



# ***Guidelines for Off-Highway Vehicle Clubs***

A Resource Guide to Assist in the Formation, Development and Management of OHV Recreation Enthusiast Clubs

**National Off-Highway Vehicle Conservation Council, Inc.**

**NOHVCC**

**Guidelines for Off-Highway Vehicle Clubs**

## **Guidelines for Off-Highway Vehicle Clubs**

### **Why Start an Off-Highway Vehicle Club?**

Do you want to share your interest in off-highway vehicle (OHV) recreation with others in your community? Have you recently lost an OHV recreation area, or had a favorite trail closed to motorized vehicles? Would you like new friends to ride or drive with? If so, you may want to consider forming an OHV club.

A club can accomplish things that are difficult for one or just a few individuals to achieve on one's own. A club can speak with one voice for a larger group, increasing effectiveness when working with elected officials and land managers. Local presence and knowledge of specific areas and situations allow for credible and constructive comments on land management issues and legislation.

Elected officials and local units of government listen to their constituents. The more constituents an organization represents the more elected officials pay attention. Clubs also serve as a contact point for land managers, elected officials, the media, other organizations and OHV-oriented businesses that need local information or have important information to share.

A club's standing in the community is vitally important and depends largely upon the conduct of its members and activities the club undertakes. A club should promote responsible outdoor ethics and safety for obvious reasons, and to create opportunities and improve the public perception of OHV recreation. The better educated the OHV public is about rules, regulations, natural and cultural resources, land ethics, and safe operation of vehicles the better we will (and should) be perceived.

Peer pressure within and outside of the club can be a powerful influence on the conduct of other OHV enthusiasts. The positive perception of OHV recreation is enhanced by community service and charity efforts. A club can sponsor volunteer activities that benefit good causes and provide desirable services to the community. Respect within the community and personal satisfaction are natural returns from coordinating or participating in:

- Trail maintenance,
- Clean-up days,
- Safety training,
- Search and Rescue programs,
- Volunteer trail patrol and trail host programs,
- Youth and at-risk youth diversion programs, and
- Charity fund raising activities.

Group discounts at local dealerships, accessory shops, other businesses and attractions are often available to club members. The same businesses may also be willing to support the club or club activities by purchasing ads in newsletters, paying for their company name to be included on activity flyers and event t-shirts, providing discount coupons for event participants, providing in-kind donations such as printing, equipment or food items, and offering prizes.

And, best of all, a club provides camaraderie and fun through excursions, family events, and other activities.

### **NOHVCC “TOOLS” TO ASSIST YOU**

The National Off-Highway Vehicle Conservation Council is an educational nonprofit organization with a unique nationwide network of volunteers assisted by a professional staff. NOHVCC is not a membership-based organization (in other words, you can't “join” NOHVCC.)

The purpose of NOHVCC is to create a positive future for off-highway vehicle recreation by providing a wide range of resources to enhance communication forums, responsible riding and driving opportunities, the positive image of OHV recreation, environmental stewardship, and safety education.

NOHVCC encourages enthusiasts to organize into clubs and work with state organizations. Where no state OHV organization exists, clubs are further encouraged to form state associations promoting the NOHVCC mission of “*creating a positive future for off-highway vehicle recreation.*” In return NOHVCC provides information and materials, or “tools”, to assist club and association development.

NOHVCC recognizes that most OHV activists are volunteers with many demands on their time. NOHVCC materials provide information and samples to help you build your organizational and collaborative skills, make the most efficient and effective use of your time, and still have time left over for fun.

NOHVCC “Tools” in addition to ***Guidelines for Off-Highway Vehicle Clubs*** include:

- Advice from the NOHVCC professional staff,
- Advice from NOHVCC advisors including land managers and business professionals,
- Advice from your NOHVCC State Partner,
- NOHVCC web information including an extensive resource library,
- Referrals to other clubs and associations.

### **STEP-BY-STEP GUIDELINES FOR CLUB DEVELOPMENT**

Advance preparation and good meeting management is critical. The information attendees take away from a meeting will determine whether they return for another! The following five steps will guide you through any meeting - from your initial club formation meeting, to special planning meetings, and to monthly membership meetings years from now.

#### **1. THE MEETING SITE**

- For all meetings select a location that is as central as possible for the participants who you want and who need to attend.
- Be sure that there is adequate space for the number of participants you have invited or that you expect to attend. For your first meeting this may be difficult to determine, but it is better to have an area that is too large rather than too small. Though this is not typical, 200 riders showed up at the initial club formation meeting for the New York Trail Riders Organization (NYTRO), and 172 signed up as members.

- The meeting area should have table space adequate for the work you will be doing. A general membership meeting may only require table space for officers and handouts. While a planning meeting where you will be looking at maps or reviewing documents will require lots of table space.
- Make sure that chairs are comfortable for the length of the meeting. Folding chairs or benches are fine for a short meeting but are torture after more than two hours.
- Select a site where you may provide beverages and snacks or where food can be ordered. Food is important! Food creates a relaxed atmosphere and helps keep energy levels up.
- Potential Meeting Sites:
  - o Community centers and service halls (VFW, Rotary, etc.)
  - o Local libraries, schools, and colleges
  - o Local businesses and land management offices
  - o Quiet restaurants with separate meeting rooms
  - o Members homes – if sufficient quiet space is available
- **Caution:** Pizza parlors and bars are popular meeting places but are generally too noisy to conduct efficient business meetings. If you must consider a restaurant as a meeting site, make sure:
  - o It is available for the entire duration of the meeting,
  - o That the meeting will not disturb other customers,
  - o That other customers will not disturb you,
  - o To establish a ground rule that meeting participants who would like to drink, must refrain until all business is completed.

## 2. COMMUNICATION

Communication is essential to keep a club active and growing.

### The First Meeting

After the date, time and location of the first meeting is set you will need to create an announcement to distribute as widely as possible at least one month in advance of the meeting date. Potential venues for distribution may include local newspapers and radio stations, OHV businesses and land management offices as well as Facebook, Twitter, Instagram and other social media outlets.

Distribute the announcement and encourage as many friends, business associates and organizations that you believe may be interested in joining or supporting the new club to like, share, retweet and forward. Redistribute the announcement including a draft agenda two-weeks prior to the meeting.

### General and Special Meeting Notices

People are busy. Advance meeting notices and reminders are helpful for even the most active and conscientious club members. Repeated notice is critical for special meetings and for members who may not have been able to attend the previous meeting.

- o Dates for next meetings should be decided upon at each meeting.
- o Notice of all meetings should be distributed one month prior to the meeting date. Notices should include:
  - Date and time
  - Location
  - Primary purpose of the meeting
  - The Action Table
- o Reminders should be sent seven to ten days prior to the meeting. Reminders should include:
  - Date and time
  - Location
  - Draft agenda
  - The Action Table
  - List of invited guests or special speakers
  - List of items, if necessary, that members need to bring to the meeting

### **On-going Communication:**

Regular communication reassures members that the club is alive and well. Technology also provides a variety of options to conduct business and keep in touch.

- During the initial formation meeting establish a communication process, by phone, email, website or social media and stick to it.
- Officers and committees should establish their own communication processes.
- Email and social media communication is popular but limit each email or post to one issue.
- Conference calls are time and cost effective for small groups such as Boards and Committees. To insure productive conference calls:
  - o Provide call-in instructions one week in advance followed by a reminder two-days in advance of the call.
  - o Provide agendas by email at the same time that call-in instructions are provided.
  - o The Board or Committee Chair or appointed facilitator must keep call participants focused on the agenda.
  - o Notes with clearly identified action items must be taken and provided to call participants as soon after the call as possible.
  - o Limit calls to one hour.

### **3. The Agenda**

- Limit meeting time to NO MORE than three hours! After three hours attention span and energy levels drop.

- Note the time for each agenda topic and when the meeting will adjourn so that your agenda will also serve as a time guideline.
- Include the speaker's name for each topic, verify that the speaker will attend and notify them of the time that is allotted for their topic.
- ALWAYS establish meeting rules. Meeting rules are essential to keep a meeting on track and civil. Consider the following:
  - One conversation at a time
  - Conduct side conversations outside of the meeting room
  - Cell phones off
  - Respect the points of view of others
  - Limit comments to pertinent information. No war stories.
  - No finger pointing or "blaming"
- If there is potential for contentious discussion, consider adding the following:
  - Raise your hand to speak
  - No personal attacks
  - When recognized to speak, speaking time is limited to 2 minutes
- On the agenda include an action table for:
  - What action items have been assigned
  - To whom they have been assigned, and
  - When they need to be completed.
- Have adequate copies of the agenda to hand out to all participants.

#### 4. Meeting Management

Management of the first meeting is critical - the impression attendees get from the first meeting and what they take away from it will determine whether they return for a second!

- Wear a watch. A room clock is also helpful.
- Use *Roberts Rules of Order* when necessary to keep a meeting orderly.
- Use *Roberts Rules of Order* whenever a vote is necessary.
- Stick to the agenda topics and time!
- During any type of planning meeting, including the initial club development meeting, assign a participant other than the facilitator to record the meeting on flip charts or butcher paper. Post the sheets on the walls as the meeting progresses. These notes will help insure that when agreement is required all know exactly what is being agreed on. And, when copied, the flip chart information may serve as or back-up the minutes for the meeting. Meeting minutes are required for all incorporated organizations.
- Necessary equipment:
  - Flip charts or butcher paper
  - LOTS of water-soluble marker pens (various colors are fun),
  - Masking tape.
- Use the Meeting Ground Rules to insure all participants have an opportunity to speak and that no one individual dominates any particular discussion.

- Watch and listen to the participants! Attention, facial expressions and tone indicate where there is disagreement, frustration, lack of knowledge, or disinterest that needs to be addressed.
- Provide materials necessary for the meeting. At the initial meeting this includes at least the following:
  - Sample by-laws
  - List of proposed officer positions
  - Proposed officer responsibilities
  - List of proposed committees
- Provide (or assign someone dependable to provide) refreshments at the beginning and throughout the meeting. Eating relaxes people and helps to create a more conducive atmosphere for working together.
- Include a fun activity such as a door prize, “club member of the month” award, two-for-one pot, etc.

## 5. Follow-up

Provide meeting minutes to all participants. These may be a copy of the flip charts or the agenda with the following as bullet points under the appropriate topic:

- A list of the comments, questions, or concerns
- What, if any agreements were made
- The action table (see Appendix)
- Date and location of next meeting
- List of participants with contact information.
- Thank or send a letter of thanks to those who provided the meeting space, beverages and snacks, and any other donated meeting materials.

## MEETING CHECKLIST

- ✓ Meeting Site Selected (1 month in advance)
- ✓ Date and Time Set (1 month in advance)
- ✓ Meeting Announcement Out (1 month in advance)
- ✓ Agenda Completed (2 weeks in advance)
- ✓ Action Table updated (2 weeks in advance)
- ✓ Meeting Materials & Information complete (1 week in advance)
  - Agendas with Action Table
  - Copies of documents
  - Flip chart(s), easel(s), masking tape and pens (Remember, water soluble!)
- ✓ Meeting Reminder Sent
- ✓ Beverage/Food provision - arranged/confirmed
- ✓ Thank you given or note sent

## YOUR FIRST MEMBERSHIP MEETING

Remember from Meeting Management, the management of your first club meeting is critical. The impression attendees get from the first meeting will determine whether they return for a second meeting! When time and the meeting location allow, set aside time for socializing, preferably with provided refreshments.

### **Suggested Agenda Items:**

- Introductions (state name and reason for attending meeting)
- Distribution and gathering of membership information forms
- Discussion: mission and purpose of the club (see Appendix)
- Discussion of club name (see Appendix)
- Nominations/volunteers for initial Board positions (see Appendix)
- Discussion of future positions and committees (see Appendix)
- Discussion of club activities
- Discussion of dues
- Set date, time for Board meeting
- Thank those who helped with the meeting

### **Suggested Agenda Items for regular future meetings:**

- Activity reports and Committee reports
- Education presentations (a *brief* video on OHV safety, guest presentation by the local land management agency regarding future planning efforts or sound testing, review and discussion of educational OHV outreach programs, etc.)

### **Suggested 1st Meeting Materials**

- Copies of the agenda
- Copies of Board Positions and Responsibilities (Appendix)
- Copies of Membership Information Forms. (Appendix)

## **CHECKLIST FOR YOUR FIRST MEMBERSHIP MEETING**

### **ITEM COMPLETE BY**

- ✓ Meeting Site Selected (1 month in advance)
- ✓ Date and Time Set (1 month in advance)
- ✓ Meeting Announcement Out (1 month in advance)
- ✓ Agenda & Action Table Completed (2 weeks in advance)
- ✓ Meeting Reminder Sent (1 week in advance)
- ✓ Meeting Materials & Information complete (1 week in advance)
  - Copies of agenda
  - Two copies of the Action Table (for the secretary & meeting leader)
  - Copies of Membership Information Forms
  - Copies of Mission and Purpose Statements
  - Copies of Position Responsibilities
  - Flip chart(s) and easel(s)
  - Masking tape



- Pens (Remember, water soluble!)
- ✓ Beverage/Food provision - arranged/confirmed (2 weeks in advance)
- ✓ Thank you given or note sent (Within 1 week after the meeting)
- ✓ Meeting minutes distributed to participants (Within 1 week after the meeting)

**SAMPLE MEETING ANNOUNCEMENT**

**FOR IMMEDIATE RELEASE CONTACT:** \_\_\_\_\_

DATE (of announcement) Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**NEW OFF-HIGHWAY VEHICLE CLUB TO FORM**

On Monday, May 3, from 7:00 to 9:30 p.m. a meeting will be held at \_\_\_\_\_ (location), \_\_\_\_\_ (address), \_\_\_\_\_ (city) to form a new \_\_\_\_\_ (off-highway motorcycle, dual sport, ATV, 4WD or whatever combination is desired) club.

The proposed purpose of the club is \_\_\_\_\_.

(The purpose may be kept general so that those who come can help to develop the purpose of the new club.)

\_\_\_\_\_ (Include a brief statement as to why a new club is needed or would be fun.)

**(Example:** The San Bernardino is our local forest and has great trails to ride and drive on almost year-round. Due to budget cuts trails are not receiving regular maintenance. The forest staff is asking local OHV enthusiasts to help maintain the trails through an adopt-a-trail program. This is the perfect opportunity for trail riders and drivers to help the forest, improve our opportunity, and have good time.)

All (off-highway motorcycle, dual-sport motorcycle, ATV, 4WD) enthusiasts are welcome. Bring the kids too. For further information call \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_ - \_\_\_\_ between 6:00 p.m. and 10:00 p.m. any evening or anytime by email at \_\_\_\_\_@\_\_\_\_\_.

Refreshments will be provided. If you'd like to bring extra refreshments they're sure to be enjoyed.

Come help to create a positive future for OHV recreation and have fun!

**SAMPLE AGENDA**

**Proposed New OHV Club Meeting**

Location & Address

Day & Date

6:30 p.m. – 9:30 p.m.

**AGENDA**

**6:30 PM** - Gathering – Refreshments provided, distribution of membership information forms

**7:00 PM** - Welcome, Review of Agenda, Ground Rules, and Introductions (with each person asked to state their reason for attending the meeting)

**7:30 PM** - Discuss and develop Mission and Purpose ideas (See Appendix – Mission and Purpose Statements)

**8:00 PM** - Discuss and develop club name ideas (see Appendix – Club Name)

**8:15 PM** - Discussion of position responsibilities and selection of initial Board officers. Set date for the first Board meeting (see Appendix – Officers) - Initial Board officers should hold their positions until the By-laws are approved. Serving as an initial officer should in no way affect an individual's ability to serve as a regularly elected officer.

- President
- Vice President
- Treasurer
- Secretary

**8:45 PM** - Initial discussion of future club positions, committees, dues and activities

**9:15 PM** - Date for next meeting, agenda items including first club outing, challenge to bring new members, and collection of member information forms

**9:30 PM** - Adjourn meeting

### **YOUR FIRST BOARD MEETING**

As with your first club meeting, your first Board of Directors meeting should also be well planned and organized. (Review Appendix - Meeting Management)

#### **Suggested Agenda Items:**

- Introductions
- Review of job descriptions (make sure that each Board member understands their responsibilities.)
- Review and discussion of sample bylaws. Preparation of draft club bylaws to present to club membership for approval. (Appendix)
- Discussion concerning incorporation of the club (Appendix)
- Discussion regarding club insurance (assign someone to research and report back to the Board). All clubs should secure adequate liability insurance. This is especially important if your club plans to hold events to which the public is invited.
- Discussion regarding membership dues
- Discussion regarding money management (Appendix)

### **CHECKLIST FOR YOUR FIRST BOARD MEETING**

#### **ITEM TO COMPLETE BY**

- ✓ Meeting Site Selected (ASAP after the 1st Member Meeting)
- ✓ Date and Time Set (At 1st Member Meeting)

- ✓ Meeting notice sent (w/minutes from 1st Member Meeting)
- ✓ Agenda & Action Table Completed (2 weeks in advance)
- ✓ Meeting Reminder Sent (1 week in advance)
- ✓ Meeting Materials & Information complete (1 week in advance)
  - Copies of agenda
  - Two copies of the Action Table (for the secretary & meeting leader)
  - Copies of filled out Membership Information Forms
  - Copies of Position Responsibilities
  - Flip chart(s) and easel(s)
  - Masking tape
  - Pens (Remember, water soluble!)
- ✓ Beverage/Food provision - arranged/confirmed (2 weeks in advance)
- ✓ Thank you given or note sent (Within 1 week after the meeting)
- ✓ Meeting minutes distributed to Board members (Within 1 week after the meeting)

### **SAMPLE AGENDA**

\_\_\_\_\_ Club Board Meeting

Location & Address

Day & Date

**6:30 PM – 9:00 PM**

**6:30 PM** - Gathering

**7:00 PM** - Review Agenda and adjust officer descriptions as needed, discuss and establish Board communication process

**7:30 PM** - By-laws and Incorporation

- Review and discuss sample by-laws
- Develop process to revise and assign responsibilities
- Review and discuss incorporation considerations
- Develop process to incorporate and assign responsibilities

**8:15 PM** - Club Finances Treasurer

- Discuss expected club expenses for the first 6 months
- Review comments on dues from the membership meeting
- Discuss and decide on cash management policies
- Develop a Dues Proposal for the next Membership meeting

**8:45 PM** - Insurance

- Discuss insurance needs
- Assign responsibility to research and report back to the Board

**8:55 PM** - Set next Board meeting date, location and time

9:00 PM - Adjourn Board Meeting President

## APPENDIX

### ACTION TABLE

Updated: \_\_\_\_\_

### Responsibility Action Complete by Completed

### BY-LAWS AND INCORPORATION

By-laws are the rules of an organization explaining how it is organized and operates. By-laws are required for incorporation. Incorporation establishes an organization as a legal entity and protects the officers from being personally responsible for the debts or deeds of the organization.

By-laws are dynamic rules that may be revised as a club grows or as a club's activities change. For incorporation an organization's by-laws must at least include the following:

- Name of club
- Home or office address for principal officer or principal business office where corporate records (including by-laws and minutes) will be held.
- Information regarding Officers and Directors. (Caution: There may be residence, age and number requirements.)

Incorporation requirements for individual states may be obtained by:

- Calling your states Secretary of State office
- Going to your states government website and search for "Incorporation" or "articles of incorporation"
- Going to the internet and doing a search for "incorporation".

**Use of the Sample By-laws:** The following sample by-laws provide the format and information generally needed to meet incorporation and tax requirements (requirements vary state-by-state). Recipients of these Club Guidelines are free to remove the inserted "NOTES" and "EXAMPLES" from the Sample By-laws and to use all or whatever is appropriate from the sample for their own club by-laws.

### SAMPLE BY-LAWS

**Organization:**

**Date Adopted:**

#### ARTICLE I – NAME

**Name:** The name of this organization shall be the \_\_\_\_\_.

#### ARTICLE II – ADDRESS

The mailing address for the (name of club) shall be the home address of the current President of the club.

(NOTE: P.O. Boxes may not be allowed in some states)

### **ARTICLE III – RECORDS**

The corporate records, including the incorporation document, tax status and minutes of membership and Board meetings shall be at the home or business address of the current secretary. (or whatever officer the club would prefer to assign the responsibility to)

### **ARTICLE IV - PURPOSE**

The purpose of this organization is to (Insert the club mission statement here.)

### **ARTICLE V - MEMBERSHIP**

#### **Section 1 – Composition:**

The membership shall consist of individuals having an interest in off-highway vehicle recreation. Membership in this organization shall be determined on a nondiscriminatory basis without regard to race, gender, color or national origin.

#### **Section 2 – Number:**

There shall be at least \_\_\_\_ people comprising the total organization membership.

(NOTE: Five members are adequate.)

#### **Section 3 – Term:**

The term of membership shall be \_\_\_\_\_.

(NOTE: Annual membership is good for dues collection and for regular updating of member information.)

### **ARTICLE VI - OFFICERS**

#### **Section 1 – Composition**

The officers of the organization shall be the president, vice-president, secretary, treasurer and \_\_\_\_\_.

#### **NOTES:**

- Check to see if incorporation in your State requires a certain number of officers.
- Having additional officers helps to divide up responsibilities and gives the board an uneven number to prevent tie votes.
- Add positions that are appropriate for the purpose(s) of the club such as
  - Legislative Liaison
  - Land Management Liaison
  - Committee Chairs

## Section 2 – Term of Office

The officers shall be elected at a predetermined annual meeting for a term of \_\_\_\_\_ years (**NOTE:** pick 1 or 2 years). Officers may be re-elected but will not be eligible to serve more than three consecutive term in any one position.

## Section 3 – Method of Election

- A. There shall be a nominating committee appointed by the president. This committee shall recommend a candidate for each office after having acquainted the nominees with the responsibilities of the office and securing their willingness to serve.

(**NOTE:** This is very flexible language. A nominating committee may be just one or two officers or a multi-member committee depending on the club size.)

- B. Additional nominations may be made from the floor.
- C. The officers shall be elected at the first regular meeting in November and assume office January 1 of the following year.
- D. Officers shall serve until their successors have been elected and duly installed.

## Section 4 – Duties

(**NOTE:** One of the officers must be responsible for the corporate records including the incorporation document, by-laws, and minutes. Generally, these responsibilities are assigned to the Secretary.)

- A. The **President** shall be the chief executive officer of the organization. He/she shall preside at all meetings of the organization, shall preside at the meetings of the Executive Board, shall sign all documents requiring an official signature, and shall perform all other duties incidental to the office.
- B. The **Vice President** shall perform the duties of the president in the absence or incapacity of the President, shall automatically become President of the organization upon the resignation or death of the President, and in the event the Vice-President becomes the President, a new Vice-President shall be elected to fill the vacancy.
- C. The **Treasurer** shall keep an accurate record of all funds allocated to the organization, shall supervise the disbursement of funds subject to the direction and approval of the Executive Board, and shall serve as chair of any finance committee.
- D. The **Secretary** shall keep an accurate record of the activities of the organization. By direction of the Executive Board the secretary shall issue all notices of organization meetings, shall be responsible for the correspondence of the organization, shall prepare and keep a listing of all officers, committee chairs and members for the current and two previous years, and shall be responsible for the corporate records including the incorporation document, by-laws, and minutes.
- E. The \_\_\_\_\_ shall ...

(**NOTE:** Any other officers, if any, need to be listed with their responsibilities.)

- F. Vacancies occurring in any of the offices due to illness, death or other incapacity to comply with assumed duties shall be filled by election by organization members except in case of the

President, in which case the Vice-President shall succeed to President, as noted in Article IV, Section 4.B. Such officers shall serve only until the next regular election.

## **ARTICLE VII – EXECUTIVE BOARD**

### **Section 1 - Composition**

The **Executive Board** shall be composed of the elected officers and elected committee chairs.

### **Section 2 - Duties**

The duties of the Executive Board shall be:

- A. To perform essential organization activities that must be acted upon between meetings of the membership;
- B. To formulate and recommend programs and activities to the members of the organization for their consideration and approval;
- C. To identify and help formulate committees necessary to further the purposes and functions of the organization; and
- D. To carry on such other business as may be delegated to it by the organization membership.

### **Section 3 - Meetings**

The Executive Board shall meet in sufficient time prior to regular meetings to formulate the agenda and have it printed for the meetings and on other occasions as called by the President.

### **Section 4 – Quorum**

A simple majority of the elected Executive Board members must be present to constitute a quorum for the transaction of business.

## **ARTICLE VIII – FISCAL YEAR**

The **fiscal year** of the organization shall be from January 1 to December 31, inclusive.

## **ARTICLE IX – MEETINGS OF THE MEMBERSHIP**

- A. An annual meeting of the membership shall be held on (day, month, and time) of each year. Whenever such day shall fall on a legal holiday, the meeting shall be held on the next succeeding business day at the same hour. (**EXAMPLE:** the first Monday in February at 7:00 p.m.)
- B. \_\_\_\_\_ (Monthly/quarterly/regular) meetings of the organization shall be held at \_\_\_\_\_ (time, day, week, month, outing) except the month in which the annual meeting falls.

(**EXAMPLE:** Monthly meetings of the organization shall be held at 7:00 p.m. on the first Wednesday of each month except the month in which the annual meeting falls.)

**or**

(**EXAMPLE:** Regular meetings of the organization shall be held at 5:00 p.m. on Saturday evenings of scheduled club outings.)

- C. The regular meetings of the membership shall be to conduct the business of the organization as outlined under Article II. More specifically, the regular meetings shall be for the following:
  - To approve, reject, amend or refer to the committees for further study reports from special or standing committees.
  - To introduce new ideas with requests for the President to appoint committees to make further studies and report back their recommendations to the organization.
  - To evaluate reports of completed activities, projects or programs and make suggestions for improvement.
  - To provide members with information concerning programs helpful to them in their efforts to address OHV recreation needs.
- D. Written notice shall be sent to all members of the organization at least one week in advance of all meetings, with the exception of meetings regarding amendment to by-laws, providing the date, time and place of the meeting.
- E. Written notice shall be sent to all members of the organization at least 10 days in advance of any meeting to amend the By-laws.
- F. Special meetings of the membership may be called by the President, the Executive Board or upon request of any five members of the organization.
- G. \_\_\_\_\_ members, with dues paid in full, present at a regular or special meeting shall constitute a quorum for the transaction of business.

(NOTE: The number of members selected here should reflect the size of the club. A small club may only want "5" members. A large club may want to require a greater number.)

- H. Each member, with dues paid in full, shall be entitled to one vote.

#### **ARTICLE X - COMMITTEES**

##### **The President shall appoint committees deemed necessary by the Executive Board.**

- A. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the organization.
- B. Ad hoc committee members shall serve in accordance with the charge to that committee.
- C. The members of all standing and ad hoc committees shall select committee chairs.

- End of Sample By-laws -

#### **INCORPORATION**

Simply stated, incorporation means that you as an individual member of the club cannot be held liable for the negligence of others in the club, should they be involved in an act that might result in a lawsuit being filed against the club and its members. To obtain corporate status for your club, you will need to file the appropriate documents with the Secretary of State in your State and pay the filing fees. Usually, the documents are simply "Articles of Agreement" stating that the club is a voluntary corporation established for the purpose of furthering OHV recreation, with no capital stock.

If the club wishes to incorporate as a nonprofit organization they will need to follow the guidelines set forth in IRS Form 1023. Form 1023 includes instructions regarding necessary incorporation language



such as, “with the demise of the club all remaining club funds will be donated to \_\_\_\_\_.” (Otherwise, it will go to the IRS for redistribution.)

### **General Benefits of Incorporation:**

1. An incorporated club has limited liability. Members are protected from being personally responsible for the debts or deeds of the club;
2. An incorporated club has a separate legal existence;
3. An incorporated club can exercise most powers that are available to individual persons;
4. An incorporated club can own property, contract, mortgage, and sue in court;
5. An incorporated club can be sued as an entity but only to the extent of its limited liability;
6. An incorporated club can have its interests easily transferred; and
7. An incorporated club continues its existence regardless of what happens to individual members.

### **CASH MANAGEMENT**

#### **Objectives of Cash Disbursement & Receipt Policies**

1. To assure that disbursements are justified, are properly supported by evidence and that value has been received.
2. To assure that disbursements were made only upon proper authority.
3. To assure that the proper entries were made on the pertinent accounting records.

#### **Suggested Policies**

- All club disbursements are made by check.
- All checks are countersigned by those authorized in the club’s disbursement policy.
- No checks are made payable to “cash.”
- All checks are pre-numbered.
- No counter checks are allowed.
- Supporting documents including evidence of purchase, a receipt and written approval substantiates all disbursements.
- Supporting documents are canceled in a manner that assures they cannot be used.
- Someone other than the person writing the checks or recording disbursements makes monthly bank re-conciliations.
- Petty cash funds are maintained on a loan basis with the same standard for documenting evidence as for other disbursements.
- The bank is immediately notified when there is any change in persons authorized to sign checks.

#### **Suggested Organization Documents**

A written and approved cash disbursement policy including:

- Those who are authorized to sign checks
- Those who are required to reconcile bank statements
- A written request form

#### **YOUR CLUB NAME**

The club name is your identity to the rest of the world, to land managers, local communities, elected officials, the media, and other organizations. Your club name can say who you are or what you do. The name can be a straight forward, can be a play on words or humorous. But, a club name is also part of your image. What may be humorous to club members may be offensive to others you want or need to create a positive image with.

**When selecting a club name consider:**

- Does the name convey a negative image?
- Does the name jeopardize any future club efforts such as applying for grants or promoting OHV recreation to others?
- Does the name honestly represent the values of all club members?
- Does the name promote responsible OHV recreation?

**COMMITTEES**

**Roles of a Committee:**

1. To recommend new items or changes to the organizations action goals and objectives to the Board of Directors.
2. To monitor the results of action goals and objectives.
3. To coordinate activities with other committees
4. To serve as serve as training ground to develop future well-informed Board members who understand their organization from the ground up.

**Types of Committees**

**Ad Hoc Committees:**

- Purpose: To accomplish a specific task such as problem solving.
- Criteria: Have a clear purpose and a set time to accomplish the purpose.

**Standing Committees:**

- Purpose: To deal with on-going processes of an organization.
- Criteria: Have an established purpose and set responsibilities.

**Criteria for A Successful Committee:**

1. Specific and well-defined purpose;
2. An effective chair;
  - a. Who understands the goals of the organization
  - b. Who understands the purpose of the committee
  - c. Who can delegate and coordinate work
  - d. Well-managed committee meetings; and
  - e. Committee members with appropriate skills and commitment to the purposes of the committee.

**SAMPLE COMMITTEE FORM**

**Name of Committee:** \_\_\_\_\_

**Type of Committee** Standing Committee: \_\_\_\_\_

Special Committee: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Budget:** \_\_\_\_\_

**Committee Purpose:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Specific Duties & Responsibilities:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Coordination With Other Committees or Officers:**

\_\_\_\_\_  
\_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Members Phone Email**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE COMMITTEE REPORT FORM**

**Name of Committee:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Committee Purpose:** \_\_\_\_\_

---

---

**Summary of Work** - what committee did, facts uncovered, information obtained:

---

---

---

---

---

---

**Committee Recommendation:**

---

---

---

---

---

---

**Signature of Committee Chair Date**

**NATIONAL OHV ORGANIZATIONS & PROGRAMS**

OFF-HIGHWAY VEHICLE MEMBERSHIP & ADVOCACY ORGANIZATIONS

**Americans for Responsible Recreation Access (ARRA)**

[www.arra-access.org](http://www.arra-access.org)

**American Motorcyclist Association (AMA)**

[www.americanmotorcyclist.com](http://www.americanmotorcyclist.com)

**Blue Ribbon Coalition (BRC)**

[www.sharetrails.org](http://www.sharetrails.org)

OFF-HIGHWAY VEHICLE EDUCATION PROGRAMS

**National Off-Highway Vehicle Conservation Council (NOHVCC)**

[www.nohvcc.org](http://www.nohvcc.org)

**Tread Lightly!**

[www.treadlightly.org](http://www.treadlightly.org)

## SAFETY TRAINING PROGRAMS

### **ATV RiderCourse**

[www.atvsafety.org](http://www.atvsafety.org)

### **DirtBike School**

[www.dirtbikeschool.com](http://www.dirtbikeschool.com)

### **ROHVA Basic DriverCourse**

[www.rohva.org](http://www.rohva.org)

## **NATIONAL ORGANIZATION & GOVERNMENT WEBSITES**

### OTHER NATIONAL MOTORIZED RECREATION ORGANIZATIONS

Motorcycle Industry Council - [www.mic.org](http://www.mic.org)

Motorcycle Safety Foundation - [www.dirtbikeschool.com](http://www.dirtbikeschool.com)

Specialty Vehicle Institute of America - [www.svia.org](http://www.svia.org)

Recreational Off-Highway Vehicle Association – [www.rohva.org](http://www.rohva.org)

### NATIONAL NONMOTORIZED TRAIL ASSOCIATIONS

American Hiking Society [www.americanhiking.org](http://www.americanhiking.org)

Back Country Horsemen of America [www.backcountryhorse.com](http://www.backcountryhorse.com)

International Mountain Bicycling Association [www.imba.com](http://www.imba.com)

### NATIONAL OUTDOOR EDUCATION & RESOURCE ORGANIZATIONS

American Trails [www.ameriantrails.org](http://www.ameriantrails.org)

Leave No Trace [www.lnt.org](http://www.lnt.org)

### GOVERNMENT AGENCIES & PROGRAMS

Recreational Trails Program (RTP) [www.fhwa.dot.gov/environment/rectrail.htm](http://www.fhwa.dot.gov/environment/rectrail.htm)

RTP Publications [www.fhwa.dot.gov/environment/rt\\_pubs.htm](http://www.fhwa.dot.gov/environment/rt_pubs.htm)

USDA Forest Service [www.fs.fed.us](http://www.fs.fed.us)

Bureau of Land Management [www.blm.gov](http://www.blm.gov)

## **MEMBER CONTACT AND INTEREST FORM**

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ HOURS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOURS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOURS: \_\_\_\_\_

MAY YOU BE CALLED AT WORK? \_\_\_\_ YES \_\_\_\_ NO

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

OHV AFFILIATIONS: \_\_\_\_\_

\_\_\_\_\_

OTHER AFFILIATIONS: \_\_\_\_\_

(Service/business clubs,

PTA, church, councils, \_\_\_\_\_

etc.)

\_\_\_\_\_

\_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

(computers, design,

equip. repair/operation, \_\_\_\_\_

speaking/writing, etc.)

48

DO YOU HAVE VOLUNTEER EXPERIENCE? \_\_\_\_ YES \_\_\_\_ NO

PLEASE LIST:

AT WHAT TIMES CAN YOU VOLUNTEER? (circle all that apply)

Weekdays: Morning Afternoon Evening

Weekends: Morning Afternoon Evening

ADDITIONAL COMMENTS:

## MEMBER VOLUNTEER - TIME RECORD

Careful documentation of an organization's volunteer efforts is important. Volunteer time builds an organization's credibility, demonstrates responsible community involvement, and may be necessary as "in kind" donations to meet grant requirements.

CLUB: \_\_\_\_\_

CLUB VOLUNTEER:

ADDRESS:

CITY: STATE: ZIP:

PHONE: E-MAIL:

## DATE ACTIVITY LOCATION HOURS

### MISSION AND PURPOSE

A mission statement states what an organization does. A mission statement is typically general and brief.

Purpose statements specifically state what an organization does, what it supports, and what it would like others, including perspective new members, to be aware of.

A mission statement is necessary for incorporation. Mission and purpose statements that include promotion of responsible behavior and volunteer, charity, and youth programs are expected in most grant applications. And the Mission and purpose statements are part of your club's public image.

### SAMPLE MISSION STATEMENT

The mission of the \_\_ (club name) \_\_ is to bring together off-highway vehicle enthusiasts to enjoy, promote and protect responsible OHV recreation activities.

### SAMPLE PURPOSE STATEMENTS

The purpose of the \_\_ (club name) \_\_ is to:

- To conduct club rides and campouts;
- To conduct an annual poker run;
- To maintain and monitor the clubs adopted trail;
- To participate in local OHV area volunteer projects;
- To support the annual *Ride for Kids* Pediatric Brain Tumor Foundation event;
- To maintain a working relationship with local National Forest and BLM staff;
- To submit comments on local land management planning documents; and
- To support grants for youth-oriented OHV training programs.

### BASIC PARLIAMENTARY PROCEDURE

Basic parliamentary procedure helps to insure efficient, orderly meetings conducted in a consistent and accepted professional manner. An excellent and easy to use reference is *Robert's Rules of Order*.

#### **CALLING A MEETING TO ORDER:**

The presiding officer (generally the President/Chairperson) stands, taps on the table with gavel or pencil for the group's attention and says, "**The meeting will please come to order.**"

#### **READING AND APPROVING MINUTES:**

The presiding officer says, "**The secretary will read the minutes of the last meeting,**" and after they are read, "**Are there any corrections?**" The officer pauses, then continues, "**If not, the minutes stand approved as read.**"

Every member of an organization is responsible for seeing that its records are correct. If anything has been omitted from the minutes or is not accurately reported, the member who notices it should call attention to it and suggest a correction during the pause before the presiding officer announces that the minutes are approved. If there are no objections to the corrections, the secretary makes the changes. When there is a difference of opinion as to what should have been said, the presiding officer will entertain a motion to amend the minutes. When this has been disposed of, the officer says, "**Are there any further corrections? If not, the minutes stand approved as corrected.**"

#### **GETTING THE FLOOR:**

In formal meetings when you wish to make or discuss a motion, ask a question or give information related to the subject under discussion, address the chair by saying, "**Madam,**" or "**Mr. President,**" or by other special title, if appropriate.

Never try to obtain the floor when someone else is speaking unless the speaker is out of order or there is an emergency. In small informal groups, you need not use a formal title.

If members are not well acquainted, the recognized speaker should give their name and some identifying remark. The correct form is "**Mr./Madame President, I am John/Jane Doe with the New Jersey State OHV Recreation Association.**" The chair then repeats the name. This recognition gives permission to the speaker to speak.

#### **EIGHT STEPS IN MAKING AND CARRYING A MOTION:**

1. The member addresses the Chair
2. The chair recognizes the member
3. The member makes the motion. After obtaining the floor the member says, "I move..." Motions should be made in the affirmative to avoid the confusion that comes from a negative vote on a negative motion. For instance, you should say, "I move that the club has a picnic," not, "I move that the club does not have a picnic."
4. The motion is seconded. All ordinary motions must be seconded. This is to prove that at least two persons want the subject discussed. It is not necessary to be recognized by the chair. In small groups you may say simply, "**I second the motion.**" If there is no second, the chair may say, "**Is there a second?**" If no one else thinks the subject should be discussed and there is no second, the chair says, "**The motion is lost for lack of a second.**"



5. The chair restates the motion, that is, repeats it clearly so everyone will understand exactly what is proposed.
6. The chair calls for discussion. This step should never be omitted. The members should have an opportunity to express opinions or to ask questions that may make the motion clear.
7. The chair puts the motion to vote.

When all members who wish to do so have spoken or when the chair believes that all sides of the question have been discussed he/she says, **“Are you ready for the question?”** If no one speaks the chair puts the motion to vote. Both affirmative and negative votes must be taken. The chair says, **“All in favor of the motion, say aye.”** After the “aye” vote, the chair says, **“All opposed say no.”** If it is not clear on which side the majority voted, the chair may call for a vote by the raising of hands or standing.

8. The chair announces the results. After the vote is taken, the chair must announce the results. The usual form is, **“The ayes have it and the motion is carried.”** or **“The no’s have it and the motion is lost.”**

#### **To Adjourn:**

The correct form is **“I move to adjourn.”** The motion is seconded and voted on but is not discussed. It is discourteous to begin talking or to rise until the chair has declared the meeting adjourned. The usual form is **“the motion carried and the meeting is adjourned.”**

### **TASK COORDINATION - EVENT CHAIR**

Purpose of the Position:

To coordinate all organized events of the club with the Standing and Ad Hoc event committee chairs. In a small club the event chair may coordinate the events of the club directly with the committees as a whole or individuals performing assigned event oriented responsibilities.

Responsibilities:

1. At the beginning of each year: Conduct a Event Committee meeting to consider and if appropriate schedule all expected club events for the year.
2. Six (6) months before an event\*: Conduct a planning meeting with the appropriate committee(s) to develop the Action Table.
3. Four (4) months before the event:
  - A. Review the event budget with committee chairs for a budget estimate of the cost of each subcommittee's activities;
  - B. Review the Action Table and approve revisions as needed and appropriate.
  - C. Three (3) months before and through the event: Supervise and advise the committee(s) as needed.
  - D. Two (2) weeks before the event: Conduct a Pre-Event meeting:
    - To prepare an Emergency Response Plan (ERP) including security needs,
    - Review and revise, as needed, all final event actions.
    - Review and confirm all needed “staff.”

- Day of Event: Be on duty or assign an alternate on-site event coordinator to assist the committee chair(s) with the event and handle problems or emergencies should they arise.
4. After event:
- Conduct an evaluation meeting as soon as possible after the event,
  - Submit minutes of the evaluation meeting to the Board,
  - Insure that all expense sheets are submitted to the Treasurer, and
  - Present a verbal report on the event at the next scheduled membership meeting or arrange for a report by the appropriate committee chair(s).

Time Commitment:

Varies with the structure and complexity of the event.

Qualifications:

- Flexibility and patience with people.
- Good sense of humor.
- Ability to organize and coordinate.
- Ability to communicate effectively both orally and in writing.

\* In small clubs, activities may be scheduled on shorter notice than months out and require minimal planning. However, even for small activities such as an outing, an Event Chair can provide advice and oversight to assure that all necessary preparations are taken care of. An Event Chair will also lighten the responsibilities of the President and spread the workload among club members.

### **TASK COORDINATION - NEWSLETTER EDITOR**

Purpose of the Position:

To provide information on current activities, programs, and other items of interest to persons throughout the local OHV community.

Responsibilities:

1. Gather information from members and OHV organizations.
2. Arrange the information in print and electronic formats.
3. Present copy to the President or club member designated as proofreader
4. Arrange for printing and/or sending of the newsletter.
5. Coordinate distribution of the newsletter by mail, by hand distribution and/or electronically.

Time Commitment:

Varies with the size and level of activity of the OHV organization.

Qualifications:

- Ability to organize and coordinate
- Ability to provide an interesting format for printed information.
- Ability to use computer and learn special software if available.

- Ability to communicate effectively and to edit the work of others.

#### **TASK COORDINATION - NEW MEMBER ADVOCATE**

Purpose of the Position:

To offer counsel and assistance to new members at the local level to help them learn about the club and become active.

Responsibilities:

- Maintain regular contact with new members.
- Be "on-call" to advise and assist a new member with any questions, concerns and/or problems that the member may have.
- Request assistance from OHV organization leadership as needed.
- Attend regular meetings of the organization to keep informed of program developments and activities.
- Document the kinds of help new members needed in order to help future New Member Advocates.

Time Commitment:

Varies with the number of new members in the club. At least one-year commitment to being available as an advocate is desirable.

Qualifications:

- Thorough knowledge of the club, its programs and activities.
- Interest in helping other members and strengthening the club.
- Sensitivity to the needs of others.
- Ability to communicate effectively.
- Belief in the importance of maintaining a positive environment for OHV enthusiasts and their supporters.