

## Bylaws

Ocala Jeep Club of Florida, Inc.  
 PO Box 5781  
 Ocala, FL 34478

### Article I: Name & Purpose

- A. Name of Club: This organization shall be known as the Ocala Jeep Club of Florida, Inc. (the "Club")
- B. Purpose of Club
  - 1. The Club provides social, educational, recreational and charitable activities for its members.
  - 2. The Club participates in and supports civic activities while enjoying and protecting all local, state, and federal resources and assists various government agencies with the development of off-road trails and areas.
  - 3. The Club will adhere to the principles of the Tread Lightly program and the National Forest Service Motor Vehicle use Guidelines.
- C. Rules and Regulations: As not explicitly stated in the Articles of Incorporation, these bylaws govern the actions of the Club.

### Article II: Membership

- A. Eligibility
  - 1. To become a member of the Club you must own a Jeep.
  - 2. Family membership includes immediate family members living in the same household.
  - 3. First time applicants or guests may come to one membership meeting or trail ride before officially joining the club.
  - 4. A club members membership may be revoked if they no longer own a Jeep or do not adhere to the policies stated in these bylaws, the decision will be made by the club Officers. No refund on prorated membership dues will be given.
  - 5. Only licensed drivers may join the club.
- B. Membership & Dues
  - 1. Applicants must fill out the following information: Name, spouse, address, phone number, email address, and description of Jeep. If desired, members can receive a club vehicle decal from the membership director at club meetings.
  - 2. All members must conduct themselves in a respectable and orderly fashion during all club activities.
  - 3. Dues for membership shall be \$40 per calendar year for the paying individual and includes their immediate household family. Memberships extend from January through December. Members joining at Jeptoferfest through the end of the calendar year may pay \$40 and have their membership carry over to the following calendar year. Annual membership renewal may be paid October thru January. All current memberships not paid before February 1<sup>st</sup> will be removed from member rolls.
  - 4. Club dues will be used for club purchases and expenditures for club operation.
  - 5. Members are expected to familiarize themselves with the bylaws and club operations.
  - 6. Members deciding to leave the club may do so anytime. Club dues paid are not refundable.
- C. Non-discrimination: The Club is committed to making sure, to the fullest extent possible, that every person who attends, participates in, assists, works for, or observes any event or activity by, under the auspices of, or to the extent controlled by the Club, shall be entitled to be treated fairly, with dignity and respect, and without discrimination or harassment. Therefore, the Club expressly and deliberately prohibits discrimination against any such person based on race, color, sex, age, religion, national origin, disability, veteran status, or any other status protected by the laws of the

United States and the state of Florida.

'Discrimination' includes harassment or harassing conditions or circumstances, including persistent or repeated comments, jokes, innuendos, or other explicit or suggestive language; requests or demands for conduct; or other verbal or physical conduct that is not welcome and is personally offensive, based on any of the protected categories identified above. Anyone who feels he or she has been a target of discrimination, or believes he or she has witnessed discrimination, should report it immediately to an officer or other responsible person with the Club, other than the person or persons believed to be the perpetrator of the alleged discrimination

D. Meetings and Activities

1. Monthly business meetings will be held the second Saturday of every month starting at 7:00pm. The Officers have the right to move a meeting due to extenuating circumstances.
2. Socials will be held the fourth Saturday of each month, unless otherwise scheduled.
3. Trail rides will be scheduled in advance.
4. A schedule of monthly activities shall be provided.
5. An attendance or sign in sheet will be required at each meeting and event.

Article III: Board of Directors

A. Officers: The officers of the Club shall consist of President, Vice President, Secretary, and Treasurer. A founding member or past president may be included as a voluntary advisory position and voting tie-breaker. All officers and directors are expected to attend monthly board meetings and monthly club meetings. All members must be active in the club for 2 consecutive years to become eligible for board positions.

1. President:

- a. Preside over meetings, be present at all scheduled events, when possible, along with other officers.
- b. Has the duty to carry out all policies and decisions to the membership.

2. Vice President:

- a. In absence of President, the Vice President shall serve in President's capacity.
- b. Oversee various committees as necessary.

3. Secretary:

- a. Keep and preserve all records and minutes of the meetings.
- b. Organize, as necessary, documentation for all club events.

4. Treasurer:

- a. Keep an accurate complete record of the funds and accounts of the organization.
- b. Collect dues from membership director and maintain these records.
- c. Make disbursements from funds only as directed by membership.
- d. Provide a financial report at each business meeting to be published in the minutes.
- e. Identify another club member to serve as authorized check signer in the event that the treasurer is incapacitated.
- f. Qualifications include familiarization with QuickBooks and Excel, ability to prepare a budget, reconcile bank statements, make bank deposits, and pay club bills

B. Directors: The Officers Club may appoint directors for Charities, Public Relations, Membership, and Merchandise.

1. Charity Director:

- a. Lead the charity committee in reviewing proposals for donations.
- b. Be responsible for collecting and organizing data on proposed receiving organizations.
- c. Develops the list of charities for the membership to review at a scheduled meeting.

2. Public Relations Director:

- a. Responsible for keeping the membership and general public aware of latest club activities.

- b. Admin/moderator of Members Only, Ocala Jeep Club, and Jeeptoberfest Facebook pages.
  - c. Send club emails and create social media posts for club events, meetings, and meeting minutes.
  - d. Maintain membership email database in Mailchimp.
  - e. Point person for vendors and organizations that contact the club.
  - f. Perform maintenance, and calendar updates for the club website
3. Membership Director:
- a. Keep club membership database current.
  - b. Work with new and returning club members to collect dues and distribute membership decals.
  - c. Be familiar with Excel spread sheets.
4. Merchandise Director:
- a. With approval of board of directors, purchase and sell all club related merchandise.
  - b. Develop additional apparel for special events.
- C. Election and Voting Protocol
1. The membership shall meet and elect officers each year.
  2. The member of the family membership that pays the membership dues is considered the paying member for voting purposes.
  3. The nominator and nominee must be present at the November club meeting or at a time determined by club officers. All nominations must take place in person at a Club sanctioned event. No other nominations will be taken outside of this established window. Elections will take place in person at the December club meeting. All nominees must be present at the December club meeting during voting. One paper ballot will be given to each paid membership present at the voting location. Only the paying member of the family membership has voting privileges. Families with multiple paid memberships may cast a vote for each paying member.
  4. The newly elected officers will take office in January of the following year. All outgoing officers will meet with their respective replacements to prepare them for the office before the January board meeting.
  5. The office of President, Vice President, and Secretary shall be elected each year, and any one candidate shall only serve a maximum of 3 consecutive terms.
  6. The Treasurer, due to the nature of the position, shall be elected each year but may have an open-ended tenure.
  7. In the event of a vacancy of office, there will be a special election to fill the position. This person will complete the term of the vacated office.
  8. Elections and all called membership votes shall be decided by a majority vote of the members present at a club meeting where elections take place. All members are encouraged to attend these pre-planned meetings.
  9. Any office of the Club may be impeached with a  $\frac{2}{3}$  majority vote of the active membership present at a club meeting.

#### Article IV: Expenditures and Finance

- a. The treasurer is responsible for the collection of all monies received from all sources and must maintain custody of funds until such a time they may be deposited at the bank.
- b. Recurring operating expenditures shall not require prior membership approval. Other expenditures require the vote and approval of the membership.
- c. The officers and directors will have a spending limit of \$1000 on issues that require a timely response with the majority vote of the club officers. Any expenditures over \$1000 will be taken to the club by a majority vote of members present.
- d. Distribution of Assets on Dissolution: On, or in the event of dissolution of this corporation, the board of directors shall dispose of all the assets of this corporation exclusively for the purposes of this corporation in the manner or to the organization or organizations that are organized and operated exclusively for charitable, educational, religious, or scientific purposes and that shall at the time qualify as

exempt organizations under §501 (c) of the Internal Revenue Code, or the corresponding provisions of any figure US Internal Revenue law, after paying or making provisions for the payment of all liabilities of this corporation. Any assets not disposed of shall be disposed of by a court of competent jurisdiction of the county where the principal office of this corporation is then located exclusively for the purposes or to the organizations that the court determines are organized and operated exclusively for charitable, educational, religious or scientific purposes.

#### Article V: Vehicle Events

##### A. Vehicle Approval and Safety

1. All vehicles used during off road events must be Jeeps and must have adequate equipment for legal operation. (See published required safety list)
2. Seat belts are required for all occupants. (If applicable to Jeep make/model)

##### B. Use of Alcohol and Drugs

1. Alcohol and illegal substances are not allowed as per State of Florida Vehicle Operation laws and per the Club. Anyone found operating impaired will be asked to leave the activity/trail ride and will have their memberships revoked.
2. Alcohol will not be permitted at motorized events
3. Alcohol will only be permitted at campouts or other non-motorized activities.

##### C. Rules for Trail Riding

1. Adhere to the Tread Lightly Program.
2. Trash - Pack it in - Pack it out.
3. Club members are responsible for their children, pets, and guests.
4. Wear your seat belt (if applicable.)
5. Always help inexperienced drivers on the trail.
6. Choose your trail wisely, make good judgement calls while trail riding. Don't be afraid to ask for help from your fellow members.
7. While trail riding, make sure that you have visibility on the driver behind and in front of you at all times. If you lose sight of the person behind you, stop.
8. Violation of the vehicle event rules may result in removal from the event.

##### D. Event Attendance:

1. Club socials may be attended by members and their guest(s).
2. Christmas parties may be attended by members and their immediate household only, no guests are permitted.
3. Course play days are open to members only. Members may bring guest as passengers in their jeep.
4. The Club may hold other events open to members and non-members, such as Jeptoferfest, in the discretion of the officers

##### E. Liability

1. While trail riding, if you venture into an unmarked area or closed area, and an officer of the law issues you a ticket or an arrest or confiscation of your vehicle occurs, liability is bore solely by the owner or person doing the action, not the Club.
2. The Club (nor its members) is not responsible for loss, theft or damage to any vehicle. Personal property in vehicles is solely the owner's responsibility. Each person is there voluntarily and responsible for their actions.
3. All present members will be required to sign a liability waiver when arriving at a club sanctioned trail ride or event that allows for driving Jeeps.

Article VI: Amendments: These bylaws may only be amended by a majority vote of the membership present at the monthly club meeting. Any amendment to the bylaws must be presented to the membership at a regular club meeting preceding the meeting in which the vote is taken.

Article VII: Indemnification:

The Club shall indemnify any person, including but not limited to, all officers, employees, directors and agents, who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he is or was a director, officer, employee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement, actually or reasonably incurred by him in connection with such action, suit or proceeding, including any appeal thereof, if he acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interest of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful.

This obligation shall extend to any action by or in the right of the corporation to procure judgments in its favor, except that no indemnification shall then be made in respect of any claim, issue, or matter as to which such person is adjudged liable for negligence or misconduct in the performance of his duty to the corporation unless, and only to the extent that, the court in which such action or suit was brought shall determine upon application by the Board of Directors of the Club that despite the adjudication of liability, such person is fairly and reasonably entitled to indemnity in view of all the circumstances of the case. Any indemnification under these Bylaws shall be made only on a determination made by a majority vote of a quorum consisting of directors who are not parties to the action, suit or proceeding. Said indemnification is not subject to the approval of the members.

This indemnification provision shall continue in effect for persons who have ceased to be a director, officer, employee or agent, and shall additionally apply for the benefit of the heirs, executors and administrators of such a person. The Club shall additionally have the power to indemnify any of the above designated classes of persons, extending the scope of the above indemnification provisions, with the exception that no indemnification shall be made for gross negligence, willful misconduct, or proven criminal liability, unless such additional indemnification is provided for by any resolution or agreement adopted by a majority of disinterested directors.