

Standard Operating Procedures (SOP)  
Supplement to the By-Laws of  
Black Hills Jeeps  
(Current as of 1 February 2004)

ARTICLE I . DUES

- A. Voting Membership shall pay \$35.00 per year and shall entitle all family members of a household who are eighteen (18) years of age or older to vote and hold office. Dues for new members shall be pro rated at \$3.00 per month or portion of a month remaining in the fiscal year ending September 30<sup>th</sup>. (With exception to the 1<sup>st</sup> year of existence – Feb to September 2004 - where full membership dues will be collected). Dues shall be delinquent the 1<sup>st</sup> day of November, and all rights and privileges of membership will end.
- B. Associate Members shall pay \$35.00 per year for an individual or family, pro rated for new membership at \$3.00 per month or portion of a month remaining in the fiscal year ending September 30<sup>th</sup>. (With exception to the 1<sup>st</sup> year of existence – Feb to September 2004 - where full membership dues will be collected). Dues shall be delinquent the 1<sup>st</sup> day of November, and all rights and privileges of membership will end.
- C. There are no dues for Honorary Members.
- D. There are no pro rated dues for sustaining members.

ARTICLE II. MEMBERSHIP

- A. Prospective Voting Members shall attend two (2) meetings and one (1) Trip. Prospective Voting Members must make written application for membership and must be approved by a majority of members at any meeting.
- B. Prospective Associate Membership is determined by distance alone, which shall be defined as a minimum of 50 miles from the Pennington County Courthouse steps in Rapid City, SD. However, eligibility for Voting Membership shall not be restricted by distance.
- C. Club Members may advertise their business cards in the monthly news letter for \$5.00 per month.

ARTICLE III. MEETINGS

- A. General Club Meetings will be held monthly. (dates to be determined)
- B. Board of Director Meetings will be held at least monthly.
- C. The Club will schedule at least one ride per month.
- D. An attendance sheet will be taken at each ride and/or meeting.
- E. Smoking and alcoholic beverages will not be allowed while meetings are in progress.

#### ARTICLE IV. DUTIES OF OFFICERS

- A. The **President** shall preside at all meetings, carry out the policies and decisions of the Members, and appoint such Committees as deemed necessary. (S)he may dissolve such Committees at his/her discretion. (S)he shall be an additional signer on the Corporation checking account with the Treasurer, and is authorized to conduct the financial business of the Corporation in the absence of the Treasurer. (S)he may not be related to the Treasurer.
- B. The **Vice President** shall assist the President, and shall perform the duties of the President in his/her absence. (S)he shall be in charge of the Membership of the Corporation. (S)he may be assigned special duties by the President. The Vice President will be designated as “Sheriff” and carries the authority to levy fines of \$1.00 against members for infractions deemed detrimental to club unity and contrary to responsible 4-wheeling. The “Sheriff” responsibilities may be delegated to appointed deputies, in the absence of the Vice President.
- C. The **Secretary** shall keep minutes of all meetings, shall keep an accurate list of names and addresses of all Members, and shall conduct the correspondence of the Corporation. (S)he shall transmit all records to the successor in this office.
- D. The **Treasurer** shall have custody of all monies of the Corporation, and shall receive all funds. (S)he shall maintain a checking account for the purpose of conducting the financial business of the Club. All expenditures will be approved by the Voting Members. The Treasurer shall keep accurate records of the financial business of the Corporation, and shall transmit these records to the successor in this office. (S)he may not be related to the President.
- E. The **Program Chairman** shall plan and secure suitable programs for the regular meetings, and shall be in charge of fundraising activities for the Corporation. All activities will be approved at regular meetings.
- F. The **Trip Chairman**, in cooperation with the Board of Directors, shall make arrangements for trips of suitable interest to the members. (S)he shall appoint a Trip Leader to be responsible for planning, scouting and guiding each trip. Said Trip leader may appoint assistants as needed. The Trip Leader shall keep appropriate records of the trip, and submit a written report of the trip to the secretary at the next regular meeting.
- G. The **Environmental Affairs Chairman** shall keep the Members informed of all local, state, or federal land closures or openings, or proposals of such, and shall work with appropriate Officials on these matters. (S)he shall work with the Environment Affairs Officers of other local, state, or national Clubs or Associations in these areas.

- H. The **First Aid and/or Safety Chairman** shall be responsible to ensure that all rigs are equipped with the minimum safety equipment as set for in the Rules and Regulations. (S)he will also ensure that the Club first aid box be available for all trail functions.
- I. The **Photographer** shall take photos of all functions and maintain a scrapbook to be retained in the custody of the Historian. The Photographer will also solicit other members to submit photos they have taken on trips as well.
- J. The **Historian** shall have custody of the scrapbooks containing the corporate history, and enter into it such appropriate material as may be presented by the Members. Incumbent shall maintain the archive copies of the Club Newsletter.
- K. The **Newsletter Editor** shall be responsible for publishing and mailing a monthly newsletter to the Members. The Editor will use the website to pick up any member ads the newsletter can accommodate and ensure the member has paid the appropriate fee.
- L. The **Webmaster** shall be responsible for development and maintenance of the Club website. (S)he shall periodically revise and/or update the website such that it will provide a benefit to active and potential members. (S)he shall also ensure that the Club's domain name and web hosting service is renewed annually, or as required. The webmaster will post ads from members after verifying the appropriate fee has been paid.

#### ARTICLE V. SAFETY

- A. Members and guests shall abide by all laws of the State of South Dakota applicable to motorized vehicles, remembering that highway laws also apply to travel off-highway on public lands. Members will also abide by BLM and Forest Service regulations as dictated on the trails or in the Forest Service map, whichever is most current.
- B. Each vehicle shall be a self-sufficient unit. The following equipment is recommended.
  - a. Roll bars in all soft tops, removable hard tops, and fiberglass tops
  - b. First aid kit
  - c. Fire extinguisher
  - d. Spare tire, jack, and lug wrench
  - e. Axe and shovel
  - f. Tow strap
  - g. Tow hooks
  - h. Flashlight
  - i. Jumper cables
  - j. 1 gallon of water for each person in vehicle
  - k. compass

- l. CB radio or 2 way radios approved by Club
- m. Seatbelts as required under Article V., Paragraph A. of the SOP
- n. Other equipment as recommended depending on the Trail Boss

#### ARTICLE VI. AWARDS

- A. At the last meeting of the month in September of each year, each Member may vote by secret ballot for the person of his/her choice to be :
  - a. Outstanding Member
  - b. Most Improved Member
  - c. Most Likely Member to Become a Darwin Award Winner
  - d. Best RigThe awards will be presented as a banquet /barbeque which time and date will be set at the Annual Meeting.

#### ARTICLE VII. REIMBURSABLE EXPENSES

- A. Certain expenses incurred by Officials or Members of the Corporation are considered to be reimbursable when incurred on behalf of the Corporation. Generally speaking, they would include such items as phone calls, consumable supplies used for the Corporation activities, printing, or similar expenses.
- B. Requests for reimbursement must be made at a regular meeting and approved by the Members. If approved, The President will direct the Treasurer to issue a check for disbursement. Cash reimbursements will not be made.
- C. No person may claim reimbursement for an expense not incurred. No Official or Member of the Corporation may receive compensation for services (s)he may render to the Corporation while performing his/her duties, nor in any way receive gain from membership in the Corporation.