



Iowa Jeep Club By-Laws

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Article I. General

This organization is a non-profit organization established on 28th July, 2012 and the Club name will be Iowa Jeep Club and herein will be referred to as the "Club".

Article II. Principal Office

The principal office for the transaction of business is in the County of Story in the State of Iowa. The current mailing address is 12646 Oakview Cir ¹Story City, IA 50248.

Article III. Objectives and Purpose

This organization shall be an Iowa-based club and non-profit in character. Its purpose is bringing together and promoting family 4-wheeling and interest in Jeep and Jeep-type vehicles with the following emphasis:

1. To foster various activities for families of different backgrounds that promote the enjoyment of 4 x 4 type vehicles.
2. To protect and preserve our environment and natural resources by treading lightly and enjoying the off-road experience.
3. To offer events, trail rides, camping trips and knowledge sharing while building skills and confidence in off-road adventures.
4. To sponsor and support safe driving both on and off-road.
5. To improve the public perception of 4 wheeling.

Article IV. Membership and Dues

1. Membership with the Club shall be open to all with a genuine interest in Jeeps, Jeep-type vehicles (both civilian and military), and off-roading expeditions.
2. The Club has several different types of memberships including, but not limited to:

Table 1 Membership Types and Associated Dues

Membership Type	Family Membership	Single Membership	Social Media Members	Board of Directors	Associate Members	Charter Members
Dues	\$35.00	\$35.00	\$0	\$35.00	\$105.00	\$35.00

3. Some by-laws do not pertain to social media and associate members. Board of Director's (BOD) rulings apply to these members.
4. There is no vehicle ownership requirement for membership. Just a genuine interest in the sport.
5. The principal applicant for membership shall be at least 18 years of age and be of contractual capacity in the State of Iowa.
6. Each membership includes the household comprised of the immediate family including children under the age of 18. Children of the primary member 18 and older will not be considered part

¹ Paula Brown's residence

of that membership. He/she is welcome to have their own membership by paying their own membership dues which will give them the same rights as any other membership, including voting privileges

7. Applicants for membership should attend at least one meeting if possible. At the end of the meeting if they would like to join they can proceed with submitting their application along with the annual dues defined below. If they cannot attend a meeting, they can work directly with a BOD member.
8. Due to the family orientation of the Club, background checks may be conducted on any or all² members. This practice is put in place to provide a safe environment for all members.
 - a. Any member found on any sex offender registry at either a state or federal level will be immediately expelled from the Club. It is the responsibility of the Club President to contact the individual with notification of their termination.
 - b. Any member found convicted of a felony pending its nature may also be expelled from the Club. Overall decision will be made by the BOD.
 - c. All members must conduct themselves in a respectable and orderly manner when displaying the Club name, logos, or attending at Club functions.
 - d. Any member not following Club policy or by-laws may be asked to leave the Club by majority vote.
 - e. All new members must be given a copy of the current by-laws upon request.
 - f. All new members must agree to abide by and uphold Club by-laws and standing rules.
 - g. All guests and non-members will adhere to Club policies and rules at all club functions.

**Membership status is not contingent on number of meetings or events attended.*

9. There are no dues associated to public Social Media-only memberships.
10. All members shall immediately notify the BOD upon a change of address, telephone number, or e-mail address.
11. Resignation of any member shall be in writing and submitted to the BOD.
12. Upon termination or expulsion of membership for whatever reason, no refund of annual dues will be made.
13. Member dues include:
 - a. 2 decals
14. Dues are \$35 per family paid annually.
 - a. Full payment of dues must be received by the February meeting.
 - b. Special hardship cases granting the exemption from dues payment will be made on a case-by-case basis, subject to approval by the BOD.
 - c. Unpaid members will be reminded of their status in writing prior to the April club meeting.
 - d. Any member that has not paid by the April meeting will have their membership cancelled.

**Members who approved and signed original by-laws will be known as charter members³.*

² "Any or all" – maintains the ability to check an individual, group, or everyone

³ This requirement is a state requirement.

15. Associate Membership

- a. Associate Membership shall be for business entities wishing to support the Objectives and Purpose of the Club. The Associate member will be allowed to sponsor Club events with the distinction of having pre-approved business logo(s) or pre-approved business insignia(s) displayed on Club material or at Club events for which the sponsor has provided sponsorship.
- b. Candidates for Associate membership shall be nominated by a Club member in good standing. Candidates for Associate Membership must meet the following requirements.
 - i. Candidate's business must be deemed appropriate, as determined by the membership and not of a controversial nature.
 - ii. Candidate and candidate's business must not present any threat or potential threat to the Objectives and Purpose of the Club. Associate members must be approved by a 2/3 vote. All newly approved Associate members are required, within 60 (sixty) days of being voted into the Club to pay all dues, fees, and assessments.
- c. Membership Maintenance – Associate membership renewal follows the payment schedule of regular club membership and shall be approved by a 2/3 vote. All Associate members are required within 60 (sixty) days of vote, to pay all dues, fees, and assessments.
- d. Associate Membership Dues – because an Associate member shall have the privileged opportunity to sponsor and display aforesaid logos or insignias at Club events or on Club materials, Associate membership dues shall be a minimum of \$105.00⁴.

Article V. Association Membership

The Club may elect to join or resign membership in other groups that support the Club's Objectives and Purpose by obtaining a 2/3 vote so long as notice to the membership has been stated at two (2) prior general meetings and has been published to the Club. The Club shall retain its autonomy.

Article VI. Meeting Elections and Voting

1. Meetings will be conducted once per month at a place and time decided by membership.
2. Special meetings may be called by the BOD upon request by members or BOD.
3. A BOD meeting can be called by any two (2) BOD members or any three (3) regular members when requested in writing to the BOD.
4. When a special or BOD meeting is properly requested, the meeting shall be held within fourteen (14) days of submitted request.
5. A "membership" consists of immediate family members (including children under the age of 18) and is allowed one vote.
6. Fifty-one (51) percent of members present at meetings will constitute a quorum for voting. A minimum of Fifteen (15) voting members is required to establish a quorum.
7. General purpose voting shall be taken by show of hand unless other options are requested and approved.

⁴ Dues subject to change.

8. Remote voting options for members outside a 60-mile radius⁵ from the meeting location will be allowed. Remote voting methods must be verifiable with proven identification of member.
9. Election of officers will be by private/silent vote.

Article VII. Administration and Offices

The officers of the Club shall consist of a 1) President; 2) Vice President, 3) Secretary; 4) Treasurer; 5) Land Use/Safety/Trailmaster; 6) Community Relations Officer; and 7) Officer-at-Large.

1. Officer positions can only be added to the Club by vote of membership majority.
2. Club officers comprise the BOD.
3. Terms for Club officers will be one (1) year.
4. Election of officers will be in November effective January of the following year.
5. Candidate for President must have been with the Club for no less than three (3) full years to qualify.
6. Candidate for Treasurer must have been with Club for no less than three (3) full years to qualify.
7. All other positions must have been with the Club for no less than one (1) full year to qualify.
8. Nominated members must be in good standing within the Club.
9. Nominated members must be willing to be at all or most of the Club meetings and periodic and annual board meetings.
10. Nominated members must be willing to fulfill the duties of the officer position as described in Article VIII.

Article VIII. Duties and Power of Officers

Section 8.01 President

The President shall serve as the executive officer, serving as the face of The Iowa Jeep Club. The President shall preside over all membership and BOD meetings and carry out the policies and decisions of the officers. The President will help set goals and direction for future club opportunities. It is vital that the President maintains an open communication culture within the club, and works to seek and follow up on feedback from the membership and community. The President will be responsible for initial communication when reaching out to organizational entities, governmental or private. Promoting cross-club communication is key. The President is required to hold and maintain 1 club-owned first aid kit for use in club events.

Section 8.02 Vice President

The Vice President, in the absence of the President, shall serve in that capacity as required. The Vice President shall create and maintain the club asset list, and be responsible for checking out club assets to individuals for use during club events. The Vice President will also act as a community liaison, assisting in communication with other organizational entities as needed. The Vice President should assist other officers when requests for help are made, and perform other duties as may be assigned.

⁵ A distance requirement is enacted to encourage people within an hour's drive to make the meeting to hear discussion on the topics.

Section 8.03 Treasurer

The Treasurer shall keep accurate and complete records of the funds and accounts of the Club and shall receive all dues from the Secretary, and monies from the Officer at Large for merchandise sales. They shall sign checks and take disbursements of the funds of the Club as directed by the BOD. The Treasurer's report at regular Club meetings will contain: current balance, expenditures, income statements, and balance sheet. The Treasurer shall be responsible for filing the Club's insurance and maintaining working cash for events.

Section 8.04 Secretary

The Secretary shall keep and preserve all records and minutes of the meetings. The Secretary shall receive membership applications and monies for dues, and pass these monies onto the Treasurer. The Secretary shall maintain an accurate and up-to-date membership list, and be responsible for approving/declining membership to the "Members Only" Facebook page. The Secretary shall be responsible for the creation and distribution of membership cards and handing out and maintaining club stickers and brochures. The Secretary shall gather input for agenda topics, assemble the agenda, and post the agenda to social media or forward onto the Communications Officer for posting.

Section 8.05 Trail & Safety Officer

The Trail & Safety Officer shall ensure a high level of safety and trail etiquette is maintained at Club off-road events and outings. This may include performing safety inspections, conducting driver's meetings, assessing the skill level of participants, and setting the pace for trail and travel etiquette. The Trail & Safety Officer should propose and maintain a shareable club trail etiquette guide for the Club to abide by during Club events. It is the responsibility of the Trail & Safety Officer to promote a "Tread Lightly" culture which is in the best interest of the Club and community. The Trail & Safety Officer also serves as the Cambridge Offroad Park Grounds Superintendent. These responsibilities include assessing the safety and overall condition of the grounds, recommending modification or changes to the grounds, leading acquisition of necessary materials, and creating plans for general grounds maintenance. The Trail & Safety Officer is required to hold and maintain 1 club-owned first aid kit for use in club events.

Section 8.06 Communications Officer

The Communications Officer is responsible for the overall communication of information to the Club membership with an emphasis on electronic communication. The Communications Officer should have a strong affinity for and presence on social media, and is responsible for maintaining updates and event postings to such media outlets. It is the Communication Officer's responsibility to provide up-to-date information to the keeper of the Club websites if they are managed by a different person. The Communications Officer is the primary calendar scheduler of events and activities, and will help to communicate timing and set-up of events. The Communications Officer will be responsible for maintaining and sharing a Club calendar.

Section 8.07 Officer at Large

The Officer at Large position creates an odd number of counting officers to eliminate tie votes and stands as a pre-elected officer replacement in case of a resigning Club officer. The Officer at Large is also the Chief Merchandise Coordinator. As such, it is the Officer at Large's responsibility to set up and maintain a system for procuring and selling clothing, stickers, and other club merchandise. It is the Officer at Large's responsibility to transport and setup club merchandise at relevant events (including monthly meetings) with such items as the Club TV & DVD player, apparel, and relevant promotional

materials. When the Officer at Large cannot participate in these events, it is their duty to delegate and coordinate the task to another able-bodied member.

Article IX. Expenditures and Finance

All monies received from all sources shall be immediately turned over to the Club treasurer to be deposited in the Club checking account.

1. The Treasurer is authorized to spend up to \$100.00 per quarter for miscellaneous Club expenses without prior Club approval.
2. Funds allocated for special event budgets will be dispersed according to the event committee.
3. No Club general fund withdrawal will be made without BOD approval with the exception of item 1.
4. Expenditures in excess of \$500.00 must have approval of membership quorum and require two (2) signatures on the check. At least one week notice to the membership announcing a vote date is required.
5. Fiscal year will be calendar year, January 1 – December 31.
6. A mandatory yearly audit will be completed by December 31st for the fiscal period of that year
7. A mandatory audit will be conducted by an audit committee and a report will be presented within 60 days of said audit to the requestor. The process for requesting an audit is:
 - a. Any member may submit request for financial audit in writing to the BOD.
 - b. A maximum of 1 audit may be requested by a single individual per year
 - c. The General Members shall select an audit committee consisting of two BOD members and a minimum of two general members.
8. Receipts are to be maintained and separated by fiscal/calendar year.
9. Any Club event that involves Club funds or expenditures will require a mandatory completed financial report within 90 days of event closure.

Article X. Budget

The annual budget shall be presented to the membership at the April meeting. The annual budget shall be voted on at the May meeting and approval requires 2/3 vote. The BOD shall not expend funds not in the budget unless the expenditure of funds is authorized by a vote at a regular Club meeting.

The yearly budget shall include all anticipated expenses except for those pertaining to the Iowa Jeep Show. The yearly budget will be held as a living document created by the BOD and may include such items as:

- T-shirt costs
- Minimum operating balances
- Event allowances
- Insurance costs

Article XI. Events

Section 11.01 The Iowa All Breeds Jeep Show and 4x4 Event & Club Ownership

The Iowa All Breeds Jeep Show and 4x4 Event is solely owned and operated by the Iowa Jeep Club. All monies and assets affiliated with the Iowa All Breeds Jeep Show and 4x4 Event are wholly owned by the Iowa Jeep Club.

Section 11.02 Rules and Policies for All Events

1. All events shall be subject to the approval of the BOD. Events will be under the direction of an Event Coordinator appointed by the BOD.
2. All members, including the BOD are responsible to the direction of the appointed Event Coordinator and his/her appointed assistants from the set time of the beginning of the event to the termination of the event.
3. At no time does any member or officer have the right to demand any unscheduled stop or change of route or plan set forth by the Event Coordinator. The exception is by the Trail & Safety Officer or any member who brings forth a matter of safety for consideration.
4. All events must be conducted in an orderly manner and with safety as the prime consideration. All events shall procure the necessary liability releases to protect the Club from undue risk.
5. Any member assessed to be mentally and/or physically impaired at the time of, or during an event, to the point that risks the safety of self or other participants in the event, shall be disqualified from participation in the event.
6. Vehicles may be subject to technical inspection requirements varying according to the type of the event and shall be disqualified from participation in the event if relevant technical inspection requirements are not met. See Article XII for Technical Inspection Requirements.
7. Do not litter.
8. No 4-wheeling will be done on Club runs without three (3) or more vehicles while in motion.
9. No standing in vehicle while in motion.
10. Loose objects such as tool boxes, ice chests, spare tire, should be secure.
11. Children should never be left alone in a vehicle. Be sure to remove keys while vehicle is parked or unoccupied.
12. Outdoor bathroom stops may be handled, men to the left, women to the right, when such stops are necessary.
13. All members shall be responsible for his or her guests on Club functions.
14. All persons shall be kept safely away from winching cables and tow straps.
15. Trail Boss – All runs must have a trail boss. The trail boss will:
 - a. Designate time and place of meeting for scheduled run.
 - b. Coordinate all winching operations and safety issues during run.
 - c. Be responsible to bring Club first aid kit
 - d. Will give report of run and list of all members to submit for plaques.
 - e. Write a short trail report for archives and website.
16. Disabled Vehicles on Club Runs
 - a. Individuals are ultimately responsible for repairs or extrication of their vehicle should it become disabled while on Club runs. However, it is the responsibility of the trail boss to confirm that a plan of repair or extrication is implemented with the primary concern being for the safety of all Club members and guests.

- b. No Club member or guest with a disabled vehicle is to be left alone on the trail.
 - c. If repair is possible, the trail boss will coordinate with the owner of the disabled vehicle and other Club members that appropriate parts, tools, and expertise are made available to make the necessary repairs.
 - d. The owner of the vehicle being repaired is responsible for the cost or replacement of any parts, broken tools, or consumable items required to complete the vehicle repairs.
 - e. In the event vehicle extrication beyond Club abilities is needed, the vehicle owner is responsible for all costs incurred.
 - f. A Club in attendance of other club/organization activities, must follow the direction and rules by the event trail team or sponsor providing adherence to the previous roles set forth.
17. Camping
- a. Speed limit of 5 mph must be obeyed arriving and departing all camping areas.
 - b. Obey all state and federal campfire laws.
 - c. All dogs must be kept on leash.
 - d. No discharge of firearms within 100 yards of camping areas (this includes pellet & BB guns). No unnecessary displaying or handling of firearms in camping area.
 - e. Every member is responsible for keeping camp area clean. (Take out more than you brought in.)
 - f. Use discretion of noise in campsite.
 - g. No fireworks.
 - h. Smokers will be required to carry an ashtray.
18. Firearms
- a. The Club supports the Constitution of the United States. Recreational firearms use during Club functions shall only be allowed during events designated by the BOD as "A Firearm Event" in such events a Rangemaster (designated by the BOD) shall be responsible for event organization and maintaining safety and order.
19. All members must conduct themselves in a respectable and orderly fashion whether in or out of Club activities. Any member disgracing him/herself in the public eye will be immediately subject to expulsion from the Club. This rule may also apply to posts on Social Media.

Article XII. Iowa Jeep Club Technical Inspection Requirements

Section 12.01 Purpose

The purpose of technical inspection requirements is to ensure the overall safety and protection of property for Iowa Jeep Club members and guests during participation in Iowa Jeep Club off-road events. These requirements are not only meant to protect vehicle occupants, but also occupants in other vehicles and the property being operated on.

If you have questions or concerns about meeting technical inspection requirements, please contact one of our club officers. We will work with you to help you understand and meet the below requirements.

Section 12.02 Scope

The technical inspection requirements apply to any vehicle driven by any vehicle driver choosing to participate in official Iowa Jeep Club off-road events.

Section 12.03 Mandatory Vehicle & Equipment Requirements

Mandatory requirements are non-negotiable and violation of these requirements is cause for disqualification from event participation.

(a) Vehicle

- Working seat belts worn
- Functioning brake system
- Cabins over occupants -or-
- Open cabins with roll bar (full or partial permitted)

(b) Safety & Service Equipment

- Rigid battery hold down (NO BUNGEEES!)
- Front & rear tow / recovery points

Section 12.04 Strongly Recommended Vehicle & Equipment Items

Strongly recommended items are not cause for disqualification from event participation. However, these items are strongly recommended and operation without them may lead to injury and or property damage.

(a) Vehicle

- Windshield glass
- Fully inflated spare tire
- Headlights & brake lights in working order

(b) Safety & Service Equipment

- First Aid Kit
- Fire Extinguisher
- Tow straps with adequate rating for vehicle weight
- CB Radio
- Shovel
- Jack rated for vehicle weight
- Lug nut removal tools

Article XIII. Winding Up and Dissolving

In the event the Club winds up and dissolves, all Club monies and assets shall be set aside for a period not less than that specified in the corporation's code. After which, if no "causes of action" have taken place, said monies shall be donated to the IOWA ASSOCIATION OF 4 WHEEL DRIVE CLUBS, INC., a qualified non-profit organization, or the monies and assets shall be donated to qualified non-profit organizations selected by majority quorum of the Club's members.

Article XIV. Assets

Assets include social media's and forums operated on behalf of the club and all event assets.

www.iowajeepshow.com

www.iowajeepclub.com

<https://www.facebook.com/groups/iowajeepshow/>

<https://www.facebook.com/groups/174612136037896/>

<https://www.facebook.com/groups/665185083681834/>

<https://www.facebook.com/iowajeep.show/>

Article XV. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the authority for the Parliamentary proceedings at all business meetings, except where they may conflict with the by-laws of the Iowa Jeep Club.

Article XVI. Amendments

These by-laws may be amended by 2/3 vote of the non-blank or non-abstention votes at the November general meeting provided the following:

1. By-law change proposals must be submitted to the by-law chairperson two (2) months prior to the November meeting. The by-law chairperson will research the proposed by-law change(s) for accuracy and completeness with respect to the current by-laws. The by-law chairperson, prior to submitting the proposed changes to the Club for consideration, works with the author to correct any mistakes, contradictions, omissions, etc.
2. It is the responsibility of the by-law chairperson to submit these proposals in writing to the Secretary no later than the night of the October meeting.
3. The Secretary will publish these proposals in the October newsletter that would arrive at the voting membership's address no later than one (1) week prior to the November meeting.
4. By-law changes become effective as soon as approved by the membership.
5. All proposed by-law amendments must have the author's name printed with it.