

**SOUTHWEST FOUR WHEEL DRIVE ASSOCIATION, INC.
STANDARD OPERATING PROCEDURES - GENERAL**

ARTICLE I. DUES

A. Dues for each class are as follows:

1. Club: \$50.00 plus \$6.00 per Member family per year.
2. Individual: \$16.00 per year (includes family).
3. Supporting: Minimum of \$50.00 per year.

B. Dues shall be payable at the time a Club, Individual or Supporting Member joins the Association. Dues for the initial year shall be prorated by month for the time remaining in the Association's Fiscal year. Annual renewals in membership shall be done on the first day of the first month of the Association's fiscal year. Dues will be delinquent on the first day of the second month of the Association's fiscal year and all membership rights shall cease.

ARTICLE II. DUTIES OF OFFICERS

- A. The President shall preside at all meetings, carry out the policies and decisions of the Delegates, appoint such Committees as deemed necessary, and may remove persons from Committees for non-performance subject to approval of the Board of Directors.
- B. The vice-President shall assist the President. He/she shall perform the duties of the President in his/her absence. He/she shall be responsible for achieving the educational objectives of the Association. He/she may be assigned special tasks by the President.
- C. The Secretary shall maintain the minutes of all meetings of the Association. He/she shall cause the minutes to be distributed to all Delegates at least two weeks prior to the next regularly scheduled meeting. He/she shall maintain all records and correspondence of the Association. He/she shall maintain an accurate and up-to-date listing of all Members and Member Clubs.
- D. The Treasurer shall receive all moneys, issue receipts, make bank deposits, and write checks. The Treasurer shall be allowed to pay expenditures up to \$50.00 without prior approval of the Delegates. Payment of expenditures in excess of \$50.00 will require prior approval of the Delegates at a regularly scheduled meeting. The Treasurer shall maintain a complete and accurate bookkeeping record of the Association. The Treasurer shall submit the books to the Board of Directors for audit upon their request, but at least annually at the last meeting of the fiscal year.
1. A minimum of three (3) persons shall be authorized to conduct the Association's business (sign checks, make withdrawals) by completing the appropriate signature cards required. The two additional people permitted to sign on SWFWDA accounts should meet the following criteria:
 - a. None of the signers may be related.

- b. The signers should be from different Clubs.
 - c. The additional signers should be from the Board of Directors, beginning with the President.
 - d. As is the case with the Treasurer, expenditures in excess of \$50.00 paid by signers other than the Treasurer must also have prior approval of the Delegates.
 - e. The Treasurer is authorized to pay expenses mandated by the by-laws and SOP's, specifically, dues due and the Association's Publication.
2. The Editor of the Association Publication may also be allowed to establish a separate banking account, subject to limits that will be recommended by the Treasurer and approved by the Delegates. This account shall be under the supervision of the Treasurer and shall be audited on a regular basis.
3. The Treasurer shall keep a separate accounting of all merchandise sold by the Association, to include profit and loss on Association merchandise. Any personnel directed by the Association to acquire and sell Association merchandise shall complete and report an annual physical inventory of merchandise at the direction of the Treasurer. The physical inventory report shall be used by the Treasurer for comparison and verification purposes.
- E. The Director of Environmental Affairs shall keep the membership informed of all local, state, or federal land closures or openings, or proposals of such, and shall work with appropriate officials on these matters. He/she may appoint one or more Assistants from Clubs in adjoining states to work with appropriate officials in those states, and shall assist individual Clubs in these areas. He/she shall work with the Director, Environmental Affairs of the United Four Wheel Drive Associations and other Associations in the above areas. He/she shall be chairman of the Environmental Affairs Committee.
- F. The Membership Secretary shall maintain complete and accurate listings of Member Clubs and their Members. He/she shall accept applications for all types of membership in the Association. He/she shall also be responsible for billing of membership renewal fees. He/she shall serve as the chief "recruiter" for the Association. He/she shall keep an accurate and up-to-date listing of Clubs in good standing, eligible, to vote during Association meetings/elections. He/she, shall work with the Secretary to maintain an accurate, and up-to-date listing of all Members and Member Clubs, and shall cause the same to be distributed to the Board of Directors, Clubs, and/or the general membership as appropriate or directed, but at least annually. The list should be in electronic form (i.e. Excel Spreadsheet or similar) as well as printed form.

- G. The Events Chairman shall serve as the person in charge of at least one annual four wheel drive event to raise funds and promote recreational four wheeling. He/she shall coordinate all SWFWDA efforts to this end. He/she may select Assistants as needed.
1. The Events Chairman or His/Her designee will count all raffle money and record their results.
 2. Each person will independently count the money and once they both have counted the same amount, they will sign a report recording this amount.
 3. The hosting club's treasurer, will then receive the money and write a check to the SWFWDA for this amount. This immediately starts an audit trail that is traceable.
 4. This check and report is then handed to the SWFWDA treasurer if present. Otherwise the hosting club's treasurer will mail it to the SWFWDA's Treasurer no later than 2 weeks following the event.
 5. The SWFWDA raffle tickets will be counted by another independent person and checked against the amount of money reported before they are destroyed.
- H. The Officials covered in this section are expected to provide reports at each Association meeting, and to provide articles/reports for each issue of the Association Publication.

ARTICLE III. DUTIES OF OTHER OFFICIALS, ELECTED OR APPOINTED

- A. The Communications Director shall be elected by the Delegates and shall serve as the liaison between the SWFWDA and all other off road recreation associations including, but not limited to, state, regional, and national organizations. Additional duties include:
1. Keep the Association membership informed of events and activities at the national level as well as in fellow Associations.
 2. Ensure that all Association activities are fully publicized, and assist Member Clubs in publicity of their Club events.
 3. Procure and sell Association paraphernalia, such as patches, decals, etc. and maintain a set of books regarding these transactions under the supervision of the Treasurer. The Communications Director shall perform a physical inventory and provide a reconciliation of the books and inventory to the Treasurer once a quarter.
- B. The Individual Members' Representative (elected) shall serve as the liaison between the Association and its individual members and provide a voice to the Association and the BOD for individual members. He/she shall assist the Communications Director in his/her duties.
- C. The Editor shall be appointed by the President. He/she shall cause a News Publication to be published on a quarterly basis. The Editor shall be in complete control of the Publication, and shall accordingly accept responsibility for his/her actions.

- D. The Historian shall be appointed by the President. He/she shall have custody of the scrapbooks containing the history of the Association, and shall enter into them such appropriate material as may be presented by the members.
- E. The Officials covered in this section are expected to provide reports at each Association meeting, and to provide articles/reports for each issue of the Association Publication.

ARTICLE IV. REIMBURSABLE EXPENSES

- A. Certain expenses incurred by officials or Members of the Association are considered to be reimbursable when incurred on behalf of the Association. Some have been specifically identified elsewhere in the Association Bylaws or S.O.P. Generally speaking, they would include such items as phone calls, consumable supplies used for Association activities, printing or similar expenses. It is expected that, where possible, anticipated expenses will be submitted to the Delegates for prior approval at a regularly scheduled meeting.
- B. Requests for reimbursement of expenses must be made to the Treasurer on the appropriate form, signed by the requester. Proper receipts must be provided to substantiate requests.
 - 1. For travel expenses only, including transportation, meals, and lodging, the Charitable federal IRS mileage rate may be claimed in lieu of providing receipts for actual expenses. Total mileage will be measured from the member's residence to the meeting/convention/seminar location plus the return trip to the member's residence. A printed Yahoo or Google maps (or similar) trip report will be considered sufficient proof of actual miles traveled. The IRS mileage rate may be claimed regardless of the mode of travel the member chooses to attend to Association business. Proof of attendance may be required before reimbursement.
 - 2. Delegate travel expenses to attend a quarterly meeting will be the responsibility of the Delegate's club.
 - 3. For Board of Directors meetings and quarterly membership meetings with associated events that typically would span a time of, at most, an extended weekend, total reimbursement for travel expenses, including transportation, meals, and lodging, cannot exceed the IRS mileage rate per Article IV, paragraph B.1. for any one individual.
- C. Approved requests for reimbursement will be paid by the Treasurer within two (2) weeks, in the form of a check made payable to the requester, provided funds are available. Cash reimbursements will not be made.
- D. As previously noted, the Treasurer may choose to seek approval of the Delegates prior to providing reimbursement for expenses.
- E. No person may claim reimbursement for an expense not incurred. No person elected or appointed may receive compensation for services he/she may render to the Association while performing his/her duties.

ARTICLE V. CONDUCT

- A. Clubs and their members abide by all federal and state laws regarding the use and/or possession of alcohol and firearms while attending or participating in any Association function.

ARTICLE VI. SWFWDA ACTIVITIES/EVENTS/FUND-RAISING

A. SWFWDA Quarterly Events

1. There will be four (4) quarterly events per calendar year, each hosted by an Association club.
2. Each quarterly event will consist of a business meeting and suitable 4WD activities (trail runs, competition, vendors' exhibits, etc.). Hosting clubs should attempt to schedule at least two (2) hours for the SWFWDA business meeting.
3. Potential hosting club(s) shall present a proposal for approval by a majority of the delegates present at a quarterly business meeting. The proposal shall contain, at a minimum, the dates for the event, the place that event shall be held, lodging/camping at or near the proposed event, and the time and the date of the business meeting.
4. The SWFWDA Quarterly Events shall be held in the 2nd month of each quarter (February - Winter Quarterly, May - Spring Quarterly, August - Summer Quarterly and Annual Meeting, November - Fall Quarterly). If the hosting club determines that it is in the Association's best interest to hold the event on a date outside the second month of the quarter, the hosting club may propose an alternative date for approval by a majority of the delegates present for a quarterly business meeting.
5. Raffles and other fundraising activities held by member clubs shall be conducted in accordance with VI.B and VI.D, following.
6. All proceeds from the SWFWDA quarterly events after reasonable expenses shall be come the assets of the hosting club.

B. SWFWDA Club Challenge

1. The Association shall hold a Club Challenge (CC) event each year as a fund raising event.
2. The CC event shall be hosted by the winning club from the previous year's CC.
3. The CC may be held in conjunction with a SWFWDA quarterly event or it may be held as a separate event.
4. All proceeds from the CC after reasonable expenses shall be deposited in the SWFWDA general fund.

5. The exact nature of the event and the scoring structure to determine the winning club shall be at the discretion of the winning club.

C. SWFWDA Annual Raffle

1. The Association will hold one manufacturers/suppliers raffle each year as a fund raising event.
2. The Association's Annual Raffle (AR) will be held in conjunction with the Winter Quarterly event.
3. The Association's Events Chairman will be responsible for the planning and execution of the raffle.
4. Proceeds from the Annual Raffle, after reasonable expenses, shall be deposited in either the SWFWDA land action or general fund, or a combination of the two. The BOD may predetermine a percentage for deposit into each fund.

D. Club Events and Raffles

1. Clubs may sponsor their own events for fund raising including manufacturers/suppliers raffles.
2. Clubs shall not claim or imply SWFWDA sponsorship or benefit, nor use the SWFWDA name or logo as an incentive in soliciting prizes, materials, or support from manufacturers/suppliers unless a portion of the event proceeds are designated to benefit the SWFWDA General or Land Action Fund.
3. Clubs are encouraged to use the SWFWDA name and/or logo in individual club sponsored events or activities as a means to proclaim membership in and support of SWFWDA when the event is to benefit the individual club.
4. When clubs sponsor events at or in addition to the Association Quarterlies to raise money for SWFWDA's Land Action Fund, they must describe and promote the event as "A Special Event to Benefit the SWFWDA Land Action Fund." The SWFWDA logo may be used. If prizes, materials or support are solicited from manufacturers/suppliers for such an event, the donors must be clearly informed that the event is a "special event to benefit the Land Action Fund." Every effort should be made to avoid competing with, and/or detracting from, the Association's annual fund raising raffle. Clubs planning such events should coordinate their solicitation activities with the SWFWDA Events Chairman in advance of the project.