



***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.  
2005

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

First Edition  
**TABLE OF CONTENTS**

1. WHY START AN OHV CLUB?	4
2. NOHVCC “TOOLS” TO HELP YOU	6
3. STEP-BY-STEP GUIDELINES TO ASSIST YOU	
a. The Meeting Site	7
b. Communication	9
c. The Agenda	12
d. Meeting Management	13
e. Follow-up	15
4. YOUR FIRST MEMBERSHIP MEETING	16
a. Checklist for Your First Membership Meeting	17
b. Sample Meeting Announcement	18
c. Sample Meeting Agenda	19
5. YOUR FIRST BOARD MEETING	20
a. Checklist for Your First Board Meeting	21
b. Sample Agenda	22
6. APPENDISES	23
a. Action Table	25
b. By-laws & Incorporation	26
i. By-laws	27
ii. Incorporation	33
iii. <i>“Political and Legislative Guidelines for AMA Community Councils and Motorcyclists Organizations”</i>	34
c. Cash Management	38
d. Club Name	39
e. Committees	40
i. Committee Form	41
ii. Committee Report Form	42
f. Directories	

i. National OHV Organizations & Programs	43
ii. National Organization & Government Websites	45
g. Membership Forms	
i. Member contact and interest information	47
ii. Member Volunteer Time Record	49
h. Mission and Purpose Statements	50
i. Officers	
i. Essential Officers	51
ii. Board of Directors	53
j. Parliamentary Procedure	54
k. Problem Solving – Getting from A to B	58
l. Task Coordination (ONLY 3 SHOWN)	
i. Artist	
ii. Driver	
iii. Event Chair	61
iv. Event Coordinating Committee Member	
v. Event Publicity Chair	
vi. Land Use Specialist	
vii. Newsletter Editor	63
viii. New Member Advocate	64
ix. Outreach Coordinator	
x. Public Policy Specialist	
xi. Publicity Specialist	
xii. School Program Coordinator	
xiii. Special Activity Coordinator	
xiv. Special Project/Event Fundraiser	

# **NOHVCC**

## **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 accomplish.

A club can speak with one voice for a larger group, increasing their 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 closer elected officials listen.

Clubs also serve as a contact point for land managers, elected officials, the media, other organizations and OHV-oriented businesses needing local information or having important information to share.

A club's standing in the community is vitally important and depends largely upon the conduct of its members and club activities.

A club can promote responsible outdoor ethics and safety to improve both opportunity and the image of OHV activity. The better educated the OHV public

is about rules, regulation, natural and cultural resources, land ethics, and safe operation of their vehicles the better we will be perceived.

Peer pressure within and outside of the club can be a powerful influence on the conduct of other OHV enthusiasts.

The image of OHV recreation is further 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 business interests may also be willing to support the club or club activities by purchasing ads in newsletters, paying for their 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 countrywide 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 to those seeking assistance 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 their 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 group development 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 Representative and Alternate;
- NOHVCC web information including an extensive resource library;
- Referrals to other clubs and associations in your state and across the country.

Now, if you're ready and willing to form an OHV club, turn the page.

# STEP-BY-STEP GUIDELINES FOR CLUB DEVELOPMENT

Advance preparation and good meeting management is critical. What attendees walk away from a meeting with will determine whether or not 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 ten 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. At the initial club formation meeting for the New York Trail Riders Organization (NYTRO) 200 riders showed up and 172 signed up as members.
- The meeting area should have enough tables 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 any more than two hours.
- Select a site where you are allowed to post material on the wall. (Bring lots of good masking tape – NO scotch tape, duct tapes or electrical tape!) Being able to stick things on the wall such as officer nominations, ideas,

maps, etc., is very helpful at initial development and planning meetings.

- 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:
  - Community centers and service halls (VFW, Rotary, etc.)
  - Local libraries, schools, and colleges
  - Local businesses and land management offices
  - Quiet restaurants with separate meeting rooms
  - Members homes – if sufficient quiet space is available
  
- **Caution:** Pizza parlors and bars are popular meeting places but generally are too noisy to conduct efficient business meetings. If you must consider a restaurant as a meeting site make sure that where you will meet is:
  - Available for the entire duration of the meeting,
  - That the meeting will not disturb other customers, and
  - That other customers will not disturb you, and
  - Establish a ground rule that if meeting participants would like to drink, all business must be completed before alcoholic beverages are served.

## 2. COMMUNICATION

From when you first think to yourself, I'd like to form a club to regular club operations forever after, good 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.

Distribute the announcement by mail, fax and email to as many friends, business associates and organizations that you believe may be interested in joining or supporting the new club. Redistribute the announcement with a draft agenda two weeks in advance of 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.
  - The dates for next meetings should be decided upon at each meeting.
  - 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

- 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 in place of face-to-face meetings to conduct business and keep in touch.
    - During the initial formation meeting establish a communication process, by phone, mail, fax, email, or website, and stick to it.
    - Officers and committees should establish their own communication process.
    - Email communication is increasing popular but like meetings need ground rules. For efficiency and to keep discussion focused consider the following:
      - For the Subject Box: Use the initials of the club followed by a dash and then identify the specific issue of the email note.

**Subject: GTG – January Meeting Agenda**

- During specific issue discussions highlight the complete content of each subject message and click “Reply All.”

A complete record of issue discussions facilitates on-going discussion without having to save multiple messages or having to refer back to previously saved messages. And, "Reply All" insures that all members of a discussion have the exact same information to work with.

- Limit each email note to one issue.
  - Change the stated issue whenever a new issue is offered for consideration or discussion.
- Telecommunication is time and cost effective for small groups such as Boards and committees. To insure productive conference calls:
- Provide call-in instructions one week in advance followed by a reminder two days in advance of the call.
  - Provide agendas by mail, fax or email at the same time that call-in instructions are provided.
  - The Board or committee chair or appointed facilitator must keep the call participants focused on the agenda.
  - Notes with clearly identified action items must be taken and provided to call participants as soon after the call as possible.
  - Limit calls to one hour.

### 3. The Agenda

- Limit meeting time to NO MORE than three hours! After three hours attention span and energy level 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 speakers 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 others points of view
  - 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 or not 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 to 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), and
    - Masking tape.
- Use the Meeting Ground Rules to insure that 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 would include 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 a)
    - 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)  
(Try to avoid leaving anything to the last minute)
  - 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 or not 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 l)
- Discussion of club name (see Appendix d)
- Nominations/volunteers for initial Board positions (see Appendises h)
- Discussion of future positions and committees (see Appendises e and i)
- Discussion of club activities
- Discussion of dues
- Set date, time for Board meeting
- Thank you to 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 1<sup>st</sup> Meeting Materials**

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

## CHECKLIST FOR YOUR FIRST MEMBERSHIP MEETING

<b>ITEM</b>	<b>COMPLETE BY</b>
<input type="checkbox"/> Meeting Site Selected	(1 month in advance)
<input type="checkbox"/> Date and Time Set	(1 month in advance)
<input type="checkbox"/> Meeting Announcement Out	(1 month in advance)
<input type="checkbox"/> Agenda & Action Table Completed	(2 weeks in advance)
<input type="checkbox"/> Meeting Reminder Sent	(1 week in advance)
<input type="checkbox"/> Meeting Materials & Information complete (Try to avoid leaving anything to the last minute)	(1 week in advance)
<input type="checkbox"/> Copies of agenda	
<input type="checkbox"/> Two copies of the Action Table (for the secretary & meeting leader)	
<input type="checkbox"/> Copies of Membership Information Forms	
<input type="checkbox"/> Copies of Mission and Purpose Statements	
<input type="checkbox"/> Copies of Position Responsibilities	
<input type="checkbox"/> Flip chart(s) and easel(s)	
<input type="checkbox"/> Masking tape	
<input type="checkbox"/> Pens (Remember, water soluble!)	
<input type="checkbox"/> Beverage/Food provision - arranged/confirmed	(2 weeks in advance)
<input type="checkbox"/> Thank you given or note sent	(Within 1 week after the meeting)
<input type="checkbox"/> Meeting minutes distributed to participants	(Within 1 week after the meeting)

## SAMPLE MEETING ANNOUNCEMENT

**FOR IMMEDIATE RELEASE**

DATE (of announcement)

**CONTACT:** \_\_\_\_\_

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 p.m.      Gathering – Refreshments provided  
Distribution of membership information forms
- 7:00            Welcome, Review of Agenda, Ground Rules, and Introductions (with each person asked to state their reason for attending the meeting)
- 7:30            Discuss and develop Mission and Purpose ideas (See Appendix – Mission and Purpose Statements)
- 8:00            Discuss and develop club name ideas (see Appendix – Club Name)
- 8:15            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            Initial discussion of future club positions, committees, dues and activities
- 9:15            Date for next meeting, agenda items including first club outing, challenge to bring new members, and collection of member information forms.
- 9:30            Thank you's for use of meeting site, provision of snacks and 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 b)
- Discussion concerning incorporation of the club (Appendix b)
- 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 c)

## CHECKLIST FOR YOUR FIRST BOARD MEETING

<b>ITEM</b>	<b>TO COMPLETE BY</b>
<input type="checkbox"/> Meeting Site Selected Meeting)	(ASAP after the 1 <sup>st</sup> Member Meeting)
<input type="checkbox"/> Date and Time Set	(At 1 <sup>st</sup> Member Meeting)
<input type="checkbox"/> Meeting notice sent Meeting)	(w/minutes from 1 <sup>st</sup> Member Meeting)
<input type="checkbox"/> Agenda & Action Table Completed	(2 weeks in advance)
<input type="checkbox"/> Meeting Reminder Sent	(1 week in advance)
<input type="checkbox"/> Meeting Materials & Information complete (Try to avoid leaving anything to the last minute)	(1 week in advance)
<input type="checkbox"/> Copies of agenda	
<input type="checkbox"/> Two copies of the Action Table (for the secretary & meeting leader)	
<input type="checkbox"/> Copies of filled out Membership Information Forms	
<input type="checkbox"/> Copies of Position Responsibilities	
<input type="checkbox"/> Flip chart(s) and easel(s)	
<input type="checkbox"/> Masking tape	
<input type="checkbox"/> Pens (Remember, water soluble!)	
<input type="checkbox"/> Beverage/Food provision - arranged/confirmed	(2 weeks in advance)
<input type="checkbox"/> Thank you given or note sent	(Within 1 week after the meeting)
<input type="checkbox"/> Meeting minutes distributed to Board members	(Within 1 week after the meeting)

## SAMPLE AGENDA

\_\_\_\_\_ Club Board Meeting  
Location & Address

Day & Date  
6:30 p.m. – 9:00 p.m.

- 6:30      Gathering
- 7:00      Review Agenda      President  
Review and adjust officer descriptions as needed  
Discuss and establish Board communication process
- 7:30      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      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      Insurance
- Discuss insurance needs
  - Assign responsibility to research and report back to the Board
- 8: 55      Set next Board meeting date, location and time      President  
Appropriate thank yous for the meeting site, snacks, etc.
- 9:00      Adjourn Board Meeting      President

## APPENDISES

Action Table	25
By-laws and Incorporation	26
By-laws	27
Incorporation	33
<i>“Political and Legislative Guidelines for AMA Community Councils and Motorcyclists Organizations”</i>	35
Cash Management	39
Club Name	40
Committees	41
Committee Form	42
Committee Report Form	43
Directories	
National OHV Organizations & Programs	44
National Organization & Government Websites	46
Membership Forms	
Member contact and interest information	48
Member Volunteer Time Record	50
Mission and Purpose Statements	51
Officers	
Essential Officers	52
Board of Directors	54
Parliamentary Procedure	55
Problem Solving – Getting from A to B	59
Task Coordination	
Artist	
Driver	
Event Chair	62
Event Coordinating Committee Member	

Event Publicity Chair	
Land Use Specialist	
Newsletter Editor	64
New Member Advocate	65
Outreach Coordinator	
Public Policy Specialist	
Publicity Specialist	
School Program Coordinator	
Special Activity Coordinator	
Special Project/Event Fundraiser	



## **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 clubs activities change. For incorporation an organization's by-laws must at least include the following:

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

**Incorporation** requirements for individual states may be obtained by:

1. Calling your states Secretary of State office;
2. Going to your states government website at: [http://www.\\_\\_\\_\\_.gov](http://www.____.gov) (\*Insert the two-letter abbreviation for your state) and do a search for "Incorporation" or "articles of incorporation"; or
3. Going to the internet and doing a search for "incorporation".

### **Additional Resources:**

- Your State's OHV-oriented associations and other clubs
- "AMA Incorporation Guidelines" (Appendix b-iii)
- "NOHVCC Application For Federal Tax-Exempt Status" (NOHVCC Library)

**Use of the Sample By-laws:** The following sample by-laws provide the format and information generally needed to meet incorporation and tax requirements. 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.

(\* **Note:** An option is to include families and/or sponsors and/or business interests in the membership.)

## **Section 2 – Number:**

There shall be at least \_\_\_\_ people comprising the total organization membership for it to continue.

(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 \_\_\_\_\_.

(NOTE:

- 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 one year. Officers may be re-elected but will not be eligible to serve more than three consecutive years in any one position.

(NOTE: Periodic change in leadership strengthens a club with fresh ideas and enthusiasm and broadens the base of active members. By limiting “consecutive” years of service, members with ability and time may re-serve in any elected capacity as long as they have moved to another position or not served as an elected officer for at least one year.)

### 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 as they are below.)

- 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 monies allocated to the organization, shall supervise the disbursement of the 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:** Whatever other officers, if any, that are decided upon 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, when the vice-president shall succeed to chair, 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 the 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 chair.

## Section 4 – Quorum

A simple majority (51%) of the elected Executive Board members must be present to constitute a quorum for the transacting 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:

- 1) To approve, reject, amend or refer back to the committees for further study reports from special or standing committees.
- 2) To introduce new ideas with requests for the president to appoint committees to make further studies and report back their recommendations to the organization.
- 3) To evaluate reports of completed activities, projects or programs and make suggestions for improvement.

- 4) 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, giving 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 their own 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.

# AMERICAN MOTORCYCLIST ASSOCIATION

## Political and Legislative Guidelines for AMA Community Councils and Motorcyclists Organizations

### Influencing Legislation

According to the Internal Revenue Code, motorcyclists organizations may engage in activities designed to influence legislation, as long as the total sum of these activities do not reflect a "substantial part" of their overall activity in a given year.

Many organizations and clubs are 501(c)(3) organizations. While the IRS has not defined "substantial," court cases have applied percentage tests. Past rulings have held that expenditures of less than five percent of a 501(c)(3) organization's time and finances devoted toward activities intended to influence legislation were not "substantial," and, therefore, were permissible.

The IRS makes such rulings on a case-by-case basis. Both qualitative and quantitative factors are examined in such cases. Therefore, such percentage tests tend to be subjective and variable. It is recommended that you always seek legal counsel in planning activities designed to influence legislation. It is also advised that you keep records of the expenses incurred.

The IRS considers "legislation" to be any official act that makes public policy, including town/borough/township councils, county commissions and the legislative branches of state and federal governments. School boards are not included in this definition. The IRS defines "direct lobbying" as direct contact by an organization with members of a legislative body if the contact refers to specific legislation and reflects a view on such legislation. Though limited by the "substantial" test, such activity is also allowed.

"Grassroots lobbying" is far more common in motorcyclists' organizations and other non-profit organizations. Such activity is designed to influence legislation through the members of a community.

However, simply informing your members about the content or status of a legislative measure under consideration is not an attempt to influence legislation. In order for such communication to be considered a grassroots lobbying attempt, the IRS has determined that it must refer to a specific piece of legislation, reflect an opinion on that legislation and call the reader or listener to action.

"Grassroots lobbying" is allowed to the extent parameters allowed by the "substantial" limitation. Activities that do not involve all three components are merely considered "education" by the IRS and, therefore, have no restrictions at all. *Note:* There is an exception to this rule when it comes to mass media. Motorcyclists' organizations planning to use radio, television or newspaper campaigns within two weeks of a vote on specific, "highly publicized" legislation should seek legal counsel before proceeding.

## **Initiatives, Referendums, Ballot Questions and Propositions**

Critical issues are increasingly being put to voters directly in the form of initiatives, referendums, ballot questions, and propositions. This is not political activity but the making of law by popular vote. Thus, motorcyclists may speak freely about initiatives, referendums, ballot questions and propositions, including outright endorsement or opposition. Magazine/newsletter inserts, fact sheets and statements from the floor are also allowed. This activity is considered "direct lobbying," since the people you are attempting to influence - the voters - are the "lawmakers" in this case. However, the "substantial" restraint still applies.

### **Example 1**

A club tells its members about specific recreation legislation moving through the state legislature, announces its opposition and urges the members to contact their state representatives and request that the bill be defeated. This is a permissible "grassroots lobbying" activity.

### **Example 2**

The same club tells its members about specific recreation legislation moving through the state legislature and announces its opposition without urging them to contact their state representatives. This is merely educational activity; it may be done without limit.

### **Example 3**

A club president speaks about a specific state initiative during a meeting, announces his opposition and urges members to vote against it in the general election. This is permissible "direct lobbying" activity. As with grassroots lobbying, it may be done until all such activities for the year exceed the "substantial" limit.

## **Political Activity and Elections**

According to the Internal Revenue Code, a 501(c)(3) organization may "not participate or intervene in (directly or indirectly, including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office." However, there are many ways for motorcyclists to affect positive change in elections by ensuring that organization members have all of the information necessary to fulfill their civic responsibilities.

## **What an Organization May Do**

- **Conduct** non-partisan voter registration/ education drives. Contact your local county clerk's office for information on registering voters at motorcycle events in your area. Host candidate forums where all are invited and treated impartially.
- **Rent** a club mailing list (at market value) to a candidate.

- **Publish** an ad in the club newsletter for all who request, as long as the ad is purchased at the regular rate for all such ads.
- **Publish** neutral news stories on political candidates, including information regarding public endorsements candidates have received from a variety of organizations.
- **Invite** a political candidate to attend a meeting or event. Remember that other candidates, regardless of party affiliation, must also be given the same opportunity should they request it and club representative, acting in an official capacity, may endorse or solicit funds for any candidate.

### **What an Organization May Not Do**

- **Endorse** a political candidate.
- **Contribute** to political candidates or political action committees.
- **Make** an outright donation of a mailing list to a political candidate.
- **Participate** in fund-raising projects for political action committees.
- **Sell** a political ad at a discount rate if no other advertisers are offered discounts.
- **Distribute** candidate political statements. *Note: this is not the same as a voter's guide-see below.*
- **Pay** to attend a caucus for a state or national political convention.
- **Make** in-kind or independent expenditures in favor of or against candidates.

### **Voter's Guides**

During election years, many motorcyclists' organizations make voter's guides available to their members. This is a permissible educational activity as long as the guides do not reflect a partiality which could be misunderstood as an endorsement of a particular party or candidate. The following guidelines will help ensure that your guide is indeed "neutral."

- **Don't** use a "comments" section in your voter's guide to clarify an incumbent's voting record. Doing so would indicate a bias. Let the candidate's voting record speak for itself.
- **Do** not use percentage or plus or minus ratings of candidates to indicate whether a candidate voted "pro-access" or "anti-access." Do not use the ratings of other organizations. Political action committees may do this, but 501(c)(3) organizations cannot.
- **Do** not skew the voting record of a candidate by having YES votes mean they voted for a pro-access position or NO votes meaning they voted against the access.
- **Keep** the language neutral. Do not use such terms as "pro-access," "anti-access" or "green" to describe candidates seeking office. Do not encourage your readers to vote for pro-access candidates, but encourage them to be involved. Everyone should be able to use your voter's guide to find candidates they like.
- **If** candidates refuse to respond to your questionnaire, you may mention it in your guide and include their phone numbers so voters can ask them why they refused.

- **Do** not mention any political action committee in the guide.
- **You** are not required by law to publicize the voting records or ideologies of third party candidates unless there is a good chance the third party candidate is viable or in a position to win the election. *Note:* Be very careful on this one and consult a qualified attorney before attempting this.
- **Questions** asked of candidates must deal with a wide range of issues not just access, helmet choice and noise regulation stance. Be sure to include taxation, health care, foreign policy, the national defense and other topics of interest to provide a well-rounded view of the candidates.

### **A Special Note to the Reader**

This publication is not meant to be a comprehensive and detailed analysis of campaign finance laws and IRS tax status determination factors. It is simply meant to be a handy reference to help keep your motorcyclists' organization, and the AMA, out of trouble and on our motorcycles.

### **For Further Information Contact**

Government Relations Department  
American **Motorcyclist** Association - Rights. Riding. Racing.  
13515 Yarmouth Drive  
Pickerington, OH 43147  
614-856-1900  
[www.AMADirectlink.com](http://www.AMADirectlink.com)



rights. riding. racing.

# **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:
  - Who are authorized to sign checks and
  - Who are required to re-conciliate 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 result of action goals and objectives.
3. To coordinate it's 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
3. Well managed committee meetings; and
4. Committee members with appropriate skills and commitment to the purpose 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: \_\_\_\_\_

<b>Members</b>	<b>Phone</b>	<b>Email</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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**

Updated: May 2005

### OFF-HIGHWAY VEHICLE MEMBERSHIP & ADVOCACY ORGANIZATIONS

All Terrain Vehicle Association (ATVA)  
13515 Yarmouth Drive, Pickerington, Ohio 43147  
P: 866-288-2564/F: 614-856-1921  
W: [www.ATVAonline.com](http://www.ATVAonline.com)

American Motorcyclist Association (AMA)  
13515 Yarmouth Drive, Pickerington, Ohio 43147  
P: 614-856-1900/F: 614-856-1920  
E: [ama@ama-cycle.org](mailto:ama@ama-cycle.org)  
W: [www.AMADirectLink.org](http://www.AMADirectLink.org)

Americans for Responsible Recreation Access (ARRA)  
600 Thirteenth Street, NW  
Suite 790  
Washington, D.C. 20005  
P: 888-662-9909  
W: [www.responsiblerecreation.org](http://www.responsiblerecreation.org)

Blue Ribbon Coalition (BRC)  
4555 Burley Drive, Suite A, Pocatello, ID 83202  
P: 208-237-1008/F: 208-237-9424  
W: [www.sharetrails.org](http://www.sharetrails.org)

United Four-Wheel Drive Association  
W: [www.ufwda.org](http://www.ufwda.org)

### OFF-HIGHWAY VEHICLE EDUCATION PROGRAMS

National Off-Highway Vehicle Conservation Council (NOHVCC)  
4718 South Taylor Drive, Sheboygan, WI 53081  
P: 800-348-6487/F: 920-458-3446  
E: [trailhead@nohvcc.org](mailto:trailhead@nohvcc.org)  
W: [www.nohvcc.org](http://www.nohvcc.org)

Tread Lightly!  
298 24th Street, Suite 325, Ogden, UT 84401  
P: 801-627-0077/F: 801-621-8633  
W: [www.TreadLightly.org](http://www.TreadLightly.org)

## SAFETY TRAINING PROGRAMS

ATV RiderCourse  
ATV Safety Institute  
P: 800-887-2887 (nationwide toll-free number)  
W: [www.atvsafety.org](http://www.atvsafety.org)

DirtBike School  
Motorcycle Safety Foundation  
P: 877-288-7093 (nationwide toll-free number)  
W: [www.dirtbikeschool.com](http://www.dirtbikeschool.com)

## **NATIONAL ORGANIZATION & GOVERNMENT WEBSITES**

Updated: May 2005

### NATIONAL MOTORIZED RECREATION ORGANIZATIONS

- All-Terrain Vehicle Association [www.ATVAonline.com](http://www.ATVAonline.com)
- American Motorcyclist Association [www.AMADirectlink.com](http://www.AMADirectlink.com)
- Americans for Responsible Recreation Access [www.responsiblerecreation.org](http://www.responsiblerecreation.org)
- ATV Safety Institute - ATV Training [www.atvsafety.org](http://www.atvsafety.org)
- Blue Ribbon Coalition [www.sharetrail.org](http://www.sharetrail.org)
- International Snowmobile Manufacturers Assn. [www.snowmobile.org](http://www.snowmobile.org)
- Motorcycle Industry Council [www.mic.org](http://www.mic.org)
- Motorcycle Safety Foundation - OHM Training [www.dirtbikeschool.com](http://www.dirtbikeschool.com)
- National OHV Conservation Council [www.nohvcc.org](http://www.nohvcc.org)
- Specialty Vehicle Institute of America [www.svia.org](http://www.svia.org)
- United Four Wheel Drive Association [www.ufwda.org](http://www.ufwda.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 Recreation Coalition/surveys [www.funoutdoors.com/research.html](http://www.funoutdoors.com/research.html)
- American Trails [www.AmerianTrails.org](http://www.AmerianTrails.org)
- Leave No Trace [www.lnt.org](http://www.lnt.org)
- National OHV Conservation Council [www.nohvcc.org](http://www.nohvcc.org)
- Tread Lightly! [www.treadlightly.org](http://www.treadlightly.org)

### NATIONAL TRAIL TRAINING INFORMATION AND ORGANIZATIONS

- National Trails Training Partnership [www.nttp.net](http://www.nttp.net)
- Professional TrailBuilders Association [www.trailbuilders.org](http://www.trailbuilders.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)
- ADA Trail Accessibility Standards: [www.access-board.gov/outdoor/outdoor-rec-rpt.htm](http://www.access-board.gov/outdoor/outdoor-rec-rpt.htm)
- USDA Forest Service [www.fs.fed.us](http://www.fs.fed.us)
  - USFS Pacific Southwest Research Center  
[www.rfl.psw.fs.fed.us/recreation/index.html](http://www.rfl.psw.fs.fed.us/recreation/index.html)
  - USFS Missoula Technology & Development Center  
[www.fs.fed.us/t-d](http://www.fs.fed.us/t-d) (user name: t-d/password: t-d)
  - USFS Trail Assessment & Condition Surveys  
[www.fs.fed.us/r3/measures/inventory/TRACS.htm](http://www.fs.fed.us/r3/measures/inventory/TRACS.htm)
  - USDA FS Trail Publications  
[www.fhwa.dot.gov/ennvironment/fspubs/index.htm](http://www.fhwa.dot.gov/ennvironment/fspubs/index.htm)
- USDI Bureau of Land Management [www.blm.gov](http://www.blm.gov)
- USDI BLM National Training Center [www.ntc.blm.gov](http://www.ntc.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.) \_\_\_\_\_

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 clubs 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 the San Bernardino National Forest and BLM Barstow Field Office;
- To submit comments on local land management planning documents; and
- To support grants for youth-oriented OHV training programs.

## OFFICERS

**General Responsibilities:** All members of a club willing to assume an officers position must be committed to the purpose of the club and have the ability to attend on a regular basis all Executive Board meetings, club meetings and club activities.

**Time Commitment:** The time commitment for the officers will depend on how active a club is. If the purpose of the club is to simply get together for monthly rides or drives then the time commitment will be minor. However, if the purpose of the club includes multiple activities such as outings, charity events, volunteer work and advocacy efforts the required time commitment will be significant.

### **PRESIDENT**

**Responsibilities:** 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.

#### **Qualifications:**

- Ability to delegate.
- Good communication skills.
- Ability to organize and coordinate.
- Ability to recognize and express appreciation for contributions made by other club members.
- Ability to recognize the needs of the club and to focus the club members energy where needed.

### **VICE PRESIDENT**

**Responsibilities:** 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.

#### **Qualifications:**

- Desire to work with the President and directly assist in club activities.
- Interest in moving up into the President position.

## **TREASURER**

**Responsibilities:** Shall keep an accurate record of all monies allocated to the organization, shall supervise the disbursement of the funds subject to the direction and approval of the Executive Board, and shall serve as chair of any finance committee.

**Qualifications:**

- Good cash management skills

## **SECRETARY**

**Responsibilities:** 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.

**Qualifications:**

- Basic writing skill.
- Basic computer skill.
- Good organizational skill.

## **BOARD OF DIRECTORS**

### **Purpose of the Position:**

To advise or make policy for the organization on Program, Image, Advocacy, Resource Generation, and Membership Development.

### **Responsibilities:**

1. Attend regular meetings to discuss, evaluate information/data, and make recommendations.
2. Assume responsibility of staying informed about the organization, its activities, and community concerns.
3. Seek ideas from others involved in the organization about their interest and ideas for future direction of programs and policies.
4. Help plan efficient and effective program directions that are relevant to the needs to all members and the sport.
5. Advocate for the needs of members and the organization as a whole.
6. Advocate for the needs of the OHM community.
7. Represent the organization to the community and provide positive linkages between OHV enthusiasts and supporters and the community as a whole.

### **Time Commitment:**

Members of the Board serve \_\_\_\_\_ year terms. Commitment involves attendance at a minimum of \_\_\_\_\_ meetings per year.

### **Qualifications:**

- Knowledge of the OHV community and its concerns/issues.
- Knowledge of the organization's programs.
- Sensitivity to community needs.
- Ability to prioritize and facilitate group decision-making.

## **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 book is the paperback, *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, rise and 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 rise to address the chair or 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 that...

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 does give a picnic,' not, 'I move that the club does not give 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.”** In large meetings it is proper to rise and say, **“Mr./Madame President, 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, which is \_\_\_\_\_, 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.”**

## SUBSIDIARY MOTIONS

Sometimes in order to dispose of a main motion, it is necessary to make a subsidiary or secondary motion. These motions must be voted on before the main motion can be discussed further. The most common motions of this class are to amend, to refer to a committee and to table.

### To Amend:

A motion may be amended in four ways: (1) by striking out, (2) by adding, (3) by striking and adding, (4) by substitution. For instance, a member may move that the club sponsor a volunteer recognition dinner for all volunteers who have served five years or longer. Someone else may say, "**I move to amend by adding the volunteers who have served three years.**" Discuss only the amendment until it is acted on. If it carries, the chair says, "**The ayes have it and the amendment is carried. The motion now is that the club gives a recognition dinner for all volunteers who have served three years or longer.**"

### To Refer to a Committee:

Sometimes a motion is made which has the general approval of the group but which needs to be studied more carefully than it can be in an open meeting, or perhaps more information is needed before a final decision can be made. In such cases someone should move that the question be referred to a committee. If the business is related to the activities of any standing committee, it should be turned over to that committee.

If a special committee is to be appointed, the motion should state how many members it should have and how it should be appointed; for example, "I move that the question be referred to a committee of three to be appointed by the chair."

### To Table:

Sometimes it seems wise to lay aside temporarily some item of business that is before the group. The correct form is, "**I move to table.**" This motion must be seconded. It may not be debated or amended. The chair must put the motion to table as soon as it is seconded.

At any time during the session at which a question was tabled or during the following session, the motion to take it from the table may be made. This motion may be carried by a vote of one-third plus one. If a motion is not taken from the table at the session following the one at which it was tabled, it is considered killed.

## INCIDENTAL MOTIONS

Some motions are incidental to the business being transacted. They are in order whenever they are needed. The ones most commonly used are to reconsider or rescind an action previously taken and to adjourn.

### **To Reconsider:**

A member who votes on the prevailing side and then thinks that an action has been taken too hastily may move to reconsider. This motion can be made only in the session at which the original motion was made or on the next day. Since councils do not meet on two consecutive days, the motion is most useful in conventions.

### **To Rescind:**

Any action taken by an organization may be rescinded at any time provided nothing has been done about it that cannot be undone. If a bill has been paid or a contract made or if the person involved in the action has been informed of it, the motion cannot be rescinded. The motion requires a two-thirds vote.

### **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.**"

## PROBLEM SOLVING & BASIC PLANNING STEPS

### GETTING FROM A TO B

1. **DESCRIBE CONDITION A** – Where you are today. (Use brief, simple sentences)

**Example:** There is no off-highway vehicle club to represent local OHV recreation interests and to organize casual trail riding and camping activities.

---

---

---

---

---

2. **DESCRIBE CONDITION B** – Where you want to be. (Use brief, simple sentences.)

**Example:** The \_\_\_\_\_ Club is an incorporated organization with a working relationship with local land managers, an annual volunteer effort and an established calendar of day and weekend OHV recreation activities for club members.

---

---

---

---

---

---

3. **DEVELOP A SET OF TANGIBLE INDICATORS** – Indicators that will clearly show whether or not progress is being made.

**Examples:**

- A Membership meeting scheduled
- A Board of Directors is elected and active
- Club by-laws are approved
- The club is incorporated
- A club charity and/or volunteer effort is identified and adopted
- The club is conducting trail rides and campouts

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

4. **DESCRIBE A SET OF ACTION STEPS** – Steps that will get you from A to B\*.

**Examples:**

- Draft and distribute a meeting announcement as widely as possible
- Set up meeting site
- Develop an agenda
- Conduct meeting and elect officers
- Obtain and complete incorporation documents
- Obtain and complete application for non-profit tax status
- Contact a local land management agency and request volunteer program information
- Schedule the first club ride

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

**5. DESCRIBE THE RESOURCES NEED TO CARRY OUT THE ACTION STEPS**  
Who will do what? What will you need to complete the actions? Time? People?  
Commitment? Supplies? Equipment?

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

(“Getting from A to B” material courtesy of “*ORGANIZING FOR ACTION.*”)

## **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, and 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.
4. Three (3) months before and through the event: Supervise and advise the committee(s) as needed.
5. Two (2) weeks before the event: Conduct a Pre-Event meeting:
  - a. To prepare an Emergency Response Plan (ERP) including security needs,
  - b. Review and revise, as needed, all final event actions.
  - c. Review and confirm all needed "staff."
6. 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.
7. After event:
  - a. Conduct an evaluation meeting as soon as possible after the event,
  - b. Submit minutes of the evaluation meeting to the Board,
  - c. Insure that all expense sheets are submitted to the Treasurer, and
  - d. 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 a print-ready, and depending on member wishes, electronic format.
3. Present the camera-ready copy to the President or club member designated as proofreader.
4. Arrange for printing 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 in order to help them learn about the club and become active in it.

### **Responsibilities:**

1. Maintain regular contact with new members.
2. Be "on-call" to advise and assist a new member with any questions, concerns and/or problems that the member may have.
3. Request assistance from OHV organization leadership as needed.
4. Attend regular meetings of the organization to keep informed of program developments and activities.
5. 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.

**- End of Draft "Guidelines for OHV Clubs" -**