

## **SWFWDA Bylaw excerpts**

### **ARTICLE IX. ELECTION OF OFFICERS**

- A. Nominees for office shall be Members of a Member Club in good standing, or Individual Members in good standing.
- B. All terms of office shall be two (2) years.
- C. The President; Secretary; Director of Environmental Affairs; Membership Secretary; and one (1) Delegate to United Four Wheel Drive Association shall be elected in even years.
- D. The Vice-President; Treasurer; Events Chairman; and one (1) Delegate to United Four Wheel Drive Association shall be elected in odd numbered years.
- E. Elections shall take place at the last regularly scheduled meeting each fiscal year. Nominations shall be accepted at that meeting as well as the regularly scheduled meeting preceding it. New officers will take office in October.
- F. All nominees for office must be physically present at the meeting when nominated or when elections are held, or must have filed a letter of intent with the Association Secretary agreeing to fulfill the duties of the office nominated for.
- G. No more than two (2) members of the Board of Directors may come from the same Member Club.
- H. The two (2) Delegates to the United Four Wheel Drive Association (UFWDA) shall serve terms that alternate one another. The President or Secretary shall notify the UFWDA of the duly authorized Delegates within thirty (30) days of election.

### **ARTICLE XIV. RECALL**

- A. Officers of the Association are expected to attend all regularly scheduled meetings. Absence from two (2) consecutive meetings without prior notification of the Association President or other elected officer shall constitute grounds for immediate removal from office by the Board of Directors, without need for further recall.

## **SWFWDA SOP excerpts**

### **ARTICLE II. DUTIES OF OFFICERS**

- A. The President shall preside at all meetings, carry out the policies and decisions of the Delegates, appoint such Committees as deemed necessary, and may remove persons from Committees for non-performance subject to approval of the Board of Directors.

- B. The vice-President shall assist the President. He/she shall perform the duties of the President in his/her absence. He/she shall be responsible for achieving the educational objectives of the Association. He/she may be assigned special tasks by the President.
- D. The Treasurer shall receive all moneys, issue receipts, make bank deposits, and write checks. The Treasurer shall be allowed to pay expenditures up to \$50.00 without prior approval of the Delegates. Payment of expenditures in excess of \$50.00 will require prior approval of the Delegates at a regularly scheduled meeting. The Treasurer shall maintain a complete and accurate bookkeeping record of the Association. The Treasurer shall submit the books to the Board of Directors for audit upon their request, but at least annually at the last meeting of the fiscal year.
1. A minimum of three (3) persons shall be authorized to conduct the Association's business (sign checks, make withdrawals) by completing the appropriate signature cards required. The two additional people permitted to sign on SWFWDA accounts should meet the following criteria:
    - a. None of the signers may be related.
    - b. The signers should be from different Clubs.
    - c. The additional signers should be from the Board of Directors, beginning with the President.
    - d. As is the case with the Treasurer, expenditures in excess of \$50.00 paid by signers other than the Treasurer must also have prior approval of the Delegates.
    - e. The Treasurer is authorized to pay expenses mandated by the by-laws and SOP's, specifically, dues due and the Association's Publication.
  2. The Editor of the Association Publication may also be allowed to establish a separate banking account, subject to limits that will be recommended by the Treasurer and approved by the Delegates. This account shall be under the supervision of the Treasurer and shall be audited on a regular basis.
  3. The Treasurer shall keep a separate accounting of all merchandise sold by the Association, to include profit and loss on Association merchandise. Any personnel directed by the Association to acquire and sell Association merchandise shall complete and report an annual physical inventory of merchandise at the direction of the Treasurer. The physical inventory report shall be used by the Treasurer for comparison and verification purposes.
- G. The Events Chairman shall serve as the person in charge of at least one annual four wheel drive event to raise funds and promote recreational four wheeling. He/she shall coordinate all SWFWDA efforts to this end. He/she may select Assistants as needed.

1. The Events Chairman or His/Her designee will count all raffle money and record their results.
  2. Each person will independently count the money and once they both have counted the same amount, they will sign a report recording this amount.
  3. The hosting club's treasurer, will then receive the money and write a check to the SWFWDA for this amount. This immediately starts an audit trail that is traceable.
  4. This check and report is then handed to the SWFWDA treasurer if present. Otherwise the hosting club's treasurer will mail it to the SWFWDA's Treasurer no later than 2 weeks following the event.
  5. The SWFWDA raffle tickets will be counted by another independent person and checked against the amount of money reported before they are destroyed.
- H. The Officials covered in this section are expected to provide reports at each Association meeting, and to provide articles/reports for each issue of the Association Publication.

### **ARTICLE III. DUTIES OF OTHER OFFICIALS, ELECTED OR APPOINTED**

- B. The United Four Wheel Drive Association (UFWDA) Delegates (elected) shall serve as the liaison between the SWFWDA and the UFWDA. They shall keep the SWFWDA membership informed of events and activities at the national level as well as in fellow Associations. They shall serve as SWFWDA representatives to the annual UFWDA meeting.
1. Prior to each UFWDA Delegates meeting, the SWFWDA Delegates to UFWDA shall submit a proposed budget for their trip. Club Delegates may approve at a regularly scheduled meeting all, a portion, or none of the UFWDA Delegates proposed budget, depending on the financial capability of the Association, but under no conditions may approve expenditures over and above the cost of prudent travel, standard lodging, and convention registration. Lodging expenses, if reimbursed, will cover the night prior to the meeting, the night(s) of the meeting, and the last night of the convention.
- D. The Historian shall be appointed by the President. He/she shall have custody of the scrapbooks containing the history of the Association, and shall enter into them such appropriate material as may be presented by the members.
- E. The Officials covered in this section are expected to provide reports at each Association meeting, and to provide articles/reports for each issue of the Association Publication.