



Santa Rosa 4x4 Club Inc. is proudly associated with:



***Welcome Prospective New Member!!***

The Santa Rosa 4x4's Inc. welcomes you to your first club meeting. We hope you enjoy your initial experience with us and that you will want to join our club after hearing and seeing a little bit of what we do and a little bit of how we operate. Although one meeting can't possibly explain our history or gauge our future, you certainly may attend more meetings and outings with us to get a better feel of who we are and what we are all about and whether you might want to become a member of this club. Our club is a long-standing four wheel drive club committed to tradition, who welcomes new members like you (if you meet certain requirements), and we are excited that you are considering joining the Santa Rosa 4x4's. Our club is also a member of the California Association of Four Wheel Drive Clubs.

In this *New member Packet* you will find:

- A membership application form and an emergency medical information form. Please complete both forms and turn in to our secretary upon completion. Their completion is among the most important required prerequisites before joining our club.
- A copy of both our club by-laws and standing rules. We hope you will take the time to read these through thoroughly. These documents make up the backbone of how our club is governed.

- A club safety checklist. We have included the list because we feel that the better prepared you and your rig are, the better you will enjoy your new adventures.
- Miscellaneous Items. These items are for you to read at your leisure and include information pertaining to 4-wheeling you'll find useful.

As always, if you have any questions about any of the items included in your packet ( or anything else, for that matter), please ask me or one of our club officers (or any club member) and we will be happy to answer any questions you might have.

Once again, welcome and hope to see you as a new club member soon!

The President of the Santa Rosa 4x4's, Inc.

P.S. -- If you haven't already done so, please visit our club website/forum at [www.sr4x4s.com](http://www.sr4x4s.com)

# *Santa Rosa 4x4's, Inc*

## *Standing Rules*

1. Dues shall be as follows:  
\$40.00 annual Santa Rosa 4x4's Inc dues. (Due in September)  
\$45.00 annual California Association of Four Wheel Drive Club dues. - prorated as needed per month.
2. Other Fees:  
\$10.00 for each Santa Rosa 4x4's, Inc decal.  
\$25.00 initiation fee (upon initial membership)(includes 2 decals)
3. Fines:  
\$5.00 for consuming alcoholic beverages in vehicle.  
\$9.95 for failure to wear and/or return the cowbell.  
\$5.00 for failure to wear you uniform to a designated club function for anyone 16 years and older.  
\$5.00 for failure to bring the first aid kit to the next meeting or failure to have it in your possession on your run.
4. Safety/Run Regulations:
  - A. All vehicles will meet California vehicle regulations as to the safety of all occupants.
  - B. Owners will maintain their vehicles in order to keep them in good mechanical condition. Failure to do so will be considered grounds for reprimand or dismissal from the club.
  - C. All the vehicles shall be safety checked prior to each run. The following are items are mandatory and to be in proper working order:
    - 1.) Roll bar or full cage or factory installed hard top.
    - 2.) Functional parking brake or micro lock.
    - 3.) Tow strap, rope or chain.
    - 4.) First aid kit.
    - 5.) Jack capable of lifting the vehicle and tool to remove lug nuts.
    - 6.) Spare tire - equal to size on vehicle or within 3" diameter of existing tires: NO TEMPORARY SPARES.
    - 7.) Fire extinguisher with gauge showing "good" must be properly stored.
    - 8.) Seatbelts for all passengers.
    - 9.) Antenna(s) must not exceed 4'6".
    - 10.) Adequate attachments point front and rear (I.e. receiver, tow hooks, etc)
    - 11.) Battery hold downs (no bungee cords)
    - 12.) Approved exhaust system (no open headers)
    - 13.) Functioning CB radio to be installed in all club vehicles.The following items are to be in working order. If not, they are to be replaced, fixed, or installed by the next club run:
    - 1) Horn
    - 2) Turn signals
    - 3) Emergency flashers
    - 4) Headlights
    - 5) Stoplights
    - 6) Windshield wipers

- 7) Items to be stowed and secured properly
- 8) Extra water (at least one gallon)

- D. Members will be responsible for their guests.
- E. Any person leaving a run will report to the Run Master in person prior to leaving.
- F. Members will caravan to and from a run in a group unless permission of the Run Master has been obtained to the contrary.
- G. Children will be in seatbelts or otherwise suitably restrained while on a club activity.
- H. Parents will maintain proper control of their children at all times while on a club event.
- I. Owners will maintain proper control of their animals. Any posted regulations or civil ordinances in effect will be obeyed.
- J. Emergency situations shall be handled by the Run Master and appointed individuals only.
- K. Run Master is responsible for the first aid kit and its distribution. The first aid kit will be carried in a vehicle in the center of the traveling group.
- L. No one under the age of 21 will be allowed to consume any alcoholic beverage while on a club event.
- M. Foul or abusive language on the radio or while on a run will not be tolerated.
- N. Run Master will compile and maintain a list of all persons on a run. This list will be presented to the secretary at the next meeting.
- O. Run procedures for runs and events put on by other clubs will be decided at a meeting prior to the run/event.
- P. CB Requirements/Safety Check
  - 1. Safety defects must be signed off by any club officer before allowed on the next club run.
  - 2. Signed off checklist will be turned into the club Secretary.
  - 3. Defects must be corrected within 30 days.
  - 4. Properly working CB must be installed in all club vehicles on a run no later than January 1, 2011.

5. **RUN MASTER DUTIES:**

Run Master will be responsible for a drivers meeting prior to any designated run. This meeting will include, but not limited to, completion of the safety checklist and conformance with applicable items of the **Standing Rules**. If the Run Master is unable to attend the run, it is their responsibility to designate someone to conduct their duties, who will be on the run.

- 6. Any member who sells their 4WD is responsible for removing any identification pertaining to the Santa Rosa 4x4's Inc., and the CA4WDC, prior to the sale of the vehicle.

**Santa Rosa 4x4's, Inc.**  
**\*\*Safety Check List\*\***

**The following are MANDATORY items:**

**IF YOU DO NOT HAVE THEM - YOU DO NOT GO ON A CLUB RUN**

1. Roll bar, full cage, or hard top
2. FUNCTIONAL parking brake or micro-lock
3. Tow strap, rope, or chain
4. First aid kit
5. Jack & Tool to remove lug nuts
6. Spare tire
7. Fire extinguisher w/gauge
8. Seat belts (for all passengers)
9. Antenna(s) must not exceed 4'6"
10. Adequate attachment points front and rear
11. Battery hold-downs (no bungee cords)
12. Approved exhaust system

**THE FOLLOWING ARE TO BE IN WORKING ORDER, IF NOT, THEY ARE TO BE REPLACED, FIXED,  
OR INSTALLED BY THE NEXT CLUB RUN**

- Horn
- Turn signals
- Headlights (low)
- Headlights (high)
- Stoplights
- Windshield wipers
- Items stowed & secured properly
- Extra water (at least 1 gallon)

**SUGGESTED ITEMS: EXTRA GAS, SPARE PARTS, BELTS, HOSES, TUNE-UP PARTS, U-JOINTS,  
MAPS AND ANY OTHER ITEMS YOU MIGHT NEED SHOULD A PROBLEM ARISE.**

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**OFFICE USE ONLY**

Driver name: \_\_\_\_\_

Date: \_\_\_\_\_ Vehicle type: \_\_\_\_\_

C.B. Handle: \_\_\_\_\_

Circle Failed Items: (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12)

Driver Signature: \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_



-Are you currently a CA4WDC Individual Member? (check one)

Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, please give your CA4WDC member number. \_\_\_\_\_)

On this date, I do hereby apply for membership with the Santa Rosa 4x4's Inc. Upon acceptance, I agree to follow all the by-laws, standing rules and policies of the club; pay any and all dues, fees and/or fines necessary in a timely fashion; maintain minimum required insurances on all vehicle(s); operate my vehicle(s) in a safe and sane manor; and abide by the tenents of "Tread Lightly." By signing below, I hereby state to have read and fully understand the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Club Use Only**

Prospective Member: \_\_\_\_\_

Club Meetings Atten	Club Runs Attended
#1) Date _____	#1) Date _____ Location _____
#2) Date _____	#2) Date _____ Location _____
#3) Date _____	

Membership Acceptance Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_

By cash: \_\_\_\_\_ or check \_\_\_\_\_ (check #) \_\_\_\_\_

Amount \_\_\_\_\_

## *By-Laws of the Santa Rosa 4x4's, Inc.*

### ARTICLE I. (NAME)

Section 1. This organization shall be known as the Santa Rosa 4x4's Inc.

### ARTICLE II. (OBJECTIVES)

Section 2. The Santa Rosa 4x4's, Inc. is organized as a non-profit organization for the purpose of:

- A. Providing social, educational, and recreational activities for it membership.
- B. Participating in and supporting activities for the betterment of the community of Santa Rosa.

### ARTICLE III. (MEMBERSHIP AND DUES)

Section 1. Registered owners of 4-wheel drive vehicles are eligible for membership in the Santa Rosa 4x4's, Inc.

Section 2. The total number of membership shall not exceed 50 at any one time. Each membership includes the immediate family and/or associate member, however voting is restricted to those family members and/or associate members 18 years and older. However, if a change occurs in the status of the associate member, a fee of \$5.00 will be levied against said member. Any member and/or associate member in good standing after 6 months may request inactive status and be excused from attendance and retain membership in CA4WDC. Requirements on inactive membership status are no voting allowed and dues must be paid. This membership class will be in addition to the regular membership limit of 50.

Section 3. All members must conduct themselves in a respectable and orderly fashion whether in or out of club activities. Any member disgracing himself in the public eye will be immediately subject to expulsion from the club, subject to decision by the Board of Directors. The Santa Rosa 4x4's, Inc. will not tolerate any discrediting action from its membership.

Section 4. An application for membership must be sponsored by a member in good standing.

Section 5. An application for membership must be at least 18 years old. (exceptions may be made by a decision of the Board of Directors). Must have a valid drivers license, and must show a minimum of PL and PD insurance coverage on their vehicles.

Section 6. An applicant for membership must attend a minimum of three membership meetings and be a driver of two off-road runs, with two Board of Directors observing each run. In the event that only one Board of Directors member is present at a run, then the Run Master will serve as a Board of Director for the day. An application must be properly filled out and submitted to the Board of Directors with the applicants initiation fee, as per the standing Rules. Following review of each applicant by the Board of Directors, and approval of the majority of the membership by secret ballot, a quorum present and voting, the applicant will be notified as to his acceptance or rejection, and his dues will become payable.

Section 7. Dues for this organization shall be as per Standing Rules, payable in advance per membership year (7/1 - 6/30). Annual club dues will be paid at the September meeting a total of \$40.00. Members delinquent after October and shall be dropped from the rolls of this organization. Any member who's dues are delinquent shall be reinstated upon payment of dues and fines, and a \$5.00 reinstatement fee.

Section 8. Reinstatement.

- A. Any member in good standing who has resigned from the club, upon request, may be reinstated upon payment of current dues, providing any opening exists.
- B. Any member who's dues were delinquent shall be reinstated upon payment of dues and fee, a \$5.00 reinstatement fee, and approval of the Board of Directors.



C. Anyone having been expelled from this club and asking for reinstatement with the unanimous approval of the Board of Directors shall be reinstated with the payment of all dues and fines, and a \$5.00 reinstatement fee.

Section 9. Any member not having attended a membership meeting during three consecutive months shall be dropped from the rolls of this organization. Exceptions may be made by decision of the Board of Directors.

Section 10. All personal expenses such as uniforms, decals, insignia's, 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 the costs.

#### ARTICLE IV. (UNIFORMS)

Uniforms shall consist of black pants, blue jeans, sweats or shorts or skirts, royal blue polo shirts, and royal blue/navy blue jackets, as recognized by the Board of Directors. However if the conditions prevent wearing of the jacket, a powder blue vest with the club patch or powder blue polo shirt may be substituted. Club uniforms shall be worn at all designated functions.

Designated functions are those deemed appropriate by the Board of Directors and approved by the general membership. Any deviation from the "official uniform" at the designated events shall be allowed only upon approval of the Board of Directors.

Section 1. Members shall immediately notify the Secretary upon a change of home address, mailing address, or telephone number.

Section 2. Resignation of any member shall be in writing and submitted to the Secretary.

Section 3. When a member disposes of and no longer possesses a 4-wheel drive vehicle, his membership in the club shall terminate with a 60 day notice. Exceptions may be decided by the Board of Directors.

#### ARTICLE V. (CHARTER MEMBER)

Section 1. Members who adopt and sign the by-laws of the Santa Rosa 4x4's Inc. on or before May 3, 1970, shall be known as Charter Members of the Santa Rosa 4x4's. Inc.

#### ARTICLE VI. (MEETINGS)

Section 1. Meetings and meeting place of the membership of the Santa Rosa 4x4's Inc., shall be designated by the Board of Directors.

Section 2. Fifty-one percent of the membership shall constitute a quorum for a membership meeting.

#### ARTICLE VII. (ADMINISTRATION-OFFICERS)

Section 1. The officers of the Santa Rosa 4x4's Inc. shall consist of President, Vice-President, State Delegate, Secretary and Treasurer, and shall be known as the Executive Committee. It shall be their duty to draw up agendas for all board and membership meetings and it shall be their further duty to assume the functions of the Board of Directors in cases of emergency when time is of the essence.

Section 2. The Board of Directors of the Santa Rosa 4x4's Inc. shall consist of the members of the Executive Committee, the immediate Past President, and four Directors elected by the membership. Each Director shall be assigned one or more committees on the Board. Further duties of the Directors shall be to conduct day to day business;, to take such actions as might best fulfill the aims of this organization, and to audit the books of the previous administration. The Board of Directors shall meet at least once a year (and additionally at the discretion of the Board of Directors) and five members shall constitute a quorum of that body. In the event dual offices being held by one person, an additional Board Member shall be elected. Directors and Officers may appoint an alternate to substitute for the absence at board meetings.

Section 3. No officer shall be added to the club except by the vote of the majority of the entire membership

of the club.

#### ARTICLE VIII. (DUTIES-OFFICERS)

- Section 1. The President shall preside over all the membership and board meetings and be present at all events when possible. He shall be the Executive Officer and shall have the duty to carry out the policies and decisions of the Board of Directors. He shall be without right of vote on the Board of Directors except in the event of a tie. He shall sign checks with the Treasurer, unless both are members of the same family.
- Section 2. The Vice-President shall in the absence of the President serve in that capacity. He shall also serve as parliamentarian and perform such other duties as may be assigned by the Board of Directors.
- Section 3. The Secretary shall keep and preserve all records and minutes of the meetings of the regular membership and the Board of Directors; shall assume the responsibilities of ledger roll call and determine the number of voting members present so that it may be known if a quorum is in attendance; shall keep a file system of membership; and shall receive and answer all general correspondence pertaining to the organization. He shall sign checks with the Treasurer in the event that the President and Treasurer are members of the same family.
- Section 4. The Treasurer shall keep accurate and complete records of the funds and accounts of this organization and shall collect dues and maintain a record thereof. He shall make only such disbursements from the funds of the organization as are decided by the Board of Directors and ARTICLE IX herein.

#### ARTICLE IX. (EXPENDITURES-FINANCE)

- Section 1. All monies received from all sources shall immediately be turned over to the Treasurer to be deposited in the checking account of the Santa Rosa 4x4's Inc.
- Section 2. All withdrawals from funds between five (5) dollars and fifty (50) dollars must be approved by 2/3 vote of the Board of Directors. Single expenditures in excess of fifty (50) dollars must have the approval of the majority (2/3) of a voting quorum of a regular membership meeting. All expenditures over fifty (50) dollars shall be made by 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 X. (COMMITTEES)

- Section 1. Committees shall be designated by the Board of Directors. Each committee shall be assigned by the President to a Director who shall be responsible for its activities and who, with the approval of the Board of Directors, will appoint Committee Chairman.

#### ARTICLE XI. (ELECTIONS)

- Section 1.
- A. The membership shall meet and elect officers and directors for each fiscal year at the first meeting in May. Newly elected officers shall take office the first meeting in June. Voting shall be in person and not by proxy or mail.
  - B. Nominating Committee: The Nominating Committee shall consist of the Past President and two (2) members elected by the membership. Ballots shall be made for elections.
- Section 2. The candidates for offices must be regular members in good standing. Candidates for the office of Treasurer must be bondable, bond to be paid for by the club. Nominations for each and every office of this organization may be made from the floor.
- Section 3. Balloting for each office shall be in separate successive sequences and will be held by secret ballot. All ballots for offices must be counted and checked by three members other than nominees.
- Section 4. A majority of votes cast is necessary for election to an office or position of the Board of

Directors.

Section 5. In the event of a vacancy in the office of Vice-President, State Delegate, Secretary, or Treasurer, an election shall be called to elect a successor. In the event of a vacancy on the Board of Directors, a successor shall be elected by the Board of Directors.

#### ARTICLE XII. (RECALL)

Section 1. Any Officer or Director of the Santa Rosa 4x4's Inc. may be recalled by a two thirds (2/3) majority vote of the entire membership.

#### ARTICLE XIII. (EVENTS)

Section 1. All events shall be subject to approval by the Board of Directors.

Section 2. All members including the President, Vice-President, State Delegate, Secretary, and Treasurer, are responsible to the direction of the appointed Run Master and his appointed assistants from the set time of the beginning of an event to the termination of an event. At no time has any member or officer the right to demand an unscheduled stop or a change of route or plan. No provision is to be made to permit any member to join an event at any location or time other than the location and said time decided upon for the event, if such provision causes any change of this time, any stop, any delay, or change of route.

Section 3. 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 4. No member or guest under the age of 18 will be permitted to drive in any event unless accompanied by or with written-permission of parent or guardian.

Section 5. All competitive events determined by the Board of Directors to be hazardous shall be under direct authority, supervision, and control of the Board of Directors. The Board of Directors shall determine entrance classifications and regulations for various events and shall approve trophies and awards to be presented. Anyone determined to be physically or mentally disturbed at the time of an event shall be disqualified. Vehicles may be subject to a technical inspection varying according to the type of event and shall be disqualified if found to be mechanically unsafe.

Section 6. All members and guests participating in an event shall abide by the Motor Vehicle Code of the State concerned and by the laws and regulations of the City, and the County of the circumstances involved. The welfare and reputation of the club depends upon the character it gains with the City, County, State and Federal Authorities. We are not irresponsible drivers. Any flagrant violation of the codes is sufficient cause for the removal of membership privileges, subject to decision of the Board of Directors.

#### ARTICLE XIV. (RULES AND PROCEDURES)

Section 1. Unless otherwise specified in these by-laws, "Roberts Rules of Order Revised" shall govern parliamentary procedures.

#### ARTICLE XV. (AMENDMENTS)

Section 1. These by-laws may be amended by a two-thirds (2/3) majority vote at a regular membership meeting, a quorum being present and voting. Any amendments to the by-laws must be presented to the membership at the regular meeting of the members preceding that, in which the vote is taken.