

# **PIONEER 4 WHEELERS CONSTITUTION AND BYLAWS**

## **Vision**

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We, the founding membership, establish this organization hereafter to be known as the Pioneer 4 Wheelers. This family friendly four-wheel-drive vehicle club will be a high quality entity regionally recognized for our dedication to developing our members and promoting responsible off highway recreation. The Pioneer 4 Wheelers shall be non-discriminatory to anyone wishing to be a member provided the individual or family owns a four-wheel-drive vehicle (4x4).

## **Mission**

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- Develop the skill sets of individual members and improve the lifestyle of the membership at large.
- Create fellowship primarily between members of the Pioneer 4 Wheelers and secondarily, members of other four-wheel-drive and off road organizations.
- Plan and execute various off highway based family friendly events designed to promote responsible use of public and private lands and the interests of its members while maintaining good legal and ethical standing within the community at large.
- Make the unique abilities and technology of the Pioneer 4 Wheelers available for civic service in emergency situations and the support of local communities.

## **Strategies**

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- Promote membership in the Pioneer 4 Wheelers through advertisement and by developing relationships with individuals, businesses, municipalities, and civic organizations.
- Conduct regular club meetings.
- Provide training seminars to the general membership in order to expand their individual skill sets and to improve their lifestyle.
- Create and communicate opportunities to attend and participate in off highway events that will be scheduled and promoted by the club.
- Encourage the involvement of its members in unlimited civic service projects and also provide these opportunities appropriate to members' interests and abilities.
- Teach and practice environmentally responsible land use policies including but not limited to: Tread Lightly!, local laws, federal laws, and by initiating club sponsored land cleanup/improvement projects.

# Bylaws

## Section 1: Club Officers and Leadership

### 1) Executive Officers

- a) The officers of the executive committee of the Pioneer 4 Wheelers shall be as follows: President, Vice President of Operations, Vice President of Marketing, Land Management, Treasurer, Information Technology, and the Secretary.
- b) Terms of service will be for one year intervals, beginning in March.
- c) Officers and subordinate leadership can only be removed from their position by willful and public resignation, or by an impeachment generated by a supermajority vote during an official general membership meeting.
- d) All executive officers shall have the authority to disburse funds on behalf of Pioneer 4 Wheelers for the purpose of satisfying accounts payable provided the amount is approved by the executive committee.
- e) Succession of leadership shall be as follows: President, VP of Operations, VP of Marketing, Treasurer, Secretary, Land Management officer and the Information Technology officer.
  - i) There will be a succession of leadership if the President is not in attendance or is unable to fulfill his/her duties.
  - ii) Any permanently vacated position on the executive committee will immediately be filled by general nomination and a full membership in attendance vote at the next designated general membership meeting.
- f) Responsibilities and powers of officers:
  - i) President: The president shall conduct all official executive committee and full membership meetings according to Robert's Rules of Order. The president shall not have voting rights in full membership vote casting except to break an even deadlock. The president is responsible for the general leadership of the club, ensuring all club actions are consistent with the vision statement, oversight of all other officers and leadership, and generally promoting the growth and development of the club. The president is also responsible for delegating any necessary tasks to his subordinates and appointing ad hoc committees and chairs with the approval of the executive committee and/or the general membership. The President also has general oversight of the Field and Safety Marshals and is primarily responsible for the execution of their training and their official conduct.
  - ii) Vice President of Operations: This officer has operational responsibility for all activity aspects of the club, focusing on trail rides and other off road oriented activities. The VP of Operations shall maintain the operational integrity of the club as defined in the vision statement, bylaws, Standard Operating Procedures, and Field Training and Evaluation Publications. The VP of Operations initiates contact with all necessary parties in regards to club activities, is the point of contact for finalization of club activities before they

are brought to the general membership, oversees the Trail Leaders and has primary responsibility for the execution of their training and their official conduct, oversees the Off Road Events Coordinator, oversees the Civil Services Coordinator, reports to the general membership regarding upcoming events, organizes philanthropic activities, and coordinates with the Field and Safety Marshals for off road events operation. The VP of Operations also oversees any evaluations of club members for the purposes of field leadership positions.

- iii) Vice President of Marketing: The primary responsibilities of this officer center on the promotion of the Pioneer 4 Wheelers through all available communications channels. The VP of Marketing oversees the Recruiting and Retention Coordinator. This officer also oversees the design and implementation of all promotional items such as decals, T-shirts, banners, and advertising. The VP of Marketing is also tasked with promotion of the club by enlisting local and regional retail sponsors for club membership benefit, building positive relationships with civic service professionals and organizations, and general promotion of the club within the club's sphere of influence.
- iv) Treasurer: The treasurer shall be responsible for receiving dues and other financial credits, making all necessary payments in a timely manner, accurately maintaining the club's financial accounts and records, and generally assisting the executive committee in making wise decisions regarding club finances. The Treasurer has authority to write all checks necessary for maintaining accounts payable without general restriction. These payments must be approved by the executive committee before disbursement. The Treasurer shall coordinate with any leadership in regards to the club's finances. This includes, but is not limited to the Information Technology officer and the Recruiting and Retention Coordinator. The Treasurer shall accept and process all membership applications, and update the primary membership roster.. The Treasurer will report to the general membership at each meeting detailing the current financial standing of the club.
- v) Information Technology officer (IT): The club's IT officer will be responsible for managing the club's internet presence as well as any applicable e-mailing lists and electronic backup of club vital information. This can include, but not limited to membership database, secretary's minutes backup, Bylaws e-copy, newsletter e-copy, online store, and electronic notifications. The IT officer is charged with management of electronic information, but may appoint assistants to create, implement, and maintain any electronic information systems. Any subordinates to the IT officer shall be approved by the executive committee.
- vi) Land Management officer: The Land Management officer is charged with overseeing the legal and logistical issues affecting how the Pioneer 4 Wheelers utilize public and private lands. This includes, but is not limited to legislation affecting the recreational use of 4x4 vehicles, access issues to public and private land within the Pioneer 4 Wheelers sphere of influence, development of public and private off-road recreation areas, and assisting club

members in establishing access to local off-road recreation. The Land Management officer shall also promote responsible use of public and private lands as described in the vision statement.

- vii) Secretary: The club Secretary is tasked with recording the proceedings of all official general membership and executive committee meetings. The Secretary shall make all such records available to the general membership in a timely manner. The Secretary creates and disseminates the meeting agendas to officers and general membership after coordinating with the executive committee. The secretary keeps a membership roster and is responsible for executing any traditional mailings or publications to members. This officer also reads and requests approval of the minutes of previous meetings at official general and executive committee meetings. The Secretary shall also compile and print any official voting ballots for general membership meetings.
- 2) Subordinate Leadership (Quantity and duration to be determined by the executive committee).
- a) Off Road Events Coordinator (OREC): The OREC is responsible for reviewing, planning, and scheduling trail rides, off road competitions, and second party 4x4 events. The OREC reports directly to the VP of Operations and may enlist the regular assistance of other members, but may not establish ad hoc subcommittees without prior approval of the executive committee. The OREC works in concert with the Safety Marshal and Field Marshal when in the planning phase of any official club event if they do not hold one of those positions simultaneously. The OREC is not required to attend all off road events, but must be certain to coordinate authority with a Field Marshal and Safety Marshal at any official club off road event.
  - b) Recruiting and Retention Coordinator (RRC): The club's recruiter focuses on using club events and advertising to bring new individuals and families into membership. The RRC develops recruiting strategies and materials such as T-shirts, decals, flyers, etc. to generate interest and promote esprit de corps. The RRC also communicates with members to ensure that their interests and needs are being met. The RRC will also assemble and distribute membership welcome packages to each new member as needed. The RRC is directed by the Vice President of Marketing.
  - c) Field Marshal: The Field Marshal(s) shall have primary control and responsibility for the movement, and organization of all vehicles during any club event requiring movement by 4x4. Regardless of officers present at an off road event, the Field Marshal has primary authority for the execution and/or cancellation of an assigned, official off road event once it is underway. A Field Marshal will brief participants of a trail ride or event on the day's activities, schedules, required equipment, communication, and expected difficulties. Implied tasks for the Field Marshal include, but are not limited to: reconnaissance of the routes to be traveled prior to the event, inspection of participating vehicles with the Safety Marshal, arranging trail groups as necessary, ensuring vehicles maintain appropriate

spacing, ensure there are adequate numbers of trail leaders for groups, maintain accountability of participants and vehicles, creating radio frequency/channel tables, providing maps/GPS waypoints if necessary, marking travel corridors as necessary, and maintaining general control of groups to ensure safety. The Field Marshal shall arrange off road skill oriented training for general club meetings and events in order to promote safe and correct off road driving skills of the general membership.

- i) The Field Marshal(s) shall be appointed by the President and derive their authority directly from the President.
  - ii) The Field Marshal(s) must have the required skills to act as a Marshal in order to be approved for the position.
    - (1) Individual has passed all requirements for a Trail Leader as well as a club administered Advanced Skills and Planning test as outlined in the Field Training and Evaluation Publication Level 3.
    - (2) Individual exhibits excellent problem solving skills and has a working mechanical knowledge of four wheel drive vehicles.
    - (3) Individual is affable, has the ability to defuse inimical situations, not escalate them.
    - (4) Individual has the ability to teach classes and skills needed/required by the club at general meetings or special clinics.
- d) Safety Marshal: The Safety Marshal(s) shall have primary safety oversight during all official club events and activities and ensure compliance to both explicit and implied safety standards. The Safety Marshal will reserve the right to deny the participation of any individual/vehicle if they deem them/it to be of too great a safety liability to the balance of participants. This will also include oversight of any recovery operations. The Safety Marshal shall inspect and approve participating vehicles for required safety equipment before any official club off road event. The Safety Marshal will also give a safety brief to all participants of a club event regarding weather, obstacles, wildlife, first aid, and recovery. An explanation of the general and/or event liability release form will also be made by the Safety Marshal before distributing said releases and accepting the signed copies. The Safety Marshal shall provide safety training classes as needed to the general membership throughout the year, primarily at meetings. The Safety Marshal will maintain accountability of the signed liability release forms during the event, turning them over to the President for archiving. This Marshal will also proactively seek out medically qualified individuals to serve as a “medic” on trail runs, ensuring that they are equipped with the appropriate type and quantity of first aid equipment.
- i) The Safety Marshal(s) shall be appointed by the President and derive their authority directly from the President.
  - ii) The Safety Marshal(s) must prove to have the necessary skills to serve in such capacity for the club.
    - (1) The Safety Marshal(s) must demonstrate competency and conscience in regards to club mandated safety requirements, personal safety equipment application, public laws, and observation of activity.

- (2) The Safety Marshal(s) will work in conjunction with the Field Marshal to manage official club off road events in an organized and safe manner.
- e) Trail Leader: The Trail Leader(s) are subordinate to the Field Marshal, but provide similar services. A Trail Leader will take the lead position of their group, demonstrating effective lines of approach and travel. The Trail leader will communicate effectively and frequently with their group regarding the trail conditions, the surrounding environment, and movement techniques. Trail Leader(s) will keep in communication with the Field Marshal during trail operations. The Trail Leader will maintain accountability of their group members throughout the day. Trail Leader(s) will oversee any recovery operations within their group. They also have authority to make a judgment call as to whether a vehicle will be allowed to continue to try an obstacle or if it will be recovered. Trail Leader(s) will patiently mentor inexperienced or new off-road members and/or their guests in the finer points of off-highway driving.
    - i) Trail Leader(s) will be nominated by the VP of Operations.
    - ii) Trail Leader(s) operate under a Field Marshal during official club events.
    - iii) Trail Leader(s) must have field skills evaluated in order to be approved for the position. These skills are defined in the Pioneer 4 Wheelers Standard Operating Procedures manual and the Field Training and Evaluation Publication.
  - f) Civil Services Coordinator (CSC): The CSC shall be the point of contact between the Pioneer 4 Wheelers and any local or regional municipalities with whom the club has made arrangements to assist in times of civil emergency. The Civil Services Coordinator shall develop training pursuant to the level of assistance the club and its individual members shall provide. This leader will also recruit club members for civil service projects and provide logistical support to members in order to best empower their participation at the highest level possible. The Civil Services Coordinator shall proactively work with local and regional municipalities to develop service programs which Pioneer 4 Wheelers members are uniquely qualified to execute.
    - i) Civil Service Coordinator will be nominated by the VP of Operations.
    - ii) The CSC operates under the VP of operations.

## Section 2: Club business meetings and voting

### 1) Meetings:

- a) All business and committee meetings will be conducted according to Robert's Rules of order.
- b) General membership business meetings shall be held at least four times a year at a time and place to be determined by the general membership during the previous general meeting. Any such scheduling of a general membership meeting is for the benefit of the general membership and must be flexible.
  - i) A general membership meeting location and time should be secured for predictability and recruiting utility.
  - ii) General membership meetings may be scheduled at a frequency dictated by either the general membership or the executive committee.

- iii) General elections shall be held in February with nominations for officers finalized at least 30 days prior.
  - c) Executive committee meetings shall be scheduled as needed by the executive committee and open to any general members if they wish to attend. Time and place will be determined by the executive committee.
    - i) The purpose of any such meeting is to accomplish additional planning that is not necessary in a general membership meeting, or is required prior to such general membership meeting.
    - ii) The agenda and minutes of any executive committee meeting will be reported in a timely manner to the general membership.
    - iii) No secret or undocumented meetings of the executive committee are allowed.
  - d) Special team or ad hoc committee meetings will be scheduled as needed at an appropriate time and place. Such teams or committees may be appointed by the executive committee. Minutes should be recorded, but are not required to be reported in detail to the general membership for approval. However, any policies or recommendations for action must be first communicated to the executive committee in writing and the general membership. If a special team or committee has been empowered by the executive committee and/or the general membership, they may move forward with a chosen course of action, but it must still be reported.
- 2) Voting
- a) A majority of present club members in good standing is required to pass all electoral measures and leadership positions in accordance with the bylaws. A majority is defined as greater than half ( $\geq 51\%$ ), or the largest percentage group of multiples.
  - b) A supermajority is defined as two-thirds or more ( $\geq 66\%$ ) vote.
  - c) Vote casting for the positions of club officers shall be by secret ballot. Voting on any other motion, measure or position will be by the raising of hands. Exceptions in special circumstances requiring a secret ballot are allowed given an approved motion to do so. Special circumstances may include, but not limited to members on military deployment, regional members outside of reasonable travel distance, or members who will be absent and request an absentee ballot from the executive committee.
  - d) Absentee voting may be allowed under special circumstances defined in paragraph c) above for individual members, but the executive committee must grant a minimum 14 day notice to the general membership regarding absentee voting requirements and the circumstances thereof.
  - e) General club elections will take place at the February meeting. Terms of service begin the next month, in March, for the duration of the annual term.
  - f) Each individual member in good standing is allowed one vote. With a club membership, each family member of 16 years of age or more is entitled one vote each.

### Section 3: Membership

#### 1) Rights and responsibilities:

- a) The dues for an annual individual or family membership shall be determined by the executive committee. Membership dues are not refundable for any reason.
- b) Children shall be covered under a family membership until they are 19 years of age.
  - i) Individual membership is required for children in a member family in order to receive full member benefits after the individual's 19<sup>th</sup> birthday.
  - ii) Children younger than 19 years of age shall be considered "Junior Members".
  - iii) Spouses shall be considered a full member.
- c) Membership in the Pioneer 4 Wheelers is not exclusive and is open to all individuals as noted regardless of their participation in other four wheel drive vehicle or off highway driving clubs or organizations.
- d) Additional land use fees or event fees may be assessed by the club in order to fund special projects or to cover operating costs of a local recreation area. Any such fees shall remain optional for members.
- e) Any member in good standing may vote after a 30 day probationary period commencing at their initial membership date, or if they have allowed a lapse of their membership, or if the individual has not been in good standing and has been reinstated.
- f) Members are not required to attend a minimum number of official club events or meetings to remain in good standing. Participation in or attendance at any sanctioned club event will remain at the discretion of the member unless they are in a relevant leadership position and/or assuming specific responsibilities for that event.
- g) Members are allowed full user access to the club's internet site and receipt of any official club mailings and electronic messaging provided they request them.
- h) Only members in good standing can hold positions of officers or subordinate leadership.
- i) Members will lose their good standing status for the following reasons, but is not necessarily limited to:
  - i) Failure to maintain full current payment of annual dues.
  - ii) Failure to perform duties as an executive officer.
  - iii) Accumulating three serious safety violations as recorded by either a Safety or Field Marshal.
  - iv) Seriously damaging the credibility of the club at large by violent, illegal, or abusive behavior or activities discrediting the club and its members.
- j) Members are expected to be agreeable to the club's constitution and bylaws, and to follow club policies regarding ethical and legal conduct during officially sanctioned club events.
- k) Upon joining the Pioneer 4 Wheelers, all new members shall receive a welcome packet with any or all of the following:
  - i) Printed or electronic copy of the club's constitution and bylaws.
  - ii) General release of liability form that must be signed and returned.
  - iii) Club member directory.
  - iv) Listing of any businesses who offer a discount to club members and the conditions thereof.
  - v) Any other benefits or gifts determined by the club.

- l) When a new member joins the Pioneer 4 Wheelers, another member will be assigned as a “Trail Team” to welcome and accustom the new member to the club and provide fellowship at events.

#### Section 4: Events Calendar and Club Sanctioning

- 1) The Pioneer 4 Wheelers will maintain an annual calendar of sanctioned events containing any of the following, but not necessarily limited to:
  - a) Off highway trail rides
  - b) Skill training clinics or seminars
  - c) Four wheel drive competition events
  - d) Long-range adventures
  - e) Camping trips
  - f) Philanthropic events
  - g) Holiday parties
  - h) Other social events
- 2) The Events Calendar shall be created by the executive committee and may be administered by the Vice President of Operations or the Secretary in either print or electronic format with the following standards:
  - a) The VP of Operations will oversee finalizing of the events calendar information and event details coordinating with the Field and Safety Marshals.
  - b) The VP of Operations may appoint a special team to create said calendar.
  - c) Suggestions of additions to the official calendar can be made by any member in good standing.
  - d) A sanctioned event may be added to the official calendar at any time given an approving majority vote of the general membership prior to the event.
  - e) Executive committee retains authority with the Field and Safety Marshals to modify the event based upon scheduling and any safety considerations.
  - f) Any changes to the sanctioned events calendar shall be posted to all club members no later than 24 hours prior to the event unless an emergency condition occurs or escalates.
- 3) Sanctioned Event
  - a) Definition: Any event added to the official Events Calendar is considered a Sanctioned Event.
  - b) A Sanctioned Event will have all necessary club personnel in place. I.e. the Field and Safety Marshals, and trail leaders if applicable.
  - c) A Sanctioned Event will be governed by club bylaws regarding safety and Tread Lightly! policies. This will include the acceptance of the event liability release form policy by all participating individuals.
  - d) When participating in an event not administrated by the Pioneer 4 Wheelers, but still considered a Sanctioned Event, all membership in attendance will be expected to represent the Pioneer 4 Wheelers in an honorable manner, adhering to club policies and the policies of the administering organization of their own free will.
- 4) Non-Sanctioned Event

- a) Definition: Any event initiated by club members (or non-members, but club members are in attendance) that is not scheduled on the official calendar and/or approved by the general membership. This type of event will be considered “off the grid” and will not be directly governed by the club’s bylaws. However, the general release of liability policy is still in effect.
- b) Any officer or individual in the general membership is completely free to participate in events administered by other clubs or organizations without consequence implied or otherwise.
- c) Any officer or individual in the general membership may initiate an ad hoc event at any time that would be considered “off the grid”. The following list contains examples of “off the grid” events, but should not be considered exhaustive:
  - i. Impulsive group trail rides organized on the club’s internet site, by phone, or word of mouth between individuals.
  - ii. Weekend or evening party/dinner initiated by a club member.
  - iii. Attending a Jamboree or competition.
  - iv. Wrenching parties.
  - v. Expedient or emergency community service activities.

#### Section 5: Off road policies

- 1) The Pioneer 4 Wheelers recognize and approve Tread Lightly! policies regarding maintaining the access and use of public and private land by outdoor enthusiasts through responsible and ethical behavior and practices regarding motorized travel.
  - a) The Pioneer 4 Wheelers shall proactively engage in teaching Tread Lightly! principles to its general membership.
  - b) The Pioneer 4 Wheelers shall seek to maintain cleanliness and repair damage to public and private land that we utilize whenever possible and appropriate. This will ensure positive relationships with the public and private landowners that we encounter.
- 2) Release of Liability Forms: The Pioneer 4 Wheelers shall maintain an event release of liability form to be used during all sanctioned off-highway events in order to protect the officers and general membership of the club from litigation. The Pioneer 4 Wheelers shall also maintain a general release of liability form signed by all current members of the club.
  - a) The release of liability form(s) contents will be accepted and signed by all participating individuals attending a sanctioned off road club event before the event is underway.
  - b) The release of liability form(s) will be distributed and collected by the Safety Marshal at any said off road event. The Safety Marshal will maintain accountability of the forms until relinquished to either the Secretary or Vice President of Operations.
  - c) The release of liability form(s) shall be archived by the Secretary and Vice President of Operations for a period of two (2) years.

- 3) Trail Rides and other off-highway events: Any sanctioned off-highway event, regardless of the legal state of property on which it occurs, shall be governed by the following policies:
  - a) Vehicle safety requirements:
    - i) Personally owned vehicles shall be in good repair as defined by the P4W Standard Operating Procedures.
    - ii) All factory installed safety devices will be in good working order, and utilized. i.e. seat belts, factory installed roll cages, indicator lights, etc.
    - iii) Aftermarket safety equipment of greater design capacity is acceptable in lieu of factory installed equipment. i.e. multipoint harnesses and helmets
    - iv) Any custom designed and/or manufactured buggy type vehicle must have at least a full roll cage and personal restraints for the operator and each passenger and safety lighting appropriate for conditions and use.
    - v) Vehicle will have at least one easily accessible and appropriately strong frame-mounted recovery point both front and rear.
    - vi) Vehicle shall carry at least one recovery strap or rope without integral metal hooks. Chains will not be acceptable for a primary recovery device. Additional recovery equipment is encouraged.
    - vii) Vehicle shall have at least one accessible fire extinguisher on board.
    - viii) Vehicle shall carry some type of first aid kit of the owner's preference
    - ix) Historical or military vehicles not originally having said equipment installed shall be exempt from only requirement ii. However, the club shall encourage the owner to add such safety equipment.
  - b) Club personnel in attendance:
    - i) Any sanctioned off highway event shall have at least a Safety Marshal or Field marshal in attendance.
    - ii) Any sanctioned off highway event shall have at least one Trail Leader in attendance in addition to a Marshal.
    - iii) A Pioneer 4 Wheelers executive committee member may take the place of a Marshal or Trail Leader provided they are currently qualified.
  - c) Movements shall be executed according to policies set forth in the Pioneer 4 Wheelers Standard Operating Procedures.
- 4) Visitors to Club Sanctioned Events:
  - a) A visitor shall be considered anyone who attends up to two (2) club sanctioned off road events without becoming a member.
  - b) Visitors will not be governed by club bylaws regarding vehicle requirements for up to two (2) off highway events.
  - c) Visitors shall sign a release of liability form for each off highway event they attend.
  - d) Visitors may attend more than two (2) club sanctioned off highway events without becoming a member, but will be expected to have installed and/or carry the required safety equipment after attending the second event.
  - e) Visitors shall be briefed by their Trail Leader and/or the attending Field Marshal on the necessity and use of club mandated safety equipment.
  - f) Visitors shall be given preferential treatment and mentoring by club leadership and general members in attendance.

## Section 6: Pioneer 4 Wheelers satellite club detachments.

- 1) Definition of a Pioneer 4 Wheelers club detachment:
  - a) A detachment is a localized group of Pioneer 4 Wheelers members gathered together as a satellite club because of their geographic location.
  - b) The purpose for establishing a club detachment is to better encourage fellowship, foster community service, and the use of Pioneer 4 Wheelers members' resources in a local area within the regional sphere of influence of the Pioneer 4 Wheelers.
  - c) A detachment may not be exclusive in name or intent to any particular make, model, or type of four wheel drive vehicle.
- 2) Statement of intent for Pioneer 4 Wheelers detachment clubs.
  - a) Allows for establishment of local fellowship and leadership of regional Pioneer 4 Wheelers members in a local area.
  - b) Provides an established structure and procedures for members wanting to easily develop a four wheel drive vehicle club in their local community while simultaneously wielding a regional impact.
  - c) Brings the abilities and resources of all Pioneer 4 Wheelers members to bear for the benefit of both regional members and local communities.
  - d) Creates a regional network of localized club fellowship and access to a wider variety of four wheel drive centered activities and locations for all Pioneer 4 Wheeler club members.
  - e) Fulfills the vision of the Pioneer 4 Wheelers to be a regional club that promotes our hobby and invests in people and their communities.
- 3) Establishment of a Pioneer 4 Wheelers club detachment:
  - a) A detachment may be established by a minimum of three (3) Pioneer 4 Wheelers club members in good standing who live in a specific geographic area or city.
  - b) The initiating Pioneer 4 Wheelers members shall submit a formal detachment request form (DRF-1) located in the Standard Operating Procedures.
  - c) Establishing members shall provide a list of Pioneer 4 Wheelers members requesting the instatement of a detachment in their area to the Pioneer 4 Wheelers executive committee.
  - d) Executive committee of the Pioneer 4 Wheelers maintains authority to grant detachment status, and reserves the right to revoke detachment status not necessarily limited to the following reasons:
    - i) For violations pursuant to Section 3, Part 1, of this document; primarily paragraphs g and h.
    - ii) The detachment maintains less than three (3) members for a period of longer than one (1) year.
- 4) Operation of a Pioneer 4 Wheelers club detachment:
  - a) Leadership
    - i) A detachment is only required to maintain a Field Marshal, Safety Marshal, or a Trail Leader as the detachment leadership.
    - ii) Said leadership is currently trained and qualified to the standards set forth in the Pioneer 4 Wheelers Bylaws and Standard Operating Procedures and Field Training and Evaluation Publication.

- iii) A member of the Pioneer 4 Wheelers executive committee that belongs to said detachment may also concurrently serve as the detachment leadership.
  - iv) At least one member of the Pioneer 4 Wheelers executive committee shall visit the detachment in person no less than annually.
  - v) If necessary due to the size of the detachment, the Pioneer 4 Wheelers in attendance may elect full or partial leadership pursuant to sections 1 and 2 of this document with the following restrictions:
    - (1) Detachment leadership is subordinate to Pioneer 4 Wheelers executive committee.
    - (2) Detachment leadership must comply with position descriptions and requirements found in sections 1 and 2 of this document.
    - (3) Any detachment leadership maintains direct access to the Pioneer 4 Wheelers executive committee and reports to the committee regarding operations of the detachment on at least a bimonthly basis.
- b) Membership:
- i) All detachment members shall be full members of the Pioneer 4 Wheelers, not in any form only a member of the detachment or any applicable internet forum.
  - ii) Detachment members shall enjoy all benefits and responsibilities of Pioneer 4 Wheelers members pursuant with Section 3 of this document.
  - iii) Membership dues of detachment members shall be paid to the Pioneer 4 Wheelers, not the detachment. The detachment shall not charge any additional membership dues or fees to its members unless it pertains to operating a private OHV recreation area. Any additional charges for such area shall not be mandatory for detachment or other Pioneer 4 Wheelers members.
  - iv) Membership dues for Pioneer 4 Wheelers individual members may be collected locally, but must be remitted to the Pioneer 4 Wheelers executive committee Treasurer.
  - v) The Pioneer 4 Wheelers shall not require any additional membership dues or fees from the detachment organization or its individual members in lieu of the standard membership fee described in Section 3.
- c) Detachment activities:
- i) Organic general membership meeting frequency, time, and location shall be determined by the detachment members and/or leadership at large.
  - ii) Detachment members are encouraged to attend the Pioneer 4 Wheelers General Membership Meetings.
  - iii) The detachment may create and schedule organic events provided they are pursuant to the policies and intent of Sections 4 and 5 of this document.
  - iv) The detachment leadership is charged with administrating skill clinics for Pioneer 4 Wheelers members attending the detachment.
    - (1) Detachment leadership shall reference the Pioneer 4 Wheelers Standard Operating Procedures and Field Training and Evaluation Publication for skill set development.
    - (2) Leadership shall encourage detachment members to attend Pioneer 4 Wheelers administered skill clinics.

- (3) Detachment leadership shall maintain the integrity of their personal training as required by SOP and FTEP. Detachment leadership shall also promote the training of the members of the detachment pursuant to SOP.
- d) Detachment distinctiveness and continuity with the Pioneer 4 Wheelers:
    - i) Pioneer 4 Wheelers detachment clubs shall maintain the continuity and integrity of the Pioneer 4 Wheelers in all actions and communication media.
    - ii) Detachment club may not make organic changes to the Pioneer 4 Wheelers bylaws either in written form or operational usage.
    - iii) The detachment may create its own distinctiveness by the following methods.
      - (1) The detachment may establish a distinctive name that shall appear as follows on any marketing media or channels: “Pioneer 4 Wheelers xxxxx xxxxx Detachment”.
      - (1) The detachment may design and utilize a distinctive logo that may appear on any Pioneer 4 Wheelers marketing materials. The logo must incorporate the words “Pioneer 4 Wheelers”, “P4W”, or the Pioneer 4 Wheelers official logo with applicable detachment information.
      - (2) Any distinctive changes made to the detachment club that effect name or look must submit the change for approval by the Pioneer 4 Wheelers executive committee.
      - (3) The detachment may request unique representation on the Pioneer 4 Wheelers website and forum with the following guidelines:
        - (a) Distinctive areas comply with Pioneer 4 Wheelers Standard Operating Procedures regarding internet, website, and forum utilization.
        - (b) Detachment may not maintain its own organic internet presence exclusive of the Pioneer 4 Wheelers main website.
        - (c) Detachment may maintain a distinctive page(s) on the Pioneer 4 Wheelers main website at no additional cost.
        - (d) Detachment may maintain at the discretion of the Pioneer 4 Wheelers IT officer the following distinctive areas on the Pioneer 4 Wheelers forum: General Chat, Detachment Meetings and Events, and Local Classifieds. Other distinctive forum areas shall only be awarded by the Pioneer 4 Wheelers IT officer and/or executive committee for the purpose of maintaining regional club unity.