins on January 1st.
- 6.3 All elective officers shall be volunteers and not receive any compensation as part of that office.

## **Article 7 - Duties of office**

- 7.1 In the event of a vacancy in any of the other executive offices (Vice-President, Secretary or Treasurer) the President shall assume those duties until a successor is elected.
- 7.2 President. The President shall be the executive officer, and will prepare for and preside at all meetings that he/she can attend. He/she shall have the duty of carrying out the policies and decisions of the membership. He/she shall appoint committees as necessary.
- 7.3 Vice President. The Vice-President shall assist the President and act on his/her behalf in his/her absence. In the event of a vacancy of the executive office of President, the Vice-President shall assume those duties until a successor is elected.
- 7.4 Secretary. The Secretary is responsible for all minutes of club/officer meetings, maintaining club records such as liability waiver forms and the by-laws of the organization. He/she shall also be responsible for any correspondence deemed necessary to notify all paid members of meetings and events including the club newsletter.
- 7.5 Treasurer. The Treasurer shall receive all monies and be responsible for bank deposits and disbursement of funds as needed. He/she shall also maintain records of the club relating to finance and membership and shall make records of the club available for inspection by auditors and club members.

## **Article 8 – Appointive offices**

- 8.1 All appointive officers of this club shall be volunteers and not receive any compensation as part of that office.
- 8.2 All appointive offices shall be administered at the discretion of the president for the ensuing year or another time frame deemed necessary, e.g. Trail Committee Chair, Trail Leader, Newsletter Editor, Web Committee Chair, Public Relations Coordinator, Social Events Coordinator, etc.
- 8.3 All appointive offices may be declined at any time.

## **Article 9 - Meetings**

9.1 General membership meetings shall be held monthly or at the discretion of the President. Notification of time and location for general membership meetings shall be warned at least 14 days in advance.

9.2 Officer meetings shall be held at the discretion of the President.

9.3 An annual meeting of the club shall be conducted in October of each year.

## **Article 10 - Changes and/or amendments to the By-Laws**

10.1 The by-laws may be changed or amended by a 2/3 majority vote of members present at the annual meeting.

10.2 Proposed changes and amendments to the by-laws may be presented at any general membership meeting during the year and shall be held for vote at the annual meeting.

10.3 Members shall be advised in writing of the specific proposed change(s) and amendment(s) at least 14 days in advance of the annual meeting.

## **Article 11 - Non-Profit Club**

11.1 VJA operates as a non-profit club. No club members individually or collectively shall receive compensation for promoting any fund raising events or activities for the club.

## **Article 12- Expenditures**

12.1 All expenditures not approved in the annual budget, must be approved by majority vote of the membership present at a regularly scheduled general meeting.

12.2 All emergency expenditures necessary or reasonable may be made by the President or ranking officer in an emergency situation provided the expenditure is recorded and brought to the attention of the membership present at the next scheduled general meeting.

12.3 The budget for the ensuing year shall be prepared for recommendation to members by the club officers prior to being voted at the annual meeting.

## **Article 13 - Special Provisions**

13.1 The club officers and general membership shall not be personally liable for any debt, liability, or obligation of the organization. All entities extending credit to, contracting with, or having any claim against VJA may look only to the funds and property of VJA for payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from VJA.

13.2 All applicants to VJA will be required to provide proof of a personal insurance policy, regardless of state laws and requirements.

13.3 Applicants to VJA must sign a Release of Liability agreement upon joining the organization. The agreement shall outline the following:

- a) OHRV (Off-Highway Recreational Vehicle) operation can be inherently dangerous and can result in bodily injury and/or death.
- b)OHRV operation can cause irreparable damage to the vehicle.
- c)Upon acceptance of membership, the applicant agrees to take full responsibility for their actions. If any personal injury is incurred or vehicle damage is incurred, the member and his/her personal representatives, next of kin, and/or heirs agree to indemnify and hold harmless all officers, general members, landowners, and event affiliates from any loss, liability, damage or cost. The member also agrees to assist in any claims to the VJA insurance policy due to any damages they incur.

13.4 Any guest participating in a VJA sponsored event, occupying a motor vehicle as a passenger, or attending the event as a spectator, must agree to sign and adhere to a Release of Liability provided by the organization's liability policy. Failure to cooperate will disqualify them to participate and/or spectate at the event.

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**Vermont Jeep® Association By-Laws Approved October 15, 2016**