



Grass Valley 4-Wheel Drive Club Bylaws

Revised August 2023

Article I - Name

Section I This organization shall be known as the Grass Valley 4-Wheel Drive Club

Article II - Objects

Section I Grass Valley 4-Wheel Drive Club is organized as a non-profit organization for the purposes of:

- A. Providing social, educational, conservation and recreational activities for its membership.
- B. Participating in and supporting conservation and civic activities for the betterment of the community.

Article III - Membership and Dues

Section I Application for Membership:

- A. Registered owners of 4-wheel drive vehicles are eligible for membership in the Grass Valley 4-Wheel Drive Club.
- B. Applicants for membership must be at least eighteen years of age, must hold a valid driver's license, must show a minimum of PL and PD insurance coverage on the vehicle and must be a current member of Cal4Wheel.
- C. Each new member applicant shall be assessed an annual Club Prospective Member application fee, as established by the Board of Directors. Application for membership and payment must be submitted together and upon acceptance, the applicant becomes a Prospective Member. Prospective Members must renew the application fee annually as long as they remain Prospective Members. At no time shall insurance coverage or Cal4Wheel membership lapse.
- D. To meet full Membership requirements, a Prospective Member must:
 - a. Attend four monthly in-person Club meetings within the first 12 in-person meetings after signing up as a Prospective Member.
 - b. Participate in 3 in-person Club Events.
 - c. Operate your own vehicle in an off-road club run for at least 2 of the events, one of which must be an overnight run. One event may be a Club social or non-offroad event.
 - d. Participate in a Club Committee.



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- E. Once the Membership Chairperson has certified that the Prospective Member has met requirements, that an opening exists and that the applicant is the next-in-order qualified candidate, the applicant is eligible to be voted upon at the next in-person Club meeting. Acceptance requires eighty-three percent (83%) approval by the voting Members present at the meeting. Balloting will be by secret ballot for each applicant individually. Only Active Members shall Vote. Prospective Members shall not be present during the vote. The Club will officially notify the applicant of the vote result by phone or email.
- F. If the Membership Chairperson has certified that the Prospective Member has met requirements, but a Membership opening does not exist, the applicant retains their place (in order) for consideration, until an opening occurs. During the waiting period, the Prospective Member must adhere to all Club policies and rules of conduct, keep fees current and meet the requirements of a Prospective Member or the ongoing requirements of a full Member.
- G. During unusual circumstances the Board of Directors may extend the timing of the requirements.

Section II The total number of Active Members shall not exceed forty at any one time. Each membership includes the immediate family; however voting privileges are restricted to the member and spouse of record and in no case can more than two votes be cast under one membership.

Section III All members must conduct themselves in a respectable and orderly fashion whether in or out of club activities. Any member disgracing him/herself in the public eye will be immediately subject to expulsion from the club, subject to a decision by the Board of Directors. The Grass Valley 4-Wheel Drive Club will not tolerate any discrediting actions from its membership.

Section IV Dues for this organization shall be payable in advance, as established by the Board of Directors. Any member whose Club dues are not paid by May 1st, shall be dropped from the roles of this organization. Reinstatement of a delinquent member shall occur upon payment in full of his unpaid dues, together with a reinstatement fee equivalent to the application as a new member, providing a vacancy exists. Cal4Wheel Membership is always mandatory and the responsibility of each individual member to keep current. Any members who allow their Cal4Wheel membership to lapse, may be immediately dropped from the roles of this organization.

Section V Any Active Member in good standing, missing six meetings or not attending at least 3 Club outings, during the calendar year, shall be dropped from Active Membership



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and moved to Associate Membership. Exceptions may be made by the decision of the Board of Directors.

Section VI All personal expenses such as uniforms, decals, insignia, etc., shall be borne by each individual. The above in no way shall restrict the club from purchasing items in quantity to take advantage of price and reselling these items to the members at or above cost.

Section VII Members shall immediately notify Membership, upon a change of home address, mailing address, email address or telephone number.

Section VIII Resignation of any member shall be in writing and submitted to the Board.

Section IX When a member disposes of and no longer possesses a 4-wheel drive vehicle, their membership will be left to the discretion of the Board of Directors.

Section X Former members in good standing who would like to reinstate their membership must reapply, with the application fee, but can petition the Board of Directors to have the meetings and runs requirements waived, providing a vacancy exists.

Section XI Active Members, while in good standing, must notify Membership in writing if they wish to convert to Associate Member. Associates must continue to pay Club and Cal4Wheel dues, do not have voting rights, and are not required to attend meetings or runs. Conversion is automatic upon written request.

ARTICLE IV - Meetings

Section I Meetings of the membership of the Grass Valley 4-Wheel Drive Club shall be held once monthly at such time and place (including virtual technology) as may be designated by the Board of Directors.

Section II Fifty-one percent (51%) of the membership shall constitute a quorum for a meeting.

ARTICLE V - Charter Members

Section I Members who adopt and sign the Bylaws of the Grass Valley 4-Wheel Drive Club on or before February 16, 1967 shall be known as Charter Members of the Grass Valley 4-Wheel Drive Club.



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ARTICLE VI - Administration and Officers

Section I The officers of the Grass Valley 4-Wheel Drive Club shall consist of President, Vice President, State Delegate, Secretary and Treasurer, and will be known as the Executive Committee. It shall be their duty to draw up agendas for all board and regular meetings, and it shall be their further duty to assume the functions of the Board of Directors in case of emergency when time is of the essence.

Section II The Board of Directors of the Grass Valley 4-Wheel Drive Club shall consist of the members of the Executive Committee, the immediate past President, and three directors elected by the members. Further duties of the directors shall be to conduct the adminins of this organization, and to audit the books of the previous administration. The Board of Directors shall meet quarterly, and five members shall constitute a quorum of that body.

Section III No officer shall be added to the club except by a majority vote of the entire membership.

ARTICLE VII - Duties and Powers of the Officers

Section I The President shall preside over all regular and board meetings and be present at all events when possible. They shall be the executive officer and shall have the duties to carry out the policies and decisions of the Board of Directors. They shall be without right of vote on the Board of Directors except in the event of a tie. They shall sign checks with the Treasurer unless both are members of the same family. The past President shall remain as a 3rd signer of checks. In the event the Current President or Treasurer are unavailable, the Past President shall have the authority to sign.

Section II The Vice President shall, in the absence of the President, serve in that capacity. VP shall also serve as Parliamentarian and perform such other duties as may be assigned by the Board of Directors, such as filing of the Statement of Information for CA Nonprofit, every other year (odd years). VP shall administer all Secret Balloting, with the exception of voting for members, which will be done by the Membership Committee.

Section III The Secretary shall keep and preserve all records and minutes of the meetings and Board of Directors meetings, shall receive the number of voting members present, from Membership, so it may be known if a quorum is in attendance, and shall answer all general correspondence pertaining to the organization. They shall sign checks



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with the Treasurer in the event the President, Past President or Treasurer are members of the same family.

Section IV The Treasurer shall keep accurate and complete records of the funds and accounts of this organization and shall receive from Membership all dues and maintain a record thereof. They shall make only such disbursements from the funds of the organization as are directed by the club and Article VIII hereof.

Section V The State Delegate shall act as liaison officer between the Cal4Wheel and the Grass Valley 4-Wheel Drive Club. They should keep the Board of Directors and the membership informed of the state meetings and the activity of the state association. They shall carry to the state meetings the true feeling of the club and shall vote on all matters directed by the club. They shall always bear in mind that they represent the whole club and as such shall conduct themselves accordingly.

ARTICLE VIII - Expenditures and Finance

Section I All monies received from all sources shall immediately be turned over to the Treasurer to be deposited in the checking account of the Grass Valley 4-Wheel Drive Club.

Section II All expenditures must have the approval of the two thirds (2/3) majority of a voting quorum of a regular meeting, a quorum being present and voting. Voting will be done by secret ballot for each financial issue beyond club operating expenses. All expenditures shall be made in check, and the item for which each check is drawn shall be designated on the face or reverse side thereof. If funds for more than one purpose are included, they shall be itemized separately stating the amount of each.

ARTICLE IX - Committees

Section I Committee chairmen shall be designated by the President.

Section II All Active Members shall be part of a Committee (refer to Standing Committees Document)



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ARTICLE X - Elections

Section I The membership shall meet and elect officers and directors for each year at the January meeting. The newly elected officers shall take office on March 1st. Voting shall be in person and not by proxy or mail.

Section II A nominating committee consisting of a chairman and two members in good standing may be appointed by the President to nominate one or more candidates for President, Vice President, State Delegate, Secretary, Treasurer and three directors. The candidates for the offices must be Active Members, in good standing. At all elections, nominations for every office of this organization may be made from the floor.

Section III Balloting for all offices shall be on one ballot of which said ballot will be secret. Only one vote shall be cast for a Candidate, regardless of the office.

Section IV In the event of a vacancy in any elective office, an election shall be held to elect a successor.

ARTICLE XI - Recall

Section I Any officer or director of the Grass Valley 4-Wheel Drive Club may be recalled by a two-thirds (2/3) majority vote of the entire membership.

ARTICLE XII - Events

Section I Each trip shall have a leader hereby known as a Trail Boss.

Section II All events must be conducted in an orderly manner and with safety as the prime factor. Any event held on private property will be subject to liability releases.

Section III All members and guests participating in an event shall abide by the Motor Vehicle Code of the state concerned and by the laws and regulation of the city, county, or the circumstances involved. Any flagrant violation of the codes is sufficient cause for the removal of membership privileges subject to the decision of the Board of Directors.



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ARTICLE XIII - Procedures

Section I Unless otherwise specified in these bylaws, Robert's Rules of Order, Revised, shall govern parliamentary procedure.

ARTICLE XIV - Amendments

Section I These bylaws may be amended by a two-thirds (2/3) majority, Secret Ballot Vote, provided a quorum is present. Any amendment to the bylaws must be presented to the Club at the regular meeting of the members. Voting on all presented amendments will take place at the next meeting.

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