

# Delaware Jeep Association



## Club By-Laws

\* Last Revised on 11/13/21 \*

### ARTICLE 1

#### Definitions:

- Adult: Person who is at least 18 years of age
- Attendee: A club event participant, whether club member or guest
- BOD: (Board of Directors) 5 elected positions to oversee the club
- Club: Delaware Jeep Association (DEJA)
- DEJA: acronym for Delaware Jeep Association
- Event: A club-sponsored activity
- Guest: An Event attendee formally invited by a club member prior to the start of the event.

#### These may include:

1. Non-member passengers, up to the available number of seatbelts, in a members' Jeep. Or,
  2. One non-member 4-wheel drive Jeep and its passengers, per club sponsored event.
- Jeep: A 2- or 4-wheel drive vehicle originally built by Bantam, Willys, Willys-Overland, Kaiser, American Motors Corporation, Chrysler, or Daimler-Chrysler and sold as a "Jeep" vehicle, either to the public or the military. Also includes the Ford GPW (government contract, 80-inch wheelbase Reconnaissance car, Willys.)
  - Member/ Membership: an individual, or member of a household who meets the criteria to maintain member status. A member has a club membership. Membership is also defined as the collective members for the purpose of voting or other club activities.

- Motion: An action presented by any member for vote by the membership.
- Officer: An elected official on the Board of Directors in the rank of President, Vice President, Administrator, Treasurer, or Trail Boss.
- Quorum: number of active members that must be present in order to vote on a motion.
- Trail Guide: A club member leading a club trail run. This may or may not be the Trail Boss. Usually this person will physically lead an event and has a high level of experience, and knowledge of the trail run area in order to provide guidance to the rest of the attendees.

## ARTICLE 2

Name:

This Not-For-Profit Corporation shall be known as the Delaware Jeep Association, Inc., and is headquartered in Bear, DE.

## ARTICLE 3

Purpose:

To coordinate and support off-road events, and to foster fellowship among Delaware and surrounding area Jeep owners. To promote responsible use of public lands, and help protect our rights to enjoy our hobby. To bring together people who enjoy the common hobbies of trail riding, traveling, camping, and working on their Jeeps.

## ARTICLE 4

Membership:

Qualifications:

1. Members must have a 4-wheel drive Jeep vehicle. \*\*
2. Members must be 18 years of age \*

Members will be required, at time of application, to fill out an information sheet containing personal and emergency contact information. This sheet will contain a waiver for club activities which the applicant will sign and date. This sheet will contain a line acknowledging that the applicant has read these by-laws, which applicant will sign and date. Dues are to be paid in full for the year, or prorated for the remainder of the year, before membership becomes active. Full club membership will be granted to any one person that fulfills the requirements of membership above.

The BOD may limit the number of memberships to an exact number at any time. The BOD may

review individual memberships at their discretion. The BOD may make a recommendation concerning actions to be taken regarding individual memberships to the members. The members will vote on whether or not to follow the recommendation.

\* Persons 16-17 years of age with a valid driver's license may be granted membership on a case by case basis. Requirements will include their parent(s) attending at least one meeting and signing a parental waiver. Minors who are granted membership will have full voting rights. The BOD will make the final decision on all applicants.

\*\* Under certain special circumstances, the BOD may grant Membership to returning Members who do not currently own a Jeep. This will be handled on a case to case basis.

## ARTICLE 5

### Voting Privileges:

Members in good standing for 30 or more days after the acceptance of their application will be eligible to vote on any current issues. Each member carries one vote. If there are two members in a household, each may cast a vote, providing each has met the requirements of individual active membership. Voting privileges for a member will be removed if their dues are not paid by the due date of December 31st of the current year. Upon remitting dues for the next calendar year, voting privileges for past members will be reinstated.

## ARTICLE 6

### Dues:

Membership dues are \$36 per individual, per year. Those joining after June 30th will be given a \$12 discount and will pay \$24 for the remainder of the year. Yearly dues are due on the 1st of January. Renewing Members who pay their dues for the next year prior to December 31st will be given a renewal discount of \$6. Those that fail to pay their dues within 30 days of the due date of January 1st will be removed from the club member roster, and will no longer be considered a member of the Delaware Jeep Association, although they will remain as a registered Guest on the club website.

Avatar use, Gallery use and Members Only forum access will be revoked upon being removed from the roster. Previous members who submit dues for the remainder of the year will immediately have their Member privileges reinstated.

Dues are subject to change at the discretion of the Board, pending membership approval. No portion of annual dues will be refunded to any member whose membership is terminated either by choice or by BOD decision, except upon approval of the BOD in consideration of extenuating circumstances.

## ARTICLE 7

### Meetings:

Meetings of the membership of the Delaware Jeep Association shall be held a minimum of 4 times a year at locations as designated by the BOD and membership. All meeting information will be posted on the website calendar in advance of the meeting. Any changes to meeting dates, times or locations will be posted as soon as possible, and an additional notice will be sent to club Members. 15 members present at a regularly scheduled meeting shall constitute a quorum. In the event that a quorum is not met, the business will roll over to the next regularly scheduled meeting. The BOD may increase the quorum requirements at any time, based on club membership.

## ARTICLE 8

### Administration of Officers:

There will be no paid positions within the Delaware Jeep Association. All officers are volunteers. Membership dues shall be waived for BOD members during the course of their term. No previously paid dues shall be waived.

The BOD of the Delaware Jeep Association shall consist of a President, Vice President, Administrator, Treasurer, and Trail Boss, and shall be known as the Board of Directors (BOD). It shall be their duty to draw up an agenda for all meetings, conduct day-to-day business, take such actions as might best fulfill the aims of this organization, and to audit the books of the previous administration.

The term for any officer of the BOD is two years. Serving as an officer for part of a term due to vacancy shall not constitute a full term. No officer shall be added to the club except by the vote of the majority of the active membership of the club.

No one member shall occupy, and/or be responsible for, more than one administrative position within the club at any given time.

Any member wishing to be nominated and/or elected for a position within the Board of Directors must be a member of the club in good standing for a minimum of 6 months prior to the election.

## ARTICLE 9

### Grievance Committee:

The President, Vice President, and Administrator will also serve as the Grievance Committee. Their responsibility is to determine the validity of any grievance voiced by any member. This committee will decide on the proper course of action for resolving any grievance. Majority will

rule in Grievance Committee votes. Should the grievance in question be against a member of the Grievance Committee, that member shall recuse himself, and the next ranking Board member will replace them for that issue.

All grievance claims will have a decision from the committee in no more than 30 days. Decisions of the Grievance Committee will be final.

## ARTICLE 10

Duties and Powers of Officers:

The PRESIDENT shall preside over all meetings and shall be present at all events when possible. He/She shall be the executive officer and shall have the duty to carry out the policies and decisions of the BOD. He/She will delegate necessary duties to other Officers as seen fit by the BOD of each individual administration.

The VICE PRESIDENT shall in the absence of the President, serve in that capacity. He/She will perform such duties as may be assigned by the President. He/She shall receive and answer all general correspondence pertaining to the organization. He/She will also be in charge of keeping/updating member files.

The ADMINISTRATOR shall keep and preserve all records and minutes of the meetings of the membership and the ledger roll call and determine the number of voting members present so it may be known if a quorum is in attendance.

The TREASURER shall keep accurate and complete records of the funds and accounts of this organization. He/ She shall collect all dues and maintain a record thereof, and make only such disbursement from the funds of the organization as are directed by the BOD and/or membership vote. He/She will provide a current financial report at each monthly meeting, or if not in attendance, provide this information to another BOD member.

The TRAIL BOSS shall setup, organize, and lead club trail runs when possible. He/She will provide accurate information of cost, registration, directions, meeting location, etc. as necessary for each club trail ride. He/She will be responsible for assisting members to locate the appropriate trail level group on a club trail run. He/She will list trail runs and their appropriate information on the club website calendar for member sign up.

Responsibilities of each Board member may be altered and/or revised within each administration as it sees fit to best serve the needs of the club more efficiently.

## ARTICLE 11

Expenditures and Finance:

All monies received from all sources shall immediately be turned over to the Treasurer, or appropriate BOD member to be deposited in the checking account of the Delaware Jeep Association. No withdrawal from funds shall be made without the approval of the BOD. All expenditures shall be made by check or debit card, and the item for which each check is drawn shall be designated on the face of the check along with an itemized receipt, or in the event of a debit card purchase an itemized receipt will be provided.

## ARTICLE 12

Committees:

The BOD shall designate all committees. Each committee shall have a Chairperson who shall be responsible for its activities and who will report to the BOD. All committees will be on a volunteer basis.

## ARTICLE 13

Election of BOD:

The members shall meet at the regular September meeting and nominate a BOD for a two year term to begin the following January. Elections will take place at the regular November meeting. The newly elected officers shall take office on January 1st. Voting shall be in person, and not by proxy or mail or any electronic means.

At the September meeting, any member in good standing is eligible for nomination. Nominations shall be announced to each member in good standing at least two weeks prior to the general election. At the November election meeting, nominations for BOD positions may be made from the floor. Balloting for each office will be held by secret ballot. All ballots for offices must be counted and checked by three members other than the nominees.

A majority of votes cast is necessary for election to a position on the BOD. In the event of a vacancy during the term in any office of the BOD, the BOD reserves the right to appoint a replacement, which would require approval by a majority vote at the next scheduled meeting. If not approved, the appointment would expire at that meeting; otherwise the appointment would serve until through the remainder of the term of office.

## ARTICLE 14

Recall:

Any officer or director of the Delaware Jeep Association may be recalled by a two-thirds majority vote of the active voting membership at a regular membership meeting.

# ARTICLE 15

## Amendments:

The by-laws may be amended by a two-thirds majority vote at a regular membership meeting or an online vote, with a quorum voting. Any amendment to the by-laws must be presented to the membership on the Club website at least 30 days prior to the meeting. This will include a broadcast PM to all Members alerting them to the proposed change.

## Revisions:

12/02/06 - Dues increased to \$36/year. KC

02/07/07 - Quorum requirement changed to 15% of club's roster. KC

01/29/08 - Quorum requirement changed back to 15 members.

08/20/08 - Changes made to allow Members 16-17 years old.

08/20/08 - Discount of \$6.00 given to Members that renew prior to Dec 31st.

02/20/09 - Changes to articles 7 and 13 concerning the meeting schedule changes.

03/29/09 - Changed dues to 2 tier system. \$36/Year, \$24 after 6/30. (Online vote)

05/31/10 - Changes to articles 4 and 15 concerning Members w/o Jeeps and how changes to the bylaws may be proposed.

03/15/13 – Changes to articles 5 and 15 to permit online voting. Changes to article 11 to allow debit card.

11/13/21 - Changed Article 8 to eliminate dues for BOD members