

## **Article 1 - Name:**

This organization shall be known as Capital District Jeep Wrangler, CDJW, or CDJW.org.

## **Article 2 - Objectives:**

The purpose of CDJW is to organize a group of individuals that live in or around the capital district of New York (Albany proper).

**2.1** This organization shall have two objectives.

**2.1.1** Organize outings (a.k.a. Events) where members can participate in off-roading events.

**2.1.2** Perform charity events to help establish a sense of community and foster good relations with all members and non-members.

## **Article 3 - Membership and Dues:**

The organization will be Jeep Wrangler oriented. Non-Jeep Wrangler vehicles are excluded, unless in compliance with Article 8. (except for Jeep CJ and JT models).

**3.1** Members will be the owners/operators of said vehicles and must possess a current state issued driver license. Vehicles must have a current insurance policy. Vehicle registration must be current and valid. Vehicles must have a current inspection from a state certified inspection station.

**3.1.1** Exemptions from 3.1 may be applied for “buggies” or “trailer only/Off-road only” vehicles.

**3.1.2** Registration status must comply with road/trail/park that vehicle/driver is attending.

**3.2** To participate in an off-road event, the vehicle must have (at a minimum): a two-way radio with the ability to tune to club frequencies, tow/recovery points (front and rear) and a full-size spare and the tools to change it.

**3.3** Members shall be required to pay annual dues in the sum of \$50/year. This membership option assumes that the member will be the only person operating the vehicle. There is no charge for passengers. In the event one Jeep is owned by, or will be operated by, more than one person, each additional operator will be required to pay annual dues as a "family membership" in the sum of \$10/year per additional licensed operator. At no time shall any unlicensed person operate a vehicle during any CDJW event. CDJW will not discriminate as to disability, gender, race, national origin, or religion. All are welcome.

**3.3.1** Dues are paid annually, may be paid at any time, and a membership is valid for one (1) year, regardless of join date. The date of payment is the date payment will be due the following calendar year.

**3.3.2** Dues must be paid through the CDJW site at CDJW.org, in cash/check at any monthly meeting or mailed to CDJW Post office Box at **45 Hudson Ave. #1241 Albany, NY 12201**

**3.3.3** Refund of membership dues will only be allowed during the first 30 days of membership starting 1 day after yearly payment.

**3.3.4** Refund consideration is at the sole discretion of the board.

**3.4** Ownership of a Wrangler is not mandatory for membership. While non-Jeep Wrangler (except CJ's and JT's) vehicles are not initially accepted in the club, you may join and be a valid member. (See Article 8)

**3.5** All members are required to sign the release of liability form presented at the time of joining. There are no exceptions and any member without a valid and current release of liability form will not be allowed to attend any CDJW event. Any guest(s), of a member, to an event must have a valid and current release of

liability form completed.

Release form is located at the following: <https://release.cdjw.org/>

**3.6** Any membership may be revoked at any time for good cause with a minimum quorum vote by the Board of Directors. The member in question will be notified of the offense and given the option to plead his/her/their case to defend their conduct, after which the Board will vote. The decision will be final.

**3.6.1** If a member violates bylaws and/or safety requirements during a sanctioned event, an event organizer may ask a member to withdraw themselves from the hosted event. The event must be reported to the SGT@Arms for evaluation and or future actions.

**3.6.2** After 3 consecutive no-show/no call to RSVP'd "YES" events in one calendar year, a member will not be considered in Good standing. This will also initiate a board inquiry into that member's standing withing the club that may result in membership revocation.

#### **Article 4 - Meetings:**

**4.1** The CDJW Board of Directors will meet monthly.

**4.2** When a topic requires a vote, a quorum of 70% of all board members (in person or remotely attending) must be formed. Founders who no longer hold a seat on the board of directors have the right to vote, but said vote is not required for the ruling.

- Quorum is comprised of 70% of all active board members

**4.3** The agenda for each meeting shall consist of the following:

A: Presidents Report:

- Minutes of Previous Meeting
- Review Agenda
- Club Relations and Club Business

B: Vice Presidents Report:

- Membership Update
- Vendor Relations

C: Sergeant at Arms Report:

- Policies, Rules and Regulations, Bylaws Updates
- Trail Updates, Conditions
- Attendance

D: Secretary and Treasurers Report:

- Financial Report for all Club Accounts
- Outstanding Bills
- Upcoming Expenses

E: TLS and TLO Reports

- Past events
- Future events

F: Old Business

G: New Business

## **Article 5 - Administration and Responsibility:**

### President (Pres)

- Organize and preside over monthly meetings.
- Execute meeting agenda.
- The President may veto a motion by the board.
- The President shall be responsible for solidifying club relations with other groups and organizations.
- The President shall be responsible for maintaining an up-to-date inventory of all property belonging to the organization.
- The President shall provide an audit of all financial records provided by the S/T.
- The President shall cast two (2) votes.
- The President must attend a minimum of 10 meetings per calendar year.
  - Rescheduled meetings will not count towards absences.

### Vice President (VP)

- The Vice President is responsible for all membership, and coordination of members.
- The Vice President shall maintain an up-to-date roster of all members.
- The Vice President may veto a motion by the board with the support of one (1) other board member.
- The Vice President shall report directly to the president.
- The Vice President shall assist the President in their duties whenever necessary.
- The Vice President shall cast one (1) vote.
- The Vice President must attend a minimum of 10 meetings per calendar year.
  - Rescheduled meetings will not count towards absences.

### Secretary/Treasurer (S/T)

- The S/T shall be responsible for all financial expenses and reporting thereof, to maintain a checks and balances system.
- The S/T must maintain a log of all financial transactions conducted by the group.
- The S/T shall be responsible for making sure the group remains a "Not for Profit" organization in all its events.
  - Any, and all profits must be accounted for and "on purpose" and for the purpose of raising money for another "not for profit" or charity.
- The S/T shall record and post the minutes of each meeting.
- The S/T will oversee all IT/Website functions related to CDJW
- The S/T shall report directly to the President
- The S/T shall cast one (1) vote.
- The S/T must attend a minimum of 8 meetings per calendar year.
  - Rescheduled meetings will not count towards absences.
- ALL CDJW funds shall be kept in a separate account and should never be commingled with personal funds.
- The S/T shall record meeting attendance and provide that record to the President at

each monthly meeting

- Deputies: The Secretary Treasurer may have 1 deputy they can nominate. This position must be proposed and passed by majority vote at a regular board meeting.
  - The duties shall include assisting the Secretary/Treasurer with his/her responsibilities.
  - Attendance requirement for a deputy will be 4 regular monthly meetings

#### Sergeant at Arms (SAA)

- The SAA shall be responsible for creation of, amendments to, and enforcement of the Bylaws, and rules and regulations as established by CDJW.
- The SAA shall be responsible for mediating disputes.
- The SAA shall maintain order and flow of board meetings.
- The SAA may take control of an event if they feel the event organizer in charge is performing in a way that may cause immediate harm to private property, public property, members, non-members, or the reputation of the organization.
  - This rule may apply to any higher-ranking member.
  - The SAA must make every effort to notify the President or Vice President prior to overtaking an event.
- The SAA must attend a minimum of 8 meetings per calendar year.
  - Rescheduled meetings will not count towards absences
- The SAA shall be responsible for maintaining up to date release forms for each member in attendance.
- The SAA shall be responsible for reviewing and enforcing minimum equipment requirements for off-road events.
  - Any changes or updates to the minimum equipment requirements must be voted on by the board.
- The SAA shall be responsible for organizing and coordinating, with the TLO, off-road 101 and 201 classes.
  - The SAA is not required to conduct the classes themselves and may appoint an instructor; however, the instructor must be a member of the CDJW Leadership Team.
- The SAA shall report directly to the President.
- The SAA shall enforce meeting attendance for each monthly meeting.
- Deputies: The SAA may have 1 deputy they can nominate. This position must be proposed and passed by majority vote at a regular board meeting.
  - The duties shall include assisting the SAA with his/her responsibilities.
  - Attendance requirement for a deputy will be 4 regular monthly meetings

#### Team Leader Off-Road (TLO)

- The TLO shall be responsible for organizing and coordinating all off-road events.
- The TLO is subject to a three (3) month probationary period prior to gaining voting rights. After the three (3) month probation a secret ballot style vote will be taken to validate the permanent appointment. The TLO will not participate in the vote. A unanimous decision is required. If the vote is not unanimous, the voting board members may enter executive session, after which a new vote will be taken. If the vote is still not unanimous, the appointment is immediately void.
- The TLO shall report directly to the Vice President.
- The TLO must attend a minimum of 8 meetings per calendar year.

- Rescheduled meetings will not count towards absences
- Deputies: The TLO may have up to 4 deputies they can nominate. This position must be proposed and passed by majority vote at a regular board meeting.
  - The duties shall include assisting the TLO with his/her responsibilities.
  - Attendance requirement for a deputy will be 4 regular monthly meetings

#### Team Leader Social (TLS)

- The TLS shall be responsible for organizing and coordinating all social events.
- The TLS is subject to a three (3) month probationary period prior to gaining voting rights. After the three (3) month probation a secret ballot style vote will be taken to validate the permanent appointment. The TLS will not participate in the vote. A unanimous decision is required. If the vote is not unanimous, the voting board members may enter executive session, after which a new vote will be taken. If the vote is still not unanimous, the appointment is immediately void.
- The TLS shall report directly to the Vice President.
- The TLS must attend a minimum of 8 meetings per calendar year.
  - Rescheduled meetings will not count towards absences
- Deputies: The TLS may have up to 4 deputies they can nominate. This position must be proposed and passed by majority vote at a regular board meeting.
  - The duties shall include assisting the TLS with his/her responsibilities.
  - Attendance requirement for a deputy will be 4 regular monthly meetings

#### Event Organizer Off-Road (EOO)

- The EOO shall be responsible for leading off-road events.
- The EOO must attend a minimum of two off-road events as a member prior to being appointed to the position.
- The EOO must lead a minimum of two off-road events under direct supervision of a higher-ranking officer prior to having the right to lead events on their own.
- When the EOO is the highest-ranking member at an event, they shall also perform the duties of safety officer.
- The EOO is responsible for the safety of all members in attendance and shall always have the best interest of the organization in mind.
- The EOO shall report directly to the TLO.
- The EOO must attend a minimum of 6 meetings per calendar year.
  - Rescheduled meetings will not count towards absences

#### Event Organizer Social (EOS)

- The EOS shall be responsible for leading social events.
- The EOS must attend a minimum of one social events as a member prior to being appointed to the position.
- The EOS must lead a minimum of one social event under the direct supervision of a higher-ranking officer prior to having the right to lead events on their own.
- The EOS is responsible for organizing and coordinating social events.
- The EOS is responsible for maintaining positive relations between the organization and any host location (i.e.: Restaurants, bars, parks, retail locations, etc....).
- The EOS shall report directly to the TLS.
- The EOS must attend a minimum of 6 meetings per calendar year.
  - Rescheduled meetings will not count towards absences

(2) Founders

- Founder 1: Jason Anderson (DOB: 10/21/1982)
  - Associated with the creation of CDJW.
- Founder 2: Keith Weber (DOB: 8/12/1970)
  - Associated with assisting in the creation of CDJW (NEJW Actual).
- Founders may be deposed of any held "Board Member" position, and/or President or Vice President roles if:
  - In the event of the President or Vice President acts in a way that may cause immediate harm to private property, public property, members, non-members, or the reputation of the organization.
  - In the event ALL remaining board members take a unanimous vote to unseat said position. Status as a Founder, however, is irrevocable.
- Founders have the right to attend any meeting or events held by the organization and must be notified of any non-publicly posted meetings (For example – Meetings not posted on CDJW.org)
- Founders will have irrevocable voting rights. Founders may cast 1 vote per poll. However, if a founder is voting as a board member in ANY other seat with voting rights, the vote as a founder is forfeited.

**Article 6 - Finance and Expenditure:**

- 6.1** All money or funds from any source shall be immediately turned over to any board member to be deposited into the CDJW account.
- 6.2** Any expenditures must be approved by the President or Vice President AND the Sec. Treasurer
- 6.3** Any expenditure over five hundred dollars (\$500.00) must be approved by standard quorum decision of board members.

**Article 7 – Elections:**

- 7.1** Positions on the Board of Directors shall be elected annually at a monthly meeting held in the fourth quarter of each year.
- 7.2** Elected positions include; President, Vice President, SAA, S/T, TLS, and TLO.
- 7.3** Voting for the Board of Directors MUST be done in person. Failure to attend the meeting results in a forfeit of voting rights. Virtual attendance via Zoom, FaceTime or WebEx is valid for in person attendance.
- 7.4** Voting will be performed by secret ballot.
- 7.5** Votes shall be counted by two members who are not nominated to the positions being voted on.
- 7.6** Any member in good standing for at least 1 calendar year, may vote on board positions.
- 7.7** To be eligible for nomination as President or Vice President, the candidate shall have held any other position on the board of directors, leadership team, or they must be a member in good standing for no less than three (3) years. Member must also own a Wrangler (CJ and Gladiators are included)
- 7.8** To be eligible for a Board position, other than President and Vice President, the candidate shall be recommended by a member in good standing and will also be in good standing for no less than 2 years. Member must also own a Wrangler (CJ and Gladiators are included)
- 7.9** In the event of a vacancy in any position, the board of directors shall appoint a member in good standing to fulfill the remainder of the unexpired term. In the event there is no member to appoint, all duties of the open position shall fall on the “report to” position (i.e. Sec. Treasurer is vacant with no member to appoint, all duties will fall on the President)
- 7.10** Upon being elected or assigned to a leadership or board position within CDJW, a perspective position holder will be subject to a CDJW background check by at lease 2 current members of the board and/or

leadership team in good standing.

## **Article 8 – Non-Wrangler Membership**

**8.1:** A provision may be made for members that do not own or operate a Jeep Wrangler, so long as a specific set of requirements are met. The requirements are as follows:

**8.1.1:** Regardless of make and model of the member’s off-road vehicle, the vehicle MUST meet all safety requirements and minimum equipment standards set forth by the organization.

**8.1.2:** The Non-wrangler member must attend a CDJW hosted 101 class. Until the 101 is complete, the person’s membership will be considered conditional.

**8.1.2.1:** Conduct at first three (3) attended events will be taken into consideration and pending no offences or complaints, unless otherwise notified – the conditional term will be waived.

## **Article 9 – Vehicle Transition Clause**

Understanding that members may buy or sell their vehicle, the following provisions shall be made for a lapse in Jeep Wrangler ownership.

**9.1:** A member in good standing, who relinquishes ownership of their off-road vehicle, shall be allowed to maintain membership throughout the remainder of their current term and one following year (for a maximum of 1 year and 364 days)

**9.1.1:** In the event a member, in good standing, requests an extension, the Board will vote to allow a stay of provisional membership for an additional 1 year.

**9.2:** Members in vehicle transition will maintain voting rights during their transition period.

**9.3:** An exemption shall be made for Founders and Co-Founders. A Founder or Co-Founder may maintain membership without ownership of a qualifying vehicle, permanently, without exception as long as dues continue to be paid.

## **Article 10- Honorary Co-Founder**

**10.1:** A position of Honorary Co-Founder shall be created for members in high esteem who have dedicated themselves strongly to the advancement and development of the organization.

**10.2:** An Honorary Co-Founder must have a minimum of 5 consecutive years of membership in good standing.

**10.3:** Honorary Co-Founder status can only be granted by unanimous vote of the current sitting board and all current living founders.

**10.4:** The status of Honorary Co-Founder is permanent and does not require consistent membership in good standing. A lapse of membership does not affect this status, however, voting rights are only available to an Honorary Co-Founder when said member is in good standing (dues paid).

## **Article 11- Event Posting**

**11.1** CDJW utilized social outlets (CDJW.org, Slack, Facebook, etc.) are to be used for officially sanctioned CDJW events and purposes only.

**11.2** Only members of the board and/or leadership team may leverage social media outlets for posting of officially sanctioned CDJW events.

**11.3** All postings to social outlets must be done in accordance to/with official CDJW protocol and under supervision of the corresponding team leader(s) (TLS/TLO/VP)

## **Article 12- By Law changes**

**12.1** Bylaw changes/updates will be voted on yearly in the fourth quarter.



# CDJW Organization Chart

