



## NEW BRUNSWICK JEEP CLUB BY-LAWS

### **Article 1 Name and Logo**

The name of this non-profit organization shall be: New Brunswick Jeep Club; also referred to as NB Jeep Club or NBJC. The identifying logo shall be round with the organization name around its outside perimeter and a center with a cartoon drawing of a Jeep being driven down a hill.

### **Article 2 Purpose**

The primary purpose of this club shall be to organize and provide safe, family oriented, non-competitive events for the enjoyment of our members. In addition we hope to respect the environment and existing trails by following the “tread lightly” principles whenever possible, promote community involvement and provide educational opportunities for our members as well as the general public about the sport of four-wheeling and Jeep vehicles.

### **Article 3 Membership**

Membership in this club shall be open to the public regardless of race, colour or creed. All members must own a licensed, registered and insured Jeep brand vehicle of any age, body style or original manufacturer (Willys-Overland, American Bantam Car Company, Ford Motor Company, American Motors Company, Chrysler Corporation or DaimlerChrysler Corporation). A member shall receive upon initial membership; one club decal to be displayed upon the members Jeep and a club membership card. A member is entitled to attend all regularly scheduled events. In order for a person to become a New Brunswick Jeep Club member; the prospective member must be willing to abide by all of the by-laws established by the club members of the New Brunswick Jeep Club.

### **Article 3A Associate Membership**

Any member with at least 3 consecutive years membership shall be granted an associate membership status in the event they no longer own a jeep brand vehicle, provided they do not let their membership lapse. This associate membership comes with full member benefits at full member cost, with the exception they will have no voting rights, and they will not be able to sit on the executive. In the event of a lapse, they will require a jeep branded vehicle to rejoin as a club member.

### **Article 4 Club Events**

A club event is a regularly scheduled event authorized by the NBJC. All club members must sign a waiver of liability before being permitted on a club run. Only jeep branded vehicles will be permitted on these sanctioned runs.

#### **Article 4B Prize Draws at Events**

Any prize draw held before, during or after an event which is being hosted by the NBJC are eligible to all members of the NBJC including Executive, Coordinators, Representatives and any appointed member of the club who have attended the event in good faith. The member must be present at the time of the draw to be eligible for a prize. Another member cannot take possession of another members ticket or claim a prize on their behalf. The NBJC Executive can allow an exception(s) in the case a member is absent due to a medical emergency or mechanical breakdown where as the member is still on the trail being assisted. The exception will be voted upon by the Executive present at the event.

#### **Article 5 Member Conduct**

All members of the club are expected to drive their Jeeps in a safe and courteous manner, respect the rights of property owners and not wantonly or willfully destroy, remove or damage in any way the property of another club member or real property owner. Members are expected to obey the orders of the assigned trail leader(s) in regards to keeping the event safe and moving along. Any unnecessary risk taking is frowned upon and will be dealt with by the executive committee as soon as possible. No alcoholic beverages or illegal substances are to be consumed before or during any club event (including meetings) by any club members or their passengers.

#### **Article 6 Removal of a Member**

All members of the NBJC are expected to conduct themselves in an appropriate manner. Should it be deemed necessary to remove a member from the club for inappropriate behaviour, a vote of not less than 2/3 (two-thirds) of the Executive Committee will be required and the offending member shall be informed in writing within seven days the reasons for his or her removal. A member has the right to appeal this decision within thirty days in writing to the club president. The president will then set up a hearing for the member to plea his or her case to the Executive Committee. The Executive Committee's decision will require a 2/3 (two-thirds) majority and will be final.

#### **Article 7 Dues**

The annual dues for existing members must be paid by April 1st of the current year. As dues can be changed from year to year, the current rate will be as posted on the "Membership Application" form. The club Executive Committee members are exempt from paying dues as an incentive for their time consuming positions.

#### **Article 8 Club Officers**

The Club Officers will consist of the President, Vice President, Treasurer, Trail Master and Administrator. Each is entitled to one vote with the President abstaining. In the event of a deadlock, the President will cast the deciding vote. A member of the Club Officers may not hold office in a conflicting organization.

#### **Article 8A Club Coordinators and Area Representatives**

The Club Coordinators and Area Representatives will consist of the following: Social Media Coordinator(s) and each Area Representative. These are advisory positions and are not entitled to a vote.

## **Article 9 Executive Committee Duties**

The Executive Committee shall consist of the Club Officers; the Club Coordinators and Area Representatives shall also form part of this committee as Advisors to the Club Officers. The Executive Committee shall have the power to manage all affairs of the NBJC on questions relating to the club and to make all contracts necessary for the proper transaction of business. They shall have entire jurisdiction over matters pertaining to the care, conduct, control, supervision and management of the NBJC and its finances. No two members of the Executive Committee shall be of the same household. The President, Vice President, and Treasurer, as signing officers, may sign written contracts and written obligations of the club at any time.

### **President**

The President shall be the chief executive officer and preside at all meetings of the NBJC and Executive Committee. It is his/her main responsibility to enforce all laws and regulations of the NBJC. He/she shall perform other duties as may be imposed upon him/her by resolution of the Executive Committee. The President shall, with the Treasurer and/or vice President, sign written contracts and written obligations of the club. The President shall have the power to appoint committees whenever it becomes necessary.

### **Past President**

The Past President shall provide guidance and advice to the Executive Committee and assist the President as and when requested.

### **Vice President**

In the absence of the President, his/her duties shall be performed by the Vice-President. In the event of the death, disability or resignation of the President, the vice-President shall assume the duties of the President until the office can be filled. The Vice President shall, with the Treasurer and/or President, sign written contracts and written obligations of the club. The Vice President shall perform other duties as may be assigned by the Executive Committee.

### **Treasurer**

The Treasurer shall keep an account of all monies received by him/her and deposit same in the name of the New Brunswick Jeep Club in such bank as designated by the Executive Committee. He/she shall pay out monies for club expenses by cheque for purposes authorized by motion or resolution of the Executive Committee and/or General Membership. The Treasurer shall, with the President and/or Vice President, sign written contracts and written obligations of the club. At each monthly meeting of the membership he/she shall make a statement of the financial condition of the NBJC. The Treasurer shall perform other duties as may be assigned by the Executive Committee.

### **Administrator**

The Administrator shall record all minutes of Club/Executive Committee meetings, maintain club records such as application forms, liability waiver forms, membership lists, as well as the by-laws of the organization. He/she shall also be responsible for the creation and distribution of any correspondence deemed necessary to notify all paid members of meetings and events. He/she shall be responsible for soliciting new membership and contacting existing membership for renewal. The Administrator shall perform other duties as may be assigned by the Executive Committee.

**Trail Master**

The trail Master shall be responsible for assembling volunteers for club runs and trail cleaning. He will also be responsible for a committee consisting of one person from each area, and working directly with those area volunteers to assist and promote club events. The Trail Master shall perform other duties as may be assigned by the Executive Committee.

**Article 9A Coordinator and Area Representative Duties****Social Media Coordinator(s)**

The Social Media Coordinator(s) shall be responsible to oversee the administration, use, governing and setup of all Social Media outlets which may include but not limited to: Club Website, Facebook, Twitter, Instagram, and Forums. The Social Media Coordinator(s) shall perform other duties as may be assigned by the Executive Committee. The number of Social Media Coordinators will be assigned as the need arises.

**Area Representatives**

The Area Representatives shall be responsible for notifying the Executive Committee of all events in their respective areas, soliciting sponsorship for local events and/or for the NBJC and assisting the Secretary with any duties related to membership registration in their respective area. The Area Representatives shall perform other duties as may be assigned by the Executive Committee.

**Article 10 Officer Elections**

Nominees for Club Office shall be members in good standing and active for at least one year prior to running for election. The President, Administrator and Trail Master shall be elected every two years in even numbered years. The Vice President and Treasurer shall be elected every two years in odd numbered years. There are no term limits. A term in office shall begin at the end of the AGM, the 3rd weekend in January and end at the end of the AGM, the 3rd weekend in January two years later. A special election may be called at any time to replace a member of the Executive Committee who has stepped down, been removed from the club or is no longer able to fulfill his/her role for whatever reason.

**Article 10A Coordinator and Area Representative Appointments**

Appointments for Coordinators and Area Representatives shall be members in good standing. These positions shall be appointed by the Executive Committee and carry no term limits. A term in office shall begin at the time of appointment by the Executive Committee and end at when he/she has stepped down, been removed from the club or is no longer able to fulfill his/her role for whatever reason.

**Article 11 Executive Committee**

The Executive Committee shall manage the property, affairs and business of the club. The Executive Committee may, when required, conduct business by telephone, fax, e-mail, and social media messaging as necessary to carry out club business. Decisions must have a 2/3 (two-thirds) majority vote of the Executive Committee in order to act without a regular membership vote in the event of an emergency.

### **Article 12 Voting**

At times a general consensus of the club will be required and a membership vote will be necessary. All members in good standing are entitled to vote and are encouraged to do so. A member has one vote (per membership due paid). Each Executive Committee member has one vote. There are no non-member or associate member votes. In the event of a dead-lock, the President will cast the deciding vote, unless it is for his/her own election into office. The decision then rests with the Executive Committee by a simple majority vote.

### **Article 13 Meetings and Order of Business**

Meetings will be held once a month at the designated location. The meeting shall start with the reading of the minutes of the last meeting after being called to order. Reports of committees, officers, old business and new business shall be conducted in this order with adjournment to follow.

### **Article 13B**

Any expenditure on the clubs behalf in the amount of \$100 to \$500 excluding tax will require a simple majority vote of all of the executive committee. Any expenditure exceeding in the amount of \$500 excluding tax will require a simple majority vote of all members in attendance at a meeting.

### **Article 14 Amendments**

Any amendments to an article or additional articles in the club By-laws must be approved by a majority vote of the members. Any members not in attendance shall be informed of any changes to the by-laws within 30 days.

### **Article 15 Dissolution**

Upon resolution to dissolve the New Brunswick Jeep Club, the assets of the club shall be distributed in accordance with New Brunswick provincial laws governing such actions as this is the province the club is head-quartered in.

### **Article 16 By-Law Review**

These by-laws are subject to review at any time. They shall be reviewed a minimum of once per year by the Executive Committee. Any proposed changes will be brought to the general membership to be voted upon and the next scheduled meeting.