

**STANDARD OPERATING PROCEDURE (SOP)
SUPPLEMENT TO THE BY-LAWS OF THE
NEW MEXICO 4-WHEELERS, INC.**

(Last update: July 15, 2019)

ARTICLE 1. DUES

- A. Voting membership dues shall be \$45.00 per year and shall entitle all family members of a household who are eighteen (18) years of age or older to vote and hold office. Dues for new members shall be prorated \$3.75 per month for each month or portion of a month remaining in the fiscal year ending July 31st. Dues shall be delinquent on the first day of September, and all rights and privileges of membership will end.
- B. Associate membership shall be \$22.50 per year for an individual or family, prorated for new members \$1.87 per month for each month or portion of a month remaining in the fiscal year ending July 31st.
- C. Proration of dues. Based upon the month in which membership the in club is approved, prorate the payment of dues according to the following schedule.

	Voting Membership	Associate Membership
August	\$45.00	\$22.50
September	\$41.25	\$20.63
October	\$37.50	\$18.75
November	\$33.75	\$16.88
December	\$30.00	\$15.00
January	\$26.25	\$13.13
February	\$22.50	\$11.25
March	\$18.75	\$9.37
April	\$15.00	\$7.50
May	\$11.25	\$5.75
June	\$7.50	\$3.75
July	\$3.75	\$1.87

- D. There are no dues for Honorary Members.
- E. There is no dues structure for Sustaining Members.

ARTICLE II. MEMBERSHIP POLICY

- A. Prospective Voting Members shall attend three (3) meetings and two (2) trips or a combination of meetings and trips totaling five (5) points as determined by a majority vote of the Members. Prospective Voting Members must make written application for membership and must be approved by a majority of Members present at any meeting. Eligibility for Associate membership is determined by distance alone, which shall be defined as a minimum of a fifty (50) mile radius from the I-25/I-40 interchange in Albuquerque, New Mexico. Eligibility for Voting membership shall not be restricted by distance. Points shall be awarded as follows:
- Attendance at a club meeting 1 point
 - Attendance at a club-sponsored day trip 1 point
 - Attendance at a club-sponsored overnight trip 3 points
 - Hosting a meeting 1 point
 - Leading a trip 1 point
 - Helping in a special event 1 point
 - Sponsoring a new member 1 point
 - Organizing an event 3 points
- B. Bonus points, not to exceed 1 point per occurrence, may be awarded by vote of the members for volunteer work not otherwise addressed.
- C. Accumulation of points will be based on the fiscal year.
- D. Points will be awarded on a family unit basis.
- E. A record of points accrued will be maintained by the Vice-President. Two awards will be given to club members at the end of the fiscal year. First, a \$100.00 prize will be awarded to the family unity accumulating the most participation points for the year. Participation points will be earned by attending meetings, runs and special events. Second, a dues discount of \$10 will be awarded to members who have led 4 or more trail runs during the year. In case of a points tie for the most participation points, the prize money shall be equally divided between the tying family unities.

ARTICLE III. DUTIES OF OFFICERS

- A. The **President** shall preside at all meetings, carry out the policies and decisions of the Members, and appoint such Committees as deemed necessary. (S)he may dissolve such Committees at his/her discretion. (S)he shall be an additional signer on the Corporation checking account with the Treasurer, and is

authorized to conduct the financial business of the Corporation in the absence of the Treasurer. (S)he may not be related to the Treasurer.

- B. The **Vice-President** shall assist the President, and shall perform the duties of the President in his/her absence. (S)he shall be in charge of the membership of the Corporation. (S)he may be assigned special duties by the President. The Vice President will be designated as "Sheriff" and carries the authority to levy fines of \$1.00 against members for infractions deemed detrimental to club unity and contrary to responsible 4-wheeling. The "Sheriff" responsibilities may be delegated to appointed deputies, in the absence of the Vice President. The fines paid will be saved throughout the year until the Christmas party, where a drawing will be held to award the cash or a prize to a lucky winner.
- C. The **Program Chairman** shall plan and secure suitable programs for the regular meetings and shall be in charge of fundraising activities for the Corporation. (S)he shall perform the duties of the President in the absence of the President and Vice President.
- D. The **Trip Chairman** shall ensure there are trips of suitable interest to the Members. (S)he shall encourage members to become Trip Leaders and support new and prior leaders in leading trips. Said Trip Leaders may appoint Assistants as needed. The Trip Leader shall keep appropriate records of the trip and provide a report of the trip at the next regular meeting.
- E. The **Director of Environmental Affairs** shall keep the Members informed of all local, state, or federal land closures or openings, or proposals of such, and shall work with appropriate Officials on these matters. (S)he shall work with Environment Affairs Officers of other local, state, or national Clubs or Associations in these areas.
- F. The **Secretary** shall keep minutes of all meetings, shall keep an accurate list of names and addresses of all Members, and shall conduct the correspondence of the Corporation. (S)he shall transmit all records to the successor in this office.
- G. The **Treasurer** shall have custody of all moneys of the Corporation, and shall receive all funds. (S)he shall maintain a checking account for the purpose of conducting the financial business of the Club. All expenditures will be approved by the Voting Members. The Treasurer shall keep accurate records of the financial business of the Corporation, and shall transmit these records to the successor in this office. (S)he may not be related to the President.
- H. The **Historian** shall have custody of the records of Corporate history including the historical scrapbooks. (S)he shall oversee the on-line Documents and Photo

Galleries of appropriate material presented by the Members. Incumbent shall maintain the archive copies of the club newsletter.

- I. The **Delegate to the Southwest Four Wheel Drive Association** shall attend all Association meetings, and shall cast the Club vote in all matters as directed by the Club Members, or, in the absence of direction, shall cast the Club vote in a manner they feel is in the best interest of the Club and the Association. An alternate shall be designated to attend Association meetings in the absence of one of the Delegate. The alternate shall be chosen from the voting membership by the Club. The Club will pay the regular registration fee (but not the late fee) for the individual who will represent the Club.

ARTICLE IV. DUTIES OF NON-OFFICER POSITIONS

- A. The **Newsletter Editor** shall be responsible for publishing a monthly newsletter via the NM4W web site. The Editor will ensure the prior month meeting minutes are included in each Newsletter.
- B. The **Webmaster** shall be responsible for development and maintenance of the Club web site. (S)he shall periodically revise and/or update the website such that it will provide a benefit to active and potential members. (S)he shall also ensure that the Club's domain name and web hosting service is renewed annually, or as required.
- C. The **Promotional Program Chair** shall manage the Promotional Program as appropriate.

ARTICLE V. SAFETY

- A. Members and guests shall abide by all laws of the State of New Mexico applicable to motorized vehicles, remembering that highway laws also apply to travel off-highway on public lands.
- B. Each vehicle shall be a self-sufficient unit. The following equipment is recommended:
 - (1) Roll bars in all soft tops, removable hard tops, and fiberglass tops.
 - (2) First aid kit.
 - (3) Fire extinguisher.
 - (4) Spare tire, jack, and lug wrench.
 - (5) Tire chains.
 - (6) Axe and shovel.
 - (7) Tow strap and tow points front and rear.
 - (8) Flashlight.

- (9) Jumper cables.
- (10) Five gallons of extra water.
- (11) Compass.
- (12) CB radio.
- (13) Seatbelts, as required under Article V., Paragraph A. of the SOP.

ARTICLE VI. AWARDS

- A. At the last meeting in June of each year, each Member may vote by secret ballot for the person of his/her choice to be "Outstanding Member", who will be awarded with a trophy, plaque, or certificate.

ARTICLE VII. REIMBURSABLE EXPENSES

- A. Certain expenses incurred by Officials or Members of the Corporation are considered to be reimbursable when incurred on behalf of the Corporation. Generally speaking, they would include such items as phone calls, consumable supplies used for Corporation activities, printing, or similar expenses.
- B. Requests for reimbursement must be made at a regular meeting and approved by the Members. If approved, the President will direct the Treasurer to issue a check for reimbursement. Cash reimbursements will not be made.
- C. No person may claim reimbursement for an expense not incurred. No Official or Member of the Corporation may receive compensation for services (s)he may render to the Corporation while performing his/her duties, nor in any way receive financial gain from membership in the Corporation.
- D. With the agreement of two current officers, an expense of up to \$100.00 can be reimbursed prior to a meeting. At the next meeting the expense shall be noted and discussed.

ARTICLE VIII: DUES PAYABLE TO OTHER FOUR WHEEL DRIVE ORGANIZATIONS

- A. The New Mexico 4-Wheelers (NM4W) Club maintains standing membership in several Four Wheel Drive organizations, some of which are: United Four Wheel Drive Association (UFWDA), Southwest Four Wheel Drive Association (SWFWDA), New Mexico Off Highway Vehicle Alliance (NMOHVA), and Blue Ribbon Coalition. A portion of every member's dues help to support these organizations. Other organizations may be introduced at a later time the Club

will see benefit in becoming members of. The Club shall become a member of these organizations with a majority vote.

- B. The NM4W Treasurer shall pay the current, applicable annual dues for each of these organizations when they become due. He/she shall also inform the membership if at any time the membership dues are not sufficient to cover the costs of these organization's dues

ARTICLE IX: WAIVER AND RELEASE OF LIABILITY

- A. Any legal age adult participating in Off Highway Recreational Vehicle ("OHV") activities such as OHV driving, riding, observing, spotting, or participating in any way in any New Mexico 4 Wheelers ("NM4W") OHV activities shall sign a "Release of Liability" Waiver.

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