

Table of Contents

ARTICLE 1: OFFICIAL NAME	2
ARTICLE 2: PURPOSE	2
ARTICLE 3: VEHICLES	2
ARTICLE 4: MEMBERSHIP	2
• ARTICLE 4.1: THE BOARD OF DIRECTORS	3
• ARTICLE 4.2: SENIOR MEMBERS	4
• ARTICLE 4.3: GENERAL MEMBERS	4
• ARTICLE 4.4: PROSPECT MEMBERS	4
• ARTICLE 4.5: PROBATIONARY MEMBERS	4
Right of Appeal of Rejection of Current Member Application	4
ARTICLE 5:CODES OF CONDUCT	5
ARTICLE 6:MEETINGS	5
• ARTICLE 6.1:MEETING ORDER	5
ARTICLE 7: EVENTS	6
ARTICLE 8: BUCK A STUCK (OPTIONAL)	6
ARTICLE 9: SAFETY	6
ARTICLE 10: TRAIL RULES and GUIDELINES	7
ARTICLE 11: CHARTER AMENDMENTS	7
Membership Form	8
RELEASE AND WAIVER FORM:	8

ARTICLE 1: OFFICIAL NAME

This non-profit organization shall be known as Outaouais – Ottawa Jeep ® Club.

ARTICLE 2: PURPOSE

To organize and provide safe, family-oriented, non-competitive events for the enjoyment of our members.

To educate and promote off-roading as a safe, responsible, legitimate activity and to promote interest in the use and ownership of Jeep® brand of vehicles.

To provide technical data, ideas, and general information on Jeep® brand of vehicles in order to better educate the owners of Jeep® brand of vehicles.

To respect and support any type of recreation vehicles in every form.

To promote and educate on safe driving habits on and off the road.

ARTICLE 3: VEHICLES

Club membership is dedicated to owners and drivers of Jeep® brand vehicles only.

Tow hooks or other secure means of extraction from the front is mandatory when going on any off-road event.

All Jeep® vehicles must have seat belts for ALL occupants and a spare tire.

All Jeep® vehicles must have a valid licensed driver and insurance.

All Jeep® vehicles will be subjected to inspection before any off-road event.

A roll cage must be installed on vehicles that do not have full steel top. A factory roll cage is allowed.

Vehicles must be mechanically sound and have 4x4 working properly when going to an off-road event. Vehicles will be subject to an inspection prior to departure for the event.

Vehicles must have a fully graduated licensed driver conducting the vehicle at all times and must be at least 18 years of age.

ARTICLE 4: MEMBERSHIP

Membership is open to anyone who owns or drives a Jeep® brand vehicle. They must fill out the on-line or paper membership form and attend at least two club events and one club meeting. Failure to do so within four months of the submission will cause a dismissal of the membership application. Membership is not guaranteed, it is subject to club approval.

Renewal of membership will be every April 1st. Good standing members must renew within 60 days of renewal date. Failure to do so may result in the membership being archived for one year. A fee of five dollars may be charged for de-archiving.

Membership dues for a fiscal year will be thirty dollars from April 1st to November 1st. If registering after November 1st, the balance of the fiscal year will cost ten dollars but will only include a membership card.

Only one membership card will be issued per member. Lost or stolen cards can be replaced at a fee of ten dollars. Membership cards must have a current year sticker signed by the President and affixed to the back of the card. Membership cards are not valid without both, a signature and a sticker.

Members requiring dismissal from the club due to unforeseen circumstances will be given a pro-rated refund of \$2.50 per month.

Members requiring dismissal must submit their request in writing to the current BOD for approval.

Members that have been voted out of the club by the members and/or the BOD will NOT receive any refund for membership.

ARTICLE 4.1: THE BOARD OF DIRECTORS (BOD)

The BOD Board of Directors will consist of the following members:

President:

- Will oversee overall operation of the club
- Will preside the members meeting and the BOD meeting
- Can never hold more than one position in the club.

Vice-President:

- To assist and substitute when the President is not present.
- Will preside over meetings in the absence of the President

Secretary:

- Record and preserve the minutes of each meeting and general administrative duties.
- Provide the minutes of the previous meeting for reading at the present meeting.
- Keep a general correspondence pertaining to the organization
- Responsible for distribution of club documents at meetings
- Will be responsible in gathering members information and keep club records up to date

Treasurer:

- Will keep accurate and complete records of the funds and accounts of the club, and provide financial reports every second member's meeting.
- Will organize fund raising activities with the Event Coordinator.
- Will be responsible in collecting and distributing membership fees and cards

Sponsor Coordinator:

- Will be the liaison between the club's BOD and its sponsors.

Event Coordinator:

- Will insure the code of conduct is followed and that vehicles and activities are safe and keep the well being of the people in mind.
- Will organize and oversee club activities. Also present the BOD with events for approval.
- Will keep the club notified of upcoming events and coordinate with the Webmaster in order to keep the calendar current.
- Responsible for organizing and planning club runs

Each BOD Member has a term of two membership years. After one year, they may open their position up to a Senior Member or another BOD member. A BOD Member may be re-voted into the same position for multiple terms. BOD wishing to leave the club immediately must inform the club as to put in a temporary replacement until a new BOD is appointed.

Board of Director Members may be expelled from the BOD by a unanimous vote by the other BOD members.

Voting for the BOD Members will be voted by the Senior and BOD Members.

All nominations for the BOD officers will be held at the November meeting and voting for BOD will take place at the December meeting for all BOD and Senior Members in attendance.

Voting will be done by secret ballot by a designated member who has not been nominated.

ARTICLE 4.2: SENIOR MEMBERS

Senior Members will consist of good standing members who have at least had membership for a total twelve consecutive months.

Senior Members can only be expelled from the Senior Members category by a 51% vote of present Senior Members including the BOD at the meeting.

Senior Members and BOD Members are the only ones that can be officers in the club.

ARTICLE 4.3: GENERAL MEMBERS

General Members are members in good standing who have gone through the first stages of joining the club and have provided the club with a completed membership form, signed waiver and attended two general meetings and attended one official event. General Members can be expelled from the club with only a 30% vote from Senior and BOD Members combined.

After an applicant has qualified for General Member status, a vote will be taken among the members **who witnessed the applicant during meetings, events and trail rides** as to whether the applicant should be made a General Member or not. In essence, the 'membership board' is a changing, group of Senior, General and BOD Members based on the members that have witnessed the applicant during events. There must be no less than seven members voting, and at least one of those members must be part of the current BOD. The vote is to be confidential, and tracked by the President. The members do not need to be present within a group to vote – the President may gather the votes through the phone or e-mail. However, the President must ensure accountability of the vote in case it is brought into question by the Prospect.

Those members who vote not to include member in the club must give reasons for their rejection. The President is responsible for ensuring that voter's identities are kept confidential. A voter may only reject the member for violation of a code of conduct, or a demonstrable, reasonable suspicion that a violation of the code of conduct will occur in the future. The President will then inform the Prospect of acceptance into the club, or grounds for rejection.

ARTICLE 4.4: PROSPECT MEMBERS

A Prospect is someone who has applied to join the club, but has not yet been voted on for acceptance into the club. Such a member is going through the steps necessary to fulfill the membership attendance requirements.

There is no guarantee that a Prospect Member will be voted into the club. It is up to the voters whether or not a prospect is voted in.

Prospect's must attend at least two general meetings and one official event in order to qualify for General membership.

ARTICLE 4.5: PROBATIONARY MEMBERS

Probationary members are current members, which have been put on probation by the BOD due to infractions of the code of conduct. Such a member is put on probation for a period of three months, after which a vote is taken by the BOD as to whether the member should be returned to their previous status, demote a level or expelled from the club. The probation is essentially notice from the BOD to a member that he or she has violated the code of conduct, and that the BOD intends to move to have the member expelled if the member does not change their behavior. The BOD notifies the member of the probationary status of the member by notifying the President, who would then notify the member.

Right of Appeal of Rejection of Current Member Application

A rejected applicant has the right of appeal, and if a request for an appeal is submitted to the President, a meeting will be held attended by the BOD of the club, the members voting on the applicant, and the Prospect, presided over by the President. The President will give the history of the applicant and the reasons for rejection, at which time the applicant will be able to make a presentation (not a debate) as to why they should be reconsidered. After the presentation, the members present will hold a secret vote as to whether the applicant should be returned to prospect status, to be carried by a simple majority. The return to Prospect status entails the same responsibility for meeting the attendance requirements that occur with a regular Prospect Member – in other words, it is as if the Prospect had started all over again, except that the history of the rejection will be taken into consideration when the user is voted on again.

ARTICLE 5:CODES OF CONDUCT

The codes of conduct are the rules, which members must follow in order to maintain membership in the club.

Members are to keep their membership dues up to date.

Members are to adhere to Tread Lightly® and Northern Lights guidelines during club events

Behavior which gives rise to a negative public image for the club or the sport of off-road trail riding is strictly forbidden.

Conduct which the trail master finds dangerous or personally offensive towards the participants is prohibited and grounds for immediate dismissal from the event and/or club.

The Trail Master can exclude a member from an event if he judges that a vehicle is not trail worthy (Does not meet club safety policy)

Members are expected to adhere to the Codes of Conduct at all times.

All members of the club are expected to drive their Jeep® vehicles in a safe and courteous manner, respect the rights of property owners and not willfully or wantonly destroy, remove or damage in any way the property of another club member or property owner.

Members are expected to obey the orders of the assigned trail guides in regard to keeping the event safe and moving along. Any unnecessary risk taking is frowned upon and may result in disciplinary action

The use of alcohol or illicit drugs prior to or during club events is strictly forbidden. If a participant is deemed guilty of this, he or she will be immediately expelled from the club.

ARTICLE 6:MEETINGS

Meetings will be held on the second Sunday of each month unless it falls on a long weekend then it will move to the Tuesday.

The location of the meetings will be announced thirty days prior. Notice will be given to the members and Webmaster.

Last minute official events may be called a minimum of 48 hours prior to the event.

ARTICLE 6.1:MEETING ORDER

Order of Business will be as follows at meetings:

- Attendance
- Introduction of new attendants
- Minutes will be read from the last meeting
- Treasurers Report (Every second meeting)
- Next meeting announcement.
- Old Business
- New Business
- Table discussion
- Adjournment

Meetings will be two hours max unless agreed upon by a majority vote.

All business requiring voting will either be held at monthly meeting or via email proxy (as necessary).

- A motion must be made for a particular subject
- A motion must be seconded
- The subject is then discussed
- A verbal vote is then placed and overseen by a BOD officer that can only vote if a tiebreaker is necessary.
- 60% of the attending general/senior/BOD members must vote for the subject before it is passed.
- Only General/Senior/BOD members may vote.
- The Presidents vote will only count in the event of a tie.

ARTICLE 7: EVENTS

Event status may be changed at a minimum 48 hours before the event date.

The Event Coordinator will promote events.

All off-road events must have a designated trail guide and trail gunner. They will inspect all vehicles to ensure safety standards are met and that all members and vehicles are permitted on the trail. Designated trail guides have precedent when guiding people through difficult obstacles. Drivers may request their own spotter at anytime. Trail guides hold the power to refuse and expell anyone from the event.

ARTICLE 8: BUCK A STUCK (OPTIONAL)

This rule has been adopted from the O.R.A (Off-Roaders Anonymous)

The buck a stuck rule will only be in affect on designated off-road excursions. This will be a voluntary rule as all the monies collected will go to a charity of the club's choice at the end of the year.

You must pay \$1.00 each time you need a pull (or push or shove or winch) even when the stuck is the result of towing someone else. It is the responsibility of the puller to advise the one being pulled that they must pay \$1.00. It should be collected at that time, as all buck-a-stuck money is to be collected at the event.

There is a \$10.00 limit per day.

If you wish to be exempt from the buck-a-stuck rule for that event you can make a \$5.00 donation (to the Trailguide or senior officer) before the event starts. This must be paid before the second vehicle gets stuck.

A record of buck-a-stuck must be kept when on the trails by a senior officer.

All collected money, from the buck-a-stuck, is to be turned over to the club before or at the next monthly meeting. The proceeds will then be donated to a charity, of the club's choice, about once per year dependent on the amount collected. It is the responsibility of the most senior officer to collect at the club run.

ARTICLE 9: SAFETY

Tow hooks are required (OBLIGATORY) for the front and strongly recommended for the rear. Welded on tow hooks are not acceptable. Trailer hitch balls (under 10,000 lbs rated) and or standard bumpers are not recommended for towing. A one run exemption for new members.

Tow straps must be at least 10,000 lbs minimum rating. Chain is to be used only as a last resort and with extreme caution. Professionally made towropes are acceptable if they tagged as certified for at least 10,000 pounds and have proper loops on both ends. Ropes and or straps must be in good condition with no damaged sections. Straps and ropes with standard tow hooks on the end must not be used (OBLIGATORY).

When using a winch, a blanket or equivalent must be put over the cable (OBLIGATORY).

When towing, winching and or directing a vehicle through an obstacle there must be only one person giving directions and that will normally be the Trailguide unless the vehicle operator specifically requests someone else.

If you see something that you think the individual operating the vehicle has not seen, which you feel could possibly injure someone and or damage a vehicle, you are responsible to advise them of such. Otherwise always ensure that an individual wants help (ask them) before attempting to spot them.

Appropriate safety practices must be adhered to at all times and the Trailguide has final say, including the decision as to whether a vehicle and or it's operator is safe and or capable of completing a specific run.

Although all members do not require it, it is strongly recommended that all vehicles carry a fire extinguisher, first aid kit, tow strap, jack and CB radio. The Trail Guides must have this equipment when on a trail run.

ARTICLE 10: TRAIL RULES and GUIDELINES

Trail Guides shall be designated by the most senior officers participating in the off-road event. They may relinquish themselves as trail guides to who they wish.

Tread Lightly policy and guidelines will be observed.

Illegal substances are not acceptable at any time. The consumption of any beverage, containing alcohol, by members and or passengers or guests is not permitted during club trail rides. No operating and or spotting a vehicle while under the influence of alcohol and or illegal substances. The intent of this rule is to promote safety by preventing the possibility of someone, intentionally or unintentionally, operating or spotting a vehicle while under the influence.

The right of way, where possible, belongs to foot, bicycle or other non-motorized transportation.

When meeting horses on the trail, and giving them the right of way, you are to shut your engine off until they have gone by.

Always keep the vehicle behind you in sight and if you loose sight of it, stop and wait. Exception to this is on a main highway where you are to proceed to the next safe turn-off area where you are to wait for the tailgunner to handle to situation.

CB radios are recommended for convenience and normally channel 4 will be used.

Vehicles MUST have a full size spare when participating in an off-road event.

Pack out all the garbage you pack in. Leave campsites and parking areas in as neat or neater condition that you found them.

When someone breaks, has vehicle problems or is stuck, everyone pitches in to help. Everyone or no one proceeds unless mutually agreed upon.

All reasonable good Samaritan effort will be expended to help anyone be they member, non-member or someone encountered on the trail or when going to or from the trail.

All vehicle operators must follow the guidance of the Trailguide.

It is the responsibility of all individuals to promote safety by bring any by-law infraction to the attention of the Trail Leader, or any member of the BOD, as soon as it is observed.

ARTICLE 11: CHARTER AMENDMENTS

Amendments to the charter may be done throughout the calendar year.

The process for amendments will go as follows:

- The subject will be brought up at a meeting
- The subject must be seconded.
- It will then be voted on at the present meeting.
- Once it has passed it will be written into the charter and the membership will be notified.

Outaouais / Ottawa Jeep® Club

Membership Form

NOTE: Name, telephone number and vehicle information contained in this form will be entered into the Outaouais / Ottawa Jeep® Club membership database and a copy will be available at any time

DRIVER:
(Please Print Clearly)

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Cellular Phone: _____ Pager Number: _____

Email Address: _____

Website: _____

Model of Jeep®: _____ Year: _____ Current Kms: _____

Plate Number:

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Do you have a valid, license, insurance and registration for your Jeep®? Yes No

Is your Jeep® modified? Yes No

If Yes, How: _____

(Please be aware that each Jeep® must pass a vehicle inspection before being granted access to the off-road trails.)
(Certain off-road standards must be met. Please see page 2.)

Would you consider your off-road abilities to be: Novice Intermediate Advanced

Would you be interested in a Jeep® seminar: Yes No

I have read and accept the terms, agreements, and conditions of the Outaouais / Ottawa Jeep® Club.

Signature: _____ Date: _____

RELEASE AND WAIVER FORM:

**RELEASE & WAIVER OF LIABILITY AND INDEMNITY AGREEMENT TO:
OUTAOUAIS – OTTAWA JEEP® CLUB**

In consideration of being permitted to participate in any event sponsored, promoted or directed by the Outaouais – Ottawa Jeep® Club, the undersigned for himself/herself, his/her personal representatives, heirs and next of kin, HEREBY RELEASES the Outaouais - Ottawa Jeep® Club, officers, directors, promoters, sponsors and volunteers of all liability to the undersigned, his/her personal representatives, heirs and next of kin for any loss or damage on account of injury to the undersigned or his/her property or resulting in the death of the undersigned whether caused by the negligent act or omission of Releases or otherwise participating in any such event. It is fully understood by the undersigned that there is some inherent risk associated with club events including personal injury and or damage to vehicles. In addition, the undersigned AGREES TO INDEMNIFY AND HOLD HARMLESS the Releases from any loss, liability, damage or cost they may incur due to such participation by the undersigned, whether caused by Releases negligence or otherwise AND AGREES TO ASSUME FULL RESPONSIBILITY AND RISK for bodily injury, death or property damage from Releases negligence or otherwise while the undersigned is participating in club events.

In signing this release, the undersigned hereby acknowledges and represents the following:

1. That he or she had read the foregoing Release and Waiver of Liability and Indemnity Agreement;
2. That the undersigned operator of vehicle participating in any club event is solely responsible for the safety of all passengers and equipment which may be in the vehicle during any club event;
3. That the owner/driver certifies that he/she has inspected the vehicle and same is in good mechanical condition and meets all club by-law requirements;
4. That the owner/driver has informed himself/herself about the event and trails involved in the event, either by prior participation or by investigation into the event and trails;
5. That the undersigned has read, understands and has been given a copy of the club rules and regulation and agrees to abide by same;
6. That the Outaouais – Ottawa Jeep Club® will not be held liable, nor responsible, for damage caused by club members acting on their own behalf, outside of scheduled events;
7. That the undersigned agrees to maintain a valid insurance and driver's license;
8. That the undersigned is aware that any infraction of club rules and regulations may result in immediate termination of club membership with no refund of membership dues.

_____	_____	_____
Date	Printed Name	Signature

	License Plate Number	

Witnessed by:

_____	_____	_____
Date	Printed Name	Signature