



Battle Born Cruisers Inc.

Club Bylaws

Standard Operating Procedures

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1-24-2020

Style Definition: TOC 1: Tab stops: 6.49", Right,Leader:
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Battle Born Cruisers Bylaws

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Commented [TF1]: Adding cover and TOC.

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Summary

Battle Born Cruisers is a Toyota-oriented 4x4 club (The Club) whose members dedicate themselves to their collective love of off-roading the majestic landscapes of Northern Nevada and beyond. We are explorers at heart. We believe in promoting proper off-roading techniques, staying on trail, leaving our trails better than we found them, and sharing our respect for the outdoors with others. We are based in the Reno/Sparks area. Our members come from Nevada's high country as well its lowlands. We welcome off-road enthusiasts of all skill levels so our novice members may learn from the more experienced. We come from different walks of life, but the common thread is that we share a love of Toyota 4WD vehicles. Our rigs vary from the highly modified FJ40s to the new, completely stock FJ Cruisers, and just about every Toyota 4WD in between.

Commented [TF2]: Added

Liability

Any club member or club officer will not be held liable for any action, circumstances, vehicle damage, damage to property of others; real or personal, injuries to another person or personal injury incurred while participating in a BBCNN Club run/event. This issue is also covered by the **Liability Waiver** ([attachment 1](#)).

Commented [TF3]: Added new language and a waiver form.

Club Management

The Club is member managed and operated as a voting body for all formal decisions. The members make up the Board of Directors (BOD) and the officers lead discussions, execute the approved motions of the club, and oversee operations. Decisions considered part of "normal operations" shall be carried out by the officers without board approval or voting. Normal operations are defined as actions taken to fulfill the bylaws and also scheduling, canceling, moving of club meetings, and events as needed to resolve conflicts or respond to current events, regional emergencies, etc.

Commented [TF4]: Subdivided this section.

Commented [TF5]: Added.

Election of Officers

Nominations ~~are~~ may be submitted by any member in good standing. The nominated member ~~is or must~~ be one who regularly attends meetings ~~and, events runs, etc.~~, as confirmed by the vice president and secretary. These nominations will be done in the October meeting.

Elections and Tenure of Officers

Officers will be elected by vote of the club members by ballot in the November meeting and begin office in January.

- A term is two years and an officer may hold office for two consecutive terms only.
- If a vacancy arises by the next meeting the BOD will ~~have~~ appointed a member to finish the term until the next election.

Commented [TF6]: Would like to extend this to three terms. The wheels of our democracy turn very, very slowly and very little opportunity for change or improvement is possible. At best an officer will maintain the status quo.

Perhaps staggering of elections would be good too.

Officers

- President
- Vice President
- Secretary
- Treasurer
- TLCA Delegate

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- Trail Ambassador

Officer Duties & Responsibilities

The members can veto the actions and decisions of the officers. This must be done by majority of vote. The members must present the officers with a notice of veto action five days before a meeting so it can be added to the meeting agenda.

The officer duties include the following:

- Manage all affairs and conduct all club business.
- Attend all meetings. Any officer absent from three meetings will be assumed to have resigned that position. There are exceptions, urgent personal matters must be communicated, and the BOD accepts the reasoning.
- Add additional duties as needed to officers by majority vote.
- Deal with members' violation of conduct/safety rules that reflect poorly on the club and initiate consequences.
- Call special meetings for special projects.
- Appoint representatives to confer with various other clubs, associations, civic leaders and community patrons.

President

The president will preside at all meetings, enforce all regulations and laws of the club, and oversee the club's direction and set meeting agenda. Sign club contracts and written obligations. The president will also enforce any and all safety rules and guidelines established by the club. Attend to By-laws and motions for amendments and handle all phases of the election process of new officers.

Vice President

Maintain club membership and roster and edit as needed. With the addition of new members, an updated club roster will be sent to BOD and forward new members' dues to the treasurer along with validating TLCA membership. If new club member is not a TLCA member the vice president will provide a TLCA member application. (these responsibilities shifted to Secretary / Treasurer position.) Serve as acting president as needed.

Secretary

Keep all club and TLCA records, official reports, and minutes of the meetings and maintain the club's calendar. List all meeting dates, runs etc. Secretary will also be responsible for all club mailers and the agenda/contents as set by the president. Secretary will provide a club meeting sign-in roster.

The Secretary backs up the Vice President in the event he or she is unable to execute the duties of that office.

Treasurer

The treasure will keep an account of members' dues, deposits, receipts and keep a financial record open to all members. Treasure will collaborate with the VP in matters of members and their dues.

The President will act as the Treasurer in the event he or she is unable to execute the duties of that office.

Commented [TF7]: Proposed. This will allow the club to maintain TLCA affiliation because all six individual members required will be present and paid for by the club.

Commented [TF8]: Moved this section up into the club management/officers section.

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TLCA Delegate

The TLCA delegate has the authority to vote on behalf of the club at TLCA meetings. This will be reported to the club by means of an oral report and will be included in the club minutes. If the appointed delegate cannot attend a TLCA meeting/conference. The Vice President would be the alternate delegate.

The Vice President will as the TLCA Delegate in the event he or she is unable to execute the duties of that office.

Trail Ambassador

The Trail Ambassador is the voice of The Club and interacts with local governing bodies, trail committees, and enforcement agencies. It is the duty of the Trail Ambassador to be informed of motions, events, or actions taken against the offroad community as they relate to land use and trail access. He or she will report any new findings at the monthly meetings and post details of issues identified in The Club forum. The Trail Ambassador will liaise with other clubs in the region, coordinate events and rally The Club to attend hearings and other events to support our ongoing access to local trails and public land. The Trail Ambassador must also keep detail digital records of trail runs, clean up efforts, and other activities that paints The Club in a positive light to opponents of 4wd land use.

TLCA Guidelines

Regarding issues not addressed by these by-laws, The Club will use the TLCA guidelines for a reference in decision making. If necessary, the Western Representative will be consulted.

Membership

Classification and purpose: All members are equal, guests are always welcome regardless of vehicle platform, but membership is limited to people meeting the following requirements.

Requirements

- Sign a new **Liability Waiver** ([attachment 1](#)) annually.
- Maintain dues in TLCA and The Club.
- Drive a Toyota 4WD (4x4) vehicle with a 2-speed (hi/lo) transfer case.
- Have a valid Driver's license
- Possess auto insurance
- Current registration (on hwy or green tag)
- Must be at least 18 years of age. If under 18, the parent must be a member.

Dues

Dues are \$20.00 per year, per member and are due in January. Due may be paid in person by check, money order, cashier's check, or cash. Due may also be collected electronically at some point in the future. All dues must be received by the March 1st meeting or membership becomes inactive.

- Payment of dues provide family membership with one (1) vote.
- ~~Inactive members may be reinstated by paying dues and a \$5.00 reactivation fee.~~
- Dues are not prorated.
- Acceptance of these By-Laws is acknowledged by the paying of yearly dues by the members.

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Commented [TF10]: New

Commented [TF11]: Moved up toward Club Management.

Commented [TF12]: Moved up in document.

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Commented [TF14]: New

Commented [TF15]: Increase to \$30? We have had several discussions about new expenses including paying for officer TLCA dues while they hold office, website/online store, licensing dues to the state and fed for incorporation, invitation cards, shwag for new members, etc.

Maybe motion to have a monthly subscription type membership? Several clubs are going to this model. \$5/mo = \$60 year x 30 active members = \$1,800/yr in income for the club. \$10/mo = \$3,600/yr

Commented [TF16]: Do we do this? What is the \$5 for? Is it necessary?

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TLCA Dues

TCLA dues are handled by individual members. The Club may validate membership standing periodically. Individual dues of officers are paid by the club throughout their term to ensure that TCLA compliance (6 individual members in good standing) is always maintained. This payment is made via receipt submission by the officer and approved reimbursement from The Club checking account.

Commented [TF17]: Updated based on new TLCA membership guidelines for clubs. We missed the window to renew for 2020, but this should be done ASAP.

Discontinuing membership

Non-payment of dues ~~or a formal written request~~. No refunds.

Rescinding Membership

- Non-payment of dues.
- Abusive or unbecoming conduct, or unsafe driving practices that reflects poorly on the club's image of safe and sane four wheeling and family-oriented fun.
- Abusing an elected post or office.
- Nonsupport of TLCA.
- No alcohol tolerated while on trial.
- For a member to be dropped from the club, the club will vote, and this must pass by a 2/3rds majority vote.

Meetings & Events

Standard Meetings

Open to anyone regardless of vehicle platform or membership status. Guest may not vote on any formal actions or motions set forth by The Club.

Commented [TF18]: Combined "Formal Meetings" and "Club Runs and Events" into one section.

Business Meetings

Open to all members in good standing. Sitting officers and newly elected officers are required to attend. The annual business meeting is held every January and is separate from the Formal Club Meeting. This meeting is used to discuss management of the club. No discussion of club runs, events, tech talks, or other casual affairs will be discussed. The minutes for this meeting will be distributed to all members in good standing and discussed at the next regular club meeting.

Commented [TF19]: New Section. We need to have an annual business meeting. Aligning it with officer transition is a good idea.

Club Runs

Open to anyone regardless of vehicle platform but will be orchestrated and decided by the ~~Toyota~~ club members.

Community and Co-Sponsored Events

The Club may sponsor or co-sponsor events such a trail etiquette, first aid, trail maintenance, rescue and recovery, tread lightly, etc. All are welcome at these events as it is an effort to raise awareness and improve the 4wd group's reputation and standing in the community. Club members must conduct themselves in such a manner as to reflect favorably on The Club and the offroad community at large.

Commented [TF20]: New Section.

Build Parties

Any member may host. Build Parties are formal club meetings hosted at a member's location to assist them with a project vehicle. The standard club meeting may also be conducted at this time and can be abbreviated to core meeting agenda.

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The club generally pays for food and non-alcoholic beverages at these events by way of reimbursement.

Commented [TF21]: New Section.

TCLA Events

Closed to Club members only. A Toyota platform vehicle is required. TLCA events are events sponsored by the TCLA or joint TLCA chapter gatherings.

Commented [TF22]: New Section.

Meeting Attendance and Voting

Commented [TF23]: Consolidated sections.

Members must be present during meetings for voting rights or formal club issues. Voting mailers will not be sent. Voting Polls may be used between meeting for time sensitive decisions or finalizing passed motions from previous meetings.

Some voting or poles may be conducted in the club forum to expedite minor actions, or time sensitive matters.

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Meeting Locations

All members will have input and voting rights regarding meeting places. Members must be present at meetings to vote on meeting locations. Meeting locations will always be posted on the club forum. Meeting locations are general static but may also be held at member locations to host "build parties."

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Voting and Quorums

A voting member is defined as a current TLCA member and a current Reno club member and be present at the meeting.

- A quorum is defined as a minimum of 3 members including officers or 25% (2) of membership.

Conduct of Standard Meetings

Commented [TF24]: Section added.

The **Standard Meeting Agenda** ([attachment 2](#)) will be used as a guideline for the order of the topics/issues addressed. The **Standard Meeting Roster** ([attachment 3](#)) shall be used to record attendance. Members are encouraged and welcome to add or provide input on agenda items. The general flow of the meeting is as follows...

Agenda

- Meeting called to order (president)
 - Welcome guests
- Membership Report (vice president)
 - Attendance roster distributed/collected
 - Contact info updated
- Announcements (secretary)
 - Next Meeting date, time, location
 - Next Club Run Discussion
 - Vote
 - Upcoming TLCA events (TLCA Delegate)
 - Attend Vote
- Accounting Report (treasurer)
 - Dues reminder/collected (Jan)
- TLCA Report (TLCA delegate)

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- Land Use Report (trail ambassador)
 - Rally event scheduled as needed
- Tech Talk/Build Party planning (president)
- General Club business (president)
 - Bylaw review/updates as needed
 - Website, media, merchandising, etc.
- Meeting called to close (president)
- Open discussions

Conduct of Abbreviated Club Meetings

The Abbreviated Club Meeting format ([attachment 6](#)) may be used at other club events such as club runs and build parties. The agenda is abbreviated to save time and get us to the main activity faster.

Agenda

- Meeting called to order (president)
- Membership Report (vice president)
 - Attendance roster distributed/collected
- Announcements (secretary)
 - Next Meeting date, time, location
- Accounting Report (treasurer)
 - Dues reminder/collected (Jan)
- Meeting called to close (president)
- Commencement of main event

Conduct of Business Meetings

The **Business Meeting Agenda** ([attachment 4](#)) will be used as a guideline for the order of the topics/issues addressed. The **Business Meeting Roster** ([attachment 5](#)) shall be used to record attendance. Members are encouraged and welcome to add or provide input on agenda items. The general flow of the meeting is as follows...

Agenda

- Meeting called to order (president)
 - Welcome newly elected officers
- Membership Report (vice president)
 - Member standing (good, proposed rescinding, cancelled)
 - Attendance roster distributed/collected
- Accounting Report (treasurer)
 - Review signatory details and update as needed
 - Unexpected expenses in previous year
 - Annual budget review
- Detailed Bylaws Review (president)
 - Flag items requiring update
- Review changes to TLCA bylaws (TLCA delegate)
- Administrative records Review (secretary)

Commented [TF25]: Section added.

Commented [TF26]: Section added.

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- Review/update articles of incorporation
 - Website admin info
 - Forum admin info
 - Merchandising info
 - Other
- Swearing in of new officers (president)
- Meeting called to a close (-new president)

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Attachments

Attachment 1 – Liability Waiver



Release of
Liability.docx

Commented [TF27]: New Section.

OFF ROAD VEHICLE ACTIVITIES RELEASE OF LIABILITY FORM

I. The Parties. I, _____, with a mailing address of _____, City of _____, State of _____, Hereinafter the "Releasor", hereby voluntarily and knowingly sign this release with the express intention of eliminating BATTLE BORN CRUISERS INC, members or officers. Hereinafter the "Releasee", of liabilities and obligations as described below.

II. Release. Releasor hereby acknowledges that activities related to off road driving, camping, and working on motor vehicles is inherently dangerous and that his or her safety is solely the Releasor's responsibility. Releasor releases Releasee from all liability for claims, known and unknown, arising from property damage, bodily damage, or any other damages sustained by Releasor activities associated with BATTLE BORN CRUISERS, members or officers by Releasee or Releasee's agent or other participants. Releasor understands that, as to claims that are known to the parties when the release is signed, any statutory provisions that would otherwise apply to limit this general release are hereby waived. Releasor also understands that this release extends to claims arising out of this incident that are not known by Releasor at the time this release is signed.

III. Right to Claims. By signing this release, Releasor does not give up any claim that he or she may now or hereafter have against any person, firm, or corporation other than Releasee and those persons and entities specified in Section I.

IV. Non-Admission of Liability. Releasor understands that Releasee does not, by providing the value described in Section V, admit any liability or responsibility for the incidents resulting from activities described in Section II or its consequences.

V. Binding Arrangement. By signing this release, Releasor additionally intends to bind his or her spouse, heirs, legal representatives, assigns, and anyone else claiming under him or her. Releasor has not assigned any claim arising from the activities described in Section II to any other party. This release applies to Releasee's heirs, legal representatives, insurers, and successors, as well as to Releasee.

Releasor's Signature _____ Date _____

Print Name _____

Releasee's Signature _____ Date _____

Print Name _____

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Attachment 2 – Standard Meeting Agenda



Standard Meeting
Agenda.rtf

Battle Born Cruisers Standard Meeting Agenda

January 25, 2020

1830 – Meeting Called to Order (President)

- Welcome Guests/Intros

Membership Report (Vice President)

- Attendance roster distributed/collected
- Active members
- Memberships expiring

Announcements (Secretary)

- Next Meeting: February 13th. 6:30 PM
 - Round Table Pizza. 185 Damonte Ranch Parkway, South Reno
- Next Club Run: Open discussion
 - vote on location, date, and time
- Special Events: (bbq, trail maintenance, orphan run, training, etc.)
- Upcoming TLCA Events & Announcements (TLCA Delegate)
 - Club attendance vote

Accounting Report (Treasurer)

- Account Status
- Budget Tract
- Upcoming Expenses
- Dues reminders/collections

Land Use (Trail Ambassador)

- Rally or events

Tech Talk / Build Parties (President)

Other Club Business (President)

1945 – Meeting Adjourned (President)

Open Discussions



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Attachment 3 – Standard Meeting Roster



Meeting
Roster-Standard.docx

Battle Born Cruisers Meeting Roster

Date: _____



Members

1. _____
Email: _____
Phone: _____
2. _____
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Phone: _____
4. _____
Email: _____
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Guests

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Attachment 4 – Business Meeting Agenda



Agenda -
Business.docx

Battle Born Cruisers Business Meeting Agenda

January 25, 2020

Meeting called to order (president)

- Welcome newly elected officers

Membership Report (vice president)

- Member standing (good, proposed rescinding, cancelled)
- Attendance roster distributed/collected

Accounting Report (treasurer)

- Review signatory details and update as needed
- Unexpected expenses in previous year
- Annual budget review

Detailed Bylaws Review (president)

- Review comments and redlines
- Flag items requiring update
- Vote on changes (to be ratified by entire club)
- Review changes to TLCA bylaws (TLCA delegate)

Administrative records Review (secretary)

- Review/update articles of incorporation
- Website admin info
- Forum admin info
- Merchandising info

Other

- Swearing in of new officers (president)

Meeting called to a close (new president)



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Attachment 5 – Business Meeting Roster



Meeting
Roster-Business.docx

Battle Born Cruisers Meeting Roster

Date: _____



Members

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Email: _____
Phone: _____
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Attachment 6 – Abbreviated Meeting Agenda



Agenda -
Abbreviated.docx

Battle Born Cruisers Business Meeting Agenda

January 25, 2020

Meeting called to order (president)

Membership Report (vice president)

- Attendance roster distributed/collected

Announcements (secretary)

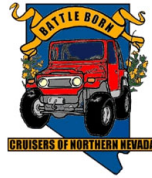
- Next Meeting date, time, location

Accounting Report (treasurer)

- Dues reminder/collected (Jan)

Meeting adjourned (president)

Commencement of main event



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Resources

- Club Site: www.battleborncruisers.com
- Club Forum: <https://forum.ih8mud.com/forums/nv-battle-born-cruisers-of-northern-nevada.60/>
- TLCA Site: <https://tlca.org/>

Commented [TF28]: Section added.

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Versions

Date	Justification	Author
1/24/2020	Bylaws reformatted and proposed updates added by new president. Cover page, index, attachments, resources, and version section added. New officer roles and terms proposed.	Tony Farson