

**STANDARD OPERATING PROCEDURE (SOP)
SUPPLEMENT TO THE BY-LAWS OF THE
NEW MEXICO 4-WHEELERS, INC. (NM4W)**

January 11, 2024

ARTICLE I. DUES

- A. Voting membership dues shall be \$45.00 per fiscal year for an individual or family.
- B. Associate membership dues shall be \$22.50 per fiscal year for an individual or family.
- C. Dues shall be delinquent on the first day of September and all rights and privileges of membership shall end.
- D. Dues for new Voting Members shall be prorated \$3.75 per month for each month or portion of a month remaining in the fiscal year and for new Associate Members \$1.87 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

- E. There are no dues required for honorary membership.
- F. There are no dues required for sustaining membership.

ARTICLE II. MEMBERSHIP AND PARTICIPATION POINTS

- A. Prospective Voting Members shall submit an application for membership, attend three (3) meetings and two (2) trips or a combination of meetings and trips totaling five (5) participation points, and be approved for membership by a majority vote of members present at any meeting. Eligibility for voting membership shall not be restricted by distance. Once approved, all family

members of a household who are eighteen (18) years of age or older are entitled to vote on corporation business and hold office.

- B. Eligibility for associate membership is determined by distance, which shall be defined as a minimum fifty (50) mile radius from the I-25/I-40 interchange in Albuquerque, New Mexico. Prospective Associate Members shall submit an application for membership, attend at least one (1) meeting or trip, be sponsored by an existing club member, and be approved for membership by a majority of members present at any meeting. Associate Members are not eligible to vote on corporation business or hold office.
- C. Members, both voting and associate, whose membership has lapsed by reason of nonpayment of dues shall reapply and meet all respective membership requirements.
- D. Participation points shall be awarded to members as follows:
 - Participation at a club meeting one (1) point
 - Participation at a club-sponsored day trip one (1) point
 - Participation at a club-sponsored overnight trip three (3) points
 - Hosting a club meeting one (1) point
 - Leading a club day trip or each day trail day of an overnight trip one (1) point
 - Helping in a special club event one (1) point
 - Sponsoring a new member one (1) point
 - Organizing a club event three (3) points
- E. Bonus points, not to exceed one (1) point per occurrence, may be awarded by vote of the members for volunteer work not otherwise addressed.
- F. Accumulation of points will be based on the fiscal year.
- G. Points will be accumulated on a household basis.

ARTICLE III. DUTIES OF OFFICERS

- A. The **President** shall preside at all meetings, carry out policies and decisions of the members, appoint committees as deemed necessary, and assign special duties to other officers as needed. (S)he may dissolve such Committees at his/her discretion. (S)he may appoint additional non-officer positions as needed to conduct corporation business. (S)he shall be an additional signer for the corporation checking and/or savings accounts and is authorized to conduct financial business of the corporation in the absence of the Treasurer. (S)he may not be related to the Treasurer. The President shall receive signed Release of Liability and Agreement not to Sue paper forms for scanning and archival on the NM4W website.
- B. The **Vice-President** shall assist the President, and shall perform the duties of the President in his/her absence. (S)he shall oversee the membership of the corporation and provide basic meeting and trip information to prospective new members. A record of points accrued by the membership will be maintained by the Vice-President. The Vice President will be designated as "Sheriff" and carries the authority to levy fines of \$1.00 against members for infractions or transgressions deemed detrimental to club 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 by the Vice President throughout the year until the Christmas party, where a drawing will be held to award the cash to a member present at the meeting.

- C. The **Program Chairman** shall plan and secure suitable programs for regular meetings and shall oversee fundraising activities for the corporation. (S)he shall perform the duties of the President in the absence of the President and Vice President. (S)he shall maintain an inventory of corporation branded items, operate the corporation store at meetings, and conduct a fund-raising raffle at meetings. At least every three (3) months, (S)he shall provide the Treasurer with the proceeds from the store and raffle. (S)he shall provide the successor to the position with all store items, cash on hand, a current inventory list, and an item price sheet.
- D. The **Trip Chairman** shall ensure there are trips of suitable interest to the members and encourage members to become trip leaders. (S)he shall support new and prior leaders, as needed, with leading trips, listing trips on the club calendar, and awarding points for trips.
- E. The **Director of Environmental Affairs** shall keep the Members informed of municipal, state, or federal land management agency actions that effect the club's ability to conduct four-wheel drive activities on public lands and shall work with appropriate officials on these matters. (S)he shall work with Environment Affairs Officers of other local, regional, or national clubs or associations to be aware of and coordinate actions regarding public land access issues.
- F. The **Secretary** shall keep minutes of and document participation at club meetings. (S)he shall provide meeting minutes to the Editor for publishing in the newsletter. (S)he, if needed, may assist officers in conducting corporation correspondence.
- G. The **Treasurer** is authorized to conduct financial business of the corporation and be additional signer for the corporation's checking and/or savings accounts. (S)he may not be related to the President. The Treasurer shall maintain custody of the corporation's check book and debit card, receive and deposit all funds, and issue checks for expenses and reimbursement. (S)he shall maintain savings, checking, and/or on-line transaction accounts (e.g., PayPal) for the purpose of conducting the corporation's financial business. The Treasurer shall keep transparent, accurate records of the financial business of the corporation, and shall transmit these records to the successor in this office. At each meeting (s)he shall provide a brief report of the account balance(s). At the July meeting the Treasurer shall provide a report detailing all incomes, expenses, reimbursements, and account balance(s) of the corporation throughout the preceding fiscal year.
- H. The **Historian** shall have custody of the corporation's historical records including the historical scrapbooks. (S)he shall oversee the articles, documents, and photo gallery on the NM4W website and shall maintain archive copies of the club newsletter.

ARTICLE IV. DUTIES OF NON-OFFICER POSITIONS

- A. The **Newsletter Editor** shall be responsible for publishing a monthly newsletter via the NM4W website and solicit articles from the membership. The Editor will coordinate with the Secretary to ensure prior month meeting minutes are included in each newsletter.
- B. The **Webmaster** shall be responsible for development and maintenance of the NM4W website. (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. A **Trip Leader** is the lead person for club trips. (S)he shall list the trip on the NM4W website calendar, document trip participation, and award points for the trip. Trip leaders shall obtain signed liability release forms from all adult participants who have not electronically signed the release prior to departing the meeting point. Afterward, trip leaders shall provide signed liability release forms to the President for archiving. Trip leaders are encouraged to provide a trip report for the newsletter.

ARTICLE V. SAFETY

- A. While attending club sponsored trips, members, guests, applicants, and visitors shall abide by all laws of the State of New Mexico applicable to motorized vehicles; remembering that on-road/highway laws also apply to travel off-highway on public lands. This includes use of seatbelts, child seats, and driving under the influence.
- B. Each driver and vehicle on a trip shall be self-sufficient. The following equipment is recommended:
 - Roll bars for vehicles with soft tops, removable hard tops, and fiberglass tops
 - First aid kit
 - Blanket
 - Fire extinguisher
 - Spare tire, jack, wheel lock key, and lug wrench
 - Spare ignition key
 - Tire chains
 - Shovel
 - Axe and/or saw
 - Tow strap and front and rear tow points
 - Flashlight
 - Jumper cables
 - Extra water and food
 - Extra fuel
 - GPS navigation system and/or map and compass
 - GMRS radio
 - Cellular phone

ARTICLE VI. AWARDS

- A. Prior to the June meeting of each year, members may vote by secret ballot for the person of his/her choice to be "Outstanding Member/Four-Wheeler of the Year". At the June meeting the person with the most votes will be awarded a trophy, plaque, or certificate.
- B. At the August meeting a \$100.00 prize will be awarded to the member accumulating the most participation points during the prior fiscal year. In case of a tie for most participation points, prize money shall be equally divided between tying members.
- C. A dues discount of \$10.00 will be awarded to members who have led four (4) or more trips during the prior fiscal year.

ARTICLE VII. EXPENDITURES AND REIMBURSABLE EXPENSES

- A. All expenditures will be authorized by a majority vote of Voting Members present at a meeting.
- B. Certain expenses incurred by officers or members are reimbursable when incurred on behalf of the corporation. These include such expenses as phone calls, consumable supplies used for corporation activities, printing, food for the annual Christmas party and picnic, or similar expenses.
- C. Requests for reimbursement must be made at a regular meeting and approved by the members present. If approved, the President will direct the Treasurer to issue a check for reimbursement. Cash reimbursements will not be made.
- D. No person may claim reimbursement for an expense not incurred. No officer or club member 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.
- E. With 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. MEMBERSHIP IN OTHER FOUR-WHEEL DRIVE ORGANIZATIONS

- A. NM4W maintains membership in several organizations that advocate responsible four-wheel drive activities on public lands; some of which are: United Four-Wheel Drive Association (UFWDA), New Mexico Off Highway Vehicle Alliance (NMOHVA), Blue Ribbon Coalition, Colorado Off Road Enterprise (C.O.R.E.) and Tread Lightly!. Corporation funds are used to pay membership fees of these organizations. NM4W may choose to support/become a member of other organizations or terminate membership by a majority vote of the members present at a meeting
- B. The Treasurer shall pay current, applicable annual membership fees for each organization that NM4W is a member when they become due; only if there are sufficient funds in the treasury for these fees.

ARTICLE IX. RELEASE OF LIABILITY AND AGREEMENT NOT TO SUE

All legal age adults participating in NM4W Off Highway Recreational Vehicle (OHV) activities such as OHV driving, riding, observing, spotting, or participating in any way in any NM4W OHV activity shall sign the NM4W Release of Liability and Agreement Not to Sue, either paper or electronically, at the beginning of the activity or upon application for membership whichever occurs first.

--- end ---