



**WISCONSIN FOUR WHEEL  
DRIVE ASSOCIATION, INC.**

**Standard Operating Procedures**

# STANDARD OPERATING PROCEDURES

## DUES

Section 1. CLUB MEMBERSHIP DUES - shall be equal to \$10.00, per membership, per calendar year, based on 100% of the club's membership. The Association Treasurer shall send notice of dues, per membership payable, to each club no later than 30 days prior to Jan 1<sup>st</sup>. Dues will be due by January 31<sup>st</sup>, with a grace period of March 1<sup>st</sup>. Members belonging to more than one club need to pay Association dues only through one club. An updated membership roster will accompany dues payment. The Association will pay dues to United to maintain voting status.

Section 2. INDIVIDUAL MEMBERSHIP DUES - shall be a minimum of \$20.00 per year or as determined by the State Board of Directors.

Section 3. ASSOCIATE MEMBERSHIP DUES - shall be a minimum of \$50.00 per year or as determined by the State Board of Directors.

Section 4. SUPPORTING MEMBERSHIPS DUES - shall be equal to \$200.00 per calendar year. The Association Treasurer shall send notice of dues no later than 30 days prior to Jan 1<sup>st</sup>. Dues will be due by January 31<sup>st</sup> with a grace period of March 1<sup>st</sup>. Supporting memberships are defined as any not for profit organization. As part of this membership each organization shall have their name and logo listed in the Wisconsin 4 Wheel Drive Association Newsletter. This is a non-voting/non-office holding position membership.

Section 5. BUSINESS MEMBERSHIP - shall be equal to \$250.00, per calendar year. The Association Treasurer shall send notice of dues no later than 30 days prior to Jan 1<sup>st</sup>. Dues will be due by January 31<sup>st</sup> with a grace period of March 1<sup>st</sup>. Business memberships are defined as any for profit establishment. As part of this membership each business shall have their name and logo on the Wisconsin 4 Wheel Drive Website and/or Newsletter. Size of promotions in these publications shall be of standard business card size or as determined by the State Board of Directors. This is a non-voting/non-board membership.

Section 6. INITIATION FEE - the State Board of Directors shall determine the amount payable, if any, for each type of membership.

Section 7. RECIPROCITY AGREEMENT – the State Board of Directors shall determine the eligibility of reciprocity for membership. Reciprocity is defined as a mutual exchange of dues and privileges.

Section 8. DELINQUENT DUES - Shall automatically forfeit membership when not paid by March 1st and will so be advised by the Treasurer. Clubs who have been dropped for non-payment of dues may be reinstated by a majority vote of the State Board of

Directors, providing application for reinstatement is accompanied by the payment of all dues in full at the time of reinstatement.

## **ORGANIZATION SPENDING**

Section 1. ASSOCIATION STATE BOARD OF DIRECTORS SPENDING LIMITS - State Board of Directors may authorize spending of a maximum of \$250 for projects without calling a meeting of the whole. Any other funds needed over \$250, which cannot wait for a regular meeting; the Board of Directors may pole the Delegates by e-mail or phone to establish approval. The expenditure shall pass by a majority vote of those who respond within a 10-day period. (04-1991)

Section 2. REGIONAL OPERATING EXPENSES - Each Region will be budgeted \$250.00 per year to be used for Regional expenses. (04-2004)

Section 3. TRAVEL REIMBURSEMENTS – any Association Officer or member seeking travel reimbursement must supply a detailed written report with beginning and end odometer readings. Reimbursement shall be equal to the current federal rate at time of travel.

## **DUTIES OF ASSOCIATION OFFICERS AND FILLING VACANT OFFICES**

Section 1a. DUTIES OF THE ASSOCIATION PRESIDENT – shall be the executive officer of the association and shall preside over all meetings of the state board of directors and all state meetings. Will also have the duty, with the state board of directors, to carry out the policies and decisions of the delegates. He/she shall appoint state board of directors to, or remove them from, the direct responsibility of Association Committees in order to perform such duties as defined in their operation or creation, subject to the approval of the State Board of Directors. He/ she shall perform such duties as usually pertain to the offices of President, and shall be ex officio a member of all committees except the nominating Committee.

Section 1b. VACANCY IN THE OFFICE OF THE PRESIDENT - the State Board of Directors shall meet, within fifteen (15) days after such vacancy occurs, and shall appoint one of the three Regional Vice-Presidents as acting President, to hold office until the next election meeting and upon ratification by the State Delegates. The board of directors can meet in person, by e-mail or by teleconference.

Section 2a. DUTIES OF THE ASSOCIATION STATE SECRETARY - shall take minutes at all State meetings and publish them to all officers and delegates in a timely manner. He/She shall also keep a historical file.

Section 2b. VACANCY IN THE OFFICE OF STATE SECRETARY - the State Board of Directors shall meet, within fifteen (15) days after such vacancy occurs, and shall appoint an acting State Secretary to hold office until the next election meeting and upon ratification by the State Delegates. The Board of Directors can meet in person, by e-mail or by teleconference.

Section 3a. DUTIES OF THE ASSOCIATION STATE TREASURER - shall receive membership dues and all other association receipts. Make bank deposits and disburse authorized funds by check as ordered by the Delegates and the State Board of Directors. At all times he/she shall have his books open to the inspection of the officers, delegates and any authorized auditor. All accounts, records and books must be approved by the incoming State Board of Directors upon termination of his/her office. He/she shall publish an income and expense sheet to distribute to Officers, Board of Directors, and Delegates at each state meeting. He/She shall be bondable in excess of the amount in the treasury at all times with the bond to be paid by the Association if deemed necessary to bond. He/she shall also be the chairperson of the membership committee.

Section 3b. VACANCY IN THE OFFICE OF STATE TREASURER - the State Board of Directors shall meet within fifteen (15) days after such vacancy occurs and shall appoint an acting Treasurer to hold office until the next election meeting and upon ratification by the State Delegates. The board of directors can meet in person, by e-mail or by teleconference.

Section 4a. DUTIES OF THE ASSOCIATION REGIONAL VICE-PRESIDENTS - shall be the presiding officer of their respective regions and shall perform the duties pertaining to the office of Vice-President in the association. In the latter capacity they shall assist in the forming of new clubs. They shall also assist all existing clubs with individual and inter-club activities. Each Regional Vice-President shall be responsible for carrying out the mandates of the delegates of their Region. They may form committees and appoint Regional Directors to, or remove them from the direct responsibility of such committees, as may be deemed necessary for the proper conduct of business in their region.

Section 4b. VACANCY IN THE OFFICE OF REGIONAL VICE-PRESIDENT - in the event of a vacancy in the office of Regional Vice-President the Assistant Regional Vice-President shall immediately take charge with all the authority as vested to the Regional Vice-President until the next election meeting is held.

Section 5a. DUTIES OF THE ASSOCIATION ASSISTANT REGIONAL VICE-PRESIDENTS - shall assist the Regional Vice-Presidents in performing their duties as outlined in Regional Vice-Presidents above and be a board of director and also second in command at a regional level.

Section 5b. VACANCY IN THE OFFICE OF ASSISTANT REGIONAL VICE- PRESIDENT: in the event of a vacancy in the office of the Assistant Regional Vice-President the Vice-President call shall call a meeting of Regional Delegates within thirty (30) days to nominate a new Assistant Regional Vice-President to recommend to the President for appointment until the next election meeting.

Section 6a. DUTIES OF THE ASSOCIATION STATE DIRECTOR - shall be a person the State Association recommends to the Midwest Association to give state reports to Midwest and report anything from the Midwest Association to the state association that needs reporting. This is a non-voting position on the state level.

### **NOMINATION OF ASSOCIATION OFFICERS**

Section 1. THE NOMINATION OF THE ASSOCIATION PRESIDENT, STATE SECRETARY AND STATE TREASURE - shall be nominated and elected by properly credentialed delegates in attendance at an Annual General Membership meeting.

Section 2. THE NOMINATION OF THE ASSOCIATION REGIONAL VICE PRESIDENTS AND ASSISTANT REGIONAL VICE PRESIDENTS - shall be nominated by the properly credentialed delegates in their Region, brought to the State Annual General Membership meeting as a recommendation and elected by the properly credentialed delegates in attendance at that meeting.

### **SCHEDULE OF MEETINGS AND LOCATION**

Section 1. MEETING DATES – all State and Regional meetings shall be held in the Third (3<sup>rd</sup>) week of the month, unless a conflict arises.

Section 2. STATE BOARD OF DIRECTORS MEETINGS –shall meet a minimum of 3 times per year prior to the State Annual General Membership Meeting. Any additional scheduled meetings shall be selected and published Thirty (30) days prior to meeting date, to notify State Association Members.

Section 3. STATE GENERAL MEETINGS – shall meet a minimum of three (3) times per year, in the months of January, April and October. The state association shall also meet when it is deemed necessary for business by the President and Board of Directors.

Section 5. REGIONAL GENERAL MEETINGS – shall meet a minimum of three (3) times per year, One (1) meeting being held between each Annual General Membership Meeting.

Section 7. SPECIAL MEETINGS - shall be called if deemed necessary by the presiding officer at the State or Regional level, be it a Board of Directors or General Membership meeting. Notice to all member clubs, officers and delegates must be given no less than Ten (10) days prior to the actual meeting date. If a presiding officer receives written notice by ¼ (one-fourth) of the member clubs, the presiding officer shall call a meeting with in Thirty (30) days but no less than Ten (10) days.

Section 8. BIDDING TO HOST GENERAL MEMBERSHIP MEETINGS – member clubs in good standing may bid to host the next scheduled State meeting, to be decided by

a delegate vote at the previous general membership meeting. If no nominations are received the Board of Directors will decide then next meeting location before adjournment.

## COMMITTEES

Section 1. THE ASSOCIATION COMMITTEES – shall be Budget, By-Laws, Education, Membership, and Safety. Supervisory of these committees shall be the responsibility of the State Board of Directors who will appoint a committee chairperson. Additional committees may be added as needed at the discretion of the Board of Directors. It is recommended that Committee members consist of One (1) Association member from each of the Three (3) Regions and/or any volunteer that wishes to serve.

**\*\*\*Combine Education, conservation, and trail development; Combine Membership, Orientation, Recognition and Public Relations; Remove Conventions and Nominations.**

## REIMBURSEMENT PROTOCOL

Section 1. The “Standard” events/meetings that will be reimbursed and that are considered “Budgeted” include: UFWDA Annual Meeting, LSRA, & STC. Any additional events/meetings are considered “Non-Budgeted”. A request must be made to the President AND Treasurer for prior approval. Request should include projected expenses (i.e. cost of airfare/mileage, lodging expenses, per diem, supplies, etc). A written report must be submitted when requesting reimbursement.

Section 2. Payable Expenses Include:

**Mileage vs. Airfare:** A dollar amount equal to the price of a standard letter first class postage stamp or cost of round trip airfare, whichever is less. Three airfare quotes must be researched using Travelocity, Expedia, etc at least two weeks prior to date of travel. Quotes must be submitted with reimbursement request. The mid-point of the quotes will determine the maximum mileage cost to be paid.

Exclusion: Travel via auto that requires transporting equipment (i.e. booth, materials, etc) will be paid as needed.

**Lodging:** Members seeking reimbursement are asked to share lodging space with a fellow member whenever possible to save on lodging expenses. Lodging will be paid as needed (i.e. UFWDA Conference held Sat/Sun, lodging will be paid Fri/Sat).

Section 3. Reimbursement request for incurred expenses must be submitted within 90 days of occurrence along with written report. Expenses will be paid by the Treasurer either after approval by the BOD of W4WDA via a teleconference or Annual meeting.

**Note: All “\$” amounts refer to U.S. Dollars.**

## **PROPRIATORY MATERIALS**

Section 1. ASSOCIATION WEBSITE – shall be maintained by a Webmaster of the associations choosing. All site logins & passwords shall be kept by a minimum of 2 officers of the association, the Association President and Secretary in addition to the Webmaster. Ownership of the website address will be in the association name and not to be held by any one person.

Section 2. ASSOCIATION MAILING LIST – shall be maintained by the Treasurer and held by the Secretary, Newsletter Editor and Membership Director for use within the association. The association mailing list may not to be distributed outside of the association for any purpose, without prior written authorization by each member.

Section 3. ASSOCIATION HISTORICAL PAPERWORK AND MATERIALS – shall be housed in a location of the associations choosing. If housed in a public storage facility, a minimum of 2 officers of the associations, the Association President and Secretary shall maintain access at all times; if the President and Secretary are cohabitating, the treasurer shall also maintain access. If housed at an Association Officers personal residents, and that Officer is removed or quits/retires without returning association materials, the association has the right to take legal action for the return of materials.