

# Esprit De Four

## Standard Operating Procedures

### ARTICLE I: Officers and their Duties

#### Section 1. President

- a) Shall exercise general supervision of the club.
- b) Shall conduct general membership and Board of Director's meetings.
- c) Shall appoint all committees and chairpersons as appropriate.
- d) Shall co-sign checks with the Treasurer.
- e) Shall act as the Bylaw chairperson in the absence of an appointed chairperson.

#### Section 2. Vice President

- a) Shall organize and promote club trips.
- b) Shall appoint a Trail Master for each run.
- c) Shall act as President in the absence of the elected President.

#### Section 3. Delegate

- a) Shall attend 4 (four) North District meetings of the CA4WDC and the state convention, and present a report to the club on the meetings.
- b) Shall make the club membership aware of all proposed land closures and any legislation which would affect 4WD vehicles.

#### Section 4. Secretary

- a) Shall keep club records.
- b) Shall handle club correspondence.
- c) Shall record minutes at each meeting.
- d) Shall publish club newsletter.

#### Section 5. Treasurer

- a) Shall co-sign checks with the President or Vice President.
- b) Shall handle all club finances.
- c) Shall prepare annual budget and monthly and annual financial statements.

#### Section 6. Membership

- a) Shall process membership applications.
- b) Shall keep club attendance/participation records.
- c) Shall maintain current roster mailing list.
- d) Shall provide current roster to Secretary for mailings.
- e) Shall update CA4WDC membership list annually.
- f) Shall respond to inquiries for information
- g) Shall manage Esprit De Four (apparel, decals) items for sale

### ARTICLE II: Club Funds

#### Section 1. Delegate Expenses

- a) Reimbursable delegate expenses
  - i. CA4WDC Convention registration
  - ii. One night's lodging for CA4WDC convention
  - iii. Reimbursement at IRS guidelines for round-trip travel to CA4WDC conventions held in the North or Central districts
  - iv. Pre-approved reimbursement at IRS guidelines or coach airfare for South district conventions.
  - v. Reimbursement at IRS guidelines for round-trip travel to North district meetings
  - vi. One nights lodging for North district meetings, at the discretion of and with prior approval of the Board of Directors.

#### Section 2. Non-delegate Expenses

- a) The club shall not reimburse expenses that exceed the budget for an activity.
- b) All expenses require receipts.

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### **ARTICLE III: Committees**

#### Section 1. Governance

- a) Committees are created as necessary.
- b) If committee chairpersons are present, they shall provide monthly reports to the President.
- c) Examples of possible committees are:
  - i. Safety Clinic
  - ii. Christmas Party
  - iii. Officer Nominations
  - iv. By Laws & SOP
- d) Environmental Affairs
- e) Budget

### **ARTICLE IV: Vehicle Equipment**

#### Section 1. Required

- a) PL & PD insurance
- b) Fire extinguisher, gauge showing 'good' charge, properly stowed on vehicle
- c) Roll bar, full cage, or factory hard-top for all vehicles
- d) First aid kit
- e) Tow strap, tow chain or tree saver
- f) Safety belts, one for each person
- g) Spare tire [Spare tire must have acceptable off-road tread and diameter within 3" (three inches) of vehicle tires]
- h) Jack capable of lifting the vehicle
- i) Lug wrench
- j) Tow Hooks both front and rear (or suitable attaching point)
- k) Tool kit
- l) Functional parking brake.
- m) Battery hold-downs. No bungee cords.
- n) Antennas must not exceed 54".
- o) Approved exhaust system; no open headers.

#### Section 2. Recommended

- a) Winch with tree saver
- b) Citizens band radio
- c) Cellular telephone
- d) FRS radio
- e) Ax
- f) Shovel
- g) Highway safety tools – flares.

### **ARTICLE V: Conduct and Trip Rules**

#### Section 1. Conduct

- a) All members must conduct themselves in a respectable and orderly manner.
- b) Members will be held responsible for the actions of their guests.
- c) Any person, who borrows equipment from another club member and damages the equipment, is responsible for replacing the damaged equipment.

#### Section 2. Trip rules

- a) Vehicles must be maintained and operated in a safe and lawful manner at all times and must comply with Article IV, Section 1, REQUIRED of Esprit de Four's Standard Operating Procedures.
- b) Don't be a "litter bug". IF YOU HAUL IT IN, YOU HAUL IT OUT is the rule we will follow. Haul out everything you haul in. Don't throw away litter or bury trash.
- c) Use extreme care with cigarettes and matches. Prevent fires by using ashtray and maintaining the vehicle exhaust system.
- d) No firearms to be exposed in camp. No discharging of firearms without prior approval of the trail or event boss.

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- e) No drinking of alcoholic beverages while driving on or off road.
- f) Speed limit in camp areas is 5 (five) MPH for any motorized vehicle.
- g) Pets are controlled by owners at all times.
- h) When traveling in a caravan, day or night, turn your headlights on to make it easier for the vehicle ahead to see you. If the vehicle behind you stops, stop to assist them, except on a freeway. If you are on a freeway, proceed to the next off ramp and let the tail gunner stop to assist.
- i) Do not drive over plants or soft meadows or anywhere damage to the terrain may occur. Remember the property we usually use belongs to someone else.
- j) If you leave the caravan for any reason, tell the trail master.
- k) The trail master is in charge of all trips. Cooperate with them and obey their orders. The trail master has ultimate authority on all runs.
- l) Outdoor restroom stops will be handled with "men to the left, women to the right", unless otherwise instructed by the trail master.
- m) Profane language should be used with discretion.
- n) Members are encouraged to wear club apparel at club events.

### **ARTICLE VI: Awards**

#### Section 1. Recognition

- a) The Board of Directors may issue a recognition award for Outstanding Contributor of the Year.

#### Section 2. Cowbell

- a) Qualification
  - i. The club COW BELL may be awarded, by majority vote at a general membership club meeting, to a member who by his/her actions has done something, at a club function, to deserve the award.
- b) Responsibility
  - i. The COW BELL shall be displayed in any vehicle that the member drives in the following month, until the next scheduled meeting.
- c) Violation
  - i. If a club member spots the vehicle without the COW BELL, that member is owed a dinner at the next scheduled club meeting from the member who was awarded the COW BELL.

### **ARTICLE VII: Board Meetings**

#### Section 1. Notice

- a) Board meetings are open to Club Membership.
- b) The general membership shall be given 14 days' notice of board meetings.

#### Amendment History

Split out of By-laws on November 1, 2001 Voted  
on and amended on July 11, 2002.

Voted on and amended on October 9, 2003

Added section 1, part a

Voted on and amended on October 13, 2015