

# LOUISIANA JEEPERS

## BY-LAWS

### 2024



#### BOARD MEMBERS

President..... Tracy Latiolais and Lexi Arcement  
Vice President..... Dawn and Shannon Badeaux  
Treasurer ..... Cody Smith  
Secretary..... Danette and Kevin Cady  
Membership Coordinator .....Sean and Keisha Hebert  
Event Coordinator..... Jeannette and Todd Lanthier  
Merchandise Coordinator..... Joann & Brock Begnaud  
Member at Large.....Donna Matthieu  
Member at Large.....VACANT

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**ARTICLE I**

**Name**

This Not-for-Profit Organization shall be known as Louisiana Jeeps, Inc.

**ARTICLE II**

**LOUISIANA JEEPERS OATH**

Louisiana Jeeps will uphold the following “Oath” and conduct itself accordingly.

As a Louisiana Jeeps Member, I promise to:

- A. Be Helpful to club members.
- B. Facilitate the education about Jeeps and off-roading.
- C. Respect all public and private land while using Jeeps.
- D. Help off-road enthusiasts whether they are Members of the club or not.
- E. Support other worthy organizations and associations whenever possible.
- F. Never discriminate or keep anyone from becoming a member because of sex, color, race, creed, religion, financial status, and any other protected class.
- G. Offer volunteering efforts to other nonprofits, charitable, and public/government organizations.
- H. Be respectful and speak positively about Louisiana Jeeps and its members.

**Mission statement:**

Louisiana Jeeps is a non-profit organization consisting of family and friends who love on/off-road adventures and the great outdoors. Our mission is to help support local charities and to provide a fun, clean, family atmosphere while treading lightly on the environment.

## **ARTICLE III**

### **PURPOSE**

To foster pride and friendship within the Jeep community. To preserve use of public and private lands. To actively participate in related programs and offer volunteering efforts to other non-profit, charitable, and public/government organizations.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **Section 1: Active Members**

Members and Potential members must always adhere to the following requirements:

1. Maintain ownership of a Jeep, except for honorary members.
2. Be at least 18 years of age.
3. Submit a completed application, fees, and signed release. (Liability waiver)
4. Conduct themselves as ambassadors for the Louisiana Jeepers.
5. Never damage the reputation of the club and its affiliations.
6. Safe and responsible vehicle operations and courteous driving habits at all times.
7. Upkeep positive public perception.
8. Support the "Tread Lightly" initiative.

#### **Section 2: Honorary Membership**

The Board of Directors has the ability to nominate honorary members. An honorary member is defined as any person who publicly supports the community and supports the jeep community. Any person or business may be elected for an Honorary Membership into The Club. Honorary members may not hold office within the board of directors. If they forgo the honorary status to run on the board, the honorary membership will be void and the person will return to an active member status once membership is paid.

#### **Section 3: Charter Member (s)**

Those being active Members for five consecutive years will be recognized as Charter Members.

#### **Section 4: Dues**

1. New membership is \$35.00 per year per household and \$25 per year per household for renewal. A one-year grace period will be allowed for renewal price. If two or more consecutive years are missed, members must pay a new membership price of \$35 to join.
2. Only one membership per household

3. Membership will be due for renewal on the anniversary of previous year sign up date
4. The BOD shall accept dues to be placed in an account for disbursement to carry out the purposes of the Organization.

#### **Section 5: Fiscal Year**

The fiscal year shall be January 1st to December 31st.

#### **Section 6: Termination/Resignation of Membership**

Louisiana Jeepers Board of Directors reserves the right to refuse any membership or renewal of membership. If a member is terminated or voluntarily resigns from Louisiana Jeepers, then no monies will be refunded.

### **ARTICLE V**

#### **MEETINGS**

##### **Section 1: Club Meetings**

Meetings of the Club shall be held quarterly at such time and place as selected by the Board of Directors. The Secretary shall notify members a minimum of 30 days prior to the date of the meeting. Every effort will be made to notify all general members at least two weeks prior to any change to the time or place of the meetings. The quarterly meetings order of business shall be:

1. Reports of Officers and Board of Directors.
2. Progress Reports on Initiative of the Board of Directors.
3. Open forum for active members to express compliments and concerns.

The annual appreciation meeting shall be held at a date and time set by the Board of Directors.

##### **Section 3: Special Meetings**

The Board of Directors whenever needed may call a special meeting of the club.

##### **Section 4: Conduct of Meetings**

All meetings shall be conducted according to club bylaws, and open discussion from the floor on all measures shall be permitted and encouraged.

##### **Section 5: Board Meetings**

The Board of Directors (BOD) shall meet once a month or no less than every 2 months outside of the club's quarterly meeting. The meetings shall be set to a certain date in the month that is agreed upon by the current BOD at the beginning of the calendar year.

## ARTICLE VI

### MANAGEMENT

The management of the club shall be vested in the Louisiana Jeepers Board of Directors.

## ARTICLE VII

### VOTING AND QUORUMS

#### Section 1: Definition of Active Member

Active Member is defined as a member who has met the requirements for membership as set forth in **Article IV, Section 1**, current on membership dues and agrees and adheres to the Safety Regulations set forth in **Article X Section 1**.

#### Section 2: Who May Vote?

Only Active members may cast votes for informal motions made at quarterly meetings.

#### Section 3: Quorum of Board of Directors (BOD)

In instances where the Board of Directors requires a vote, a majority of the total members of the board shall constitute a quorum and a majority vote of the directors shall prevail, unless otherwise stated. A BOD vote must include a minimum of 4 voting Directors to pass. A Member at Large will not have voting rights.

## ARTICLE VIII

### Section 1: OFFICERS ELIGIBILITY REQUIREMENTS

Members who are currently paid and up to date on membership dues and active within the club as defined by the current BOD may be eligible for nomination for a Board position. The member must be in compliance with the definition of Active as defined in Article IV Section I and the Safety requirements as defined in Article X Section 1.

All Board Positions are to be subjected to a 2-year term with a 6-month probationary period instated and reviewed by the BOD within the 6-month period. At which time, the BOD may elect to vote on replacing that board member.

The following board positions must have a minimum of 1 year with the club to be eligible to apply for these positions: President, Vice-President, Treasurer, and Secretary.

The positions of membership coordinator, merchandise coordinator, and event

coordinator are subject to a minimum of 6-month membership to be eligible to apply for the position.

Members at Large Positions must have a minimum of 3 months to apply for the position.

Treasurer will be the only position without a limited term and will require a person who is knowledgeable and demonstrates an understanding of US GAAP and accounting for non-profit organizations. A CPA or CMA certification is a plus, but not required. This position must uphold the highest standards of integrity. Any unlawful acts or violations to the Bylaws will result in immediate removal from the BOD.

## **Section 2: Schedule of Held Elections**

2023 (Odd numbered years) - President, Secretary, Merchandise Coordinator, and 1 Member-at-Large.

2024 (Even numbered years) - Vice President, Membership Coordinator, Event Coordinator, and 1 Member-at-Large.

This is in an effort to prevent a collapse of the board of directors.

## **Section 3: Appointment/Removal of Officers**

Club Officers are elected by a vote of the existing Board of Directors at the BOD Meeting. A BOD election will only be considered valid if each and every existing board member tender a vote. If a proxy vote is needed by email by a board member, it must be received no later than the day before the meeting. A board member will be allowed to have their significant other (who lives in the same household) or spouse to render his or her vote in their absence.

In the event of a vacancy in any office except the President – the Board of Directors shall nominate a member in good standing to fulfill the unexpired term until the next election and the nominated member must be elected by a  $\frac{2}{3}$  majority BOD vote.

All elections of club officers shall be rendered using ballot voting. Members at Large positions will not cast a vote in the ballot voting. Failure to fulfill the BOD duties and position requirements may result in the removal from the Board of Directors by a  $\frac{2}{3}$  majority BOD vote.

## ARTICLE IX

### DUTIES OF OFFICERS

#### Section 1: Board of Directors

The BOD shall have the power to manage all affairs of the club on any and all questions relating in any manner whatsoever to the club, and to make all contracts necessary for the proper transactions of all business. They shall have entire jurisdiction over all matters pertaining to the care, conduct, control, supervision, and management of the club and its finances and they shall make all appropriations. It shall be the duty of the BOD to prescribe and publish rules regulating the use and occupancy of the offices of the club, and the care and protection of its property. Any officer or member of the BOD who shall absent him/herself from three meetings of the BOD, unless he/she shall offer at the next meeting an excuse for his/her absence, which is satisfactory to the BOD, shall be deemed to have resigned as a Member of the BOD, and cease to be a Member of the BOD. If a board member is absent, their significant other (who lives in the same household), or spouse may have the authority to vote or express the missing board members thoughts and concerns. Attendance shall be taken at each board of director's meetings. Only one person per household shall hold a board of director's position.

The Board of Directors shall have the following powers:

1. To appoint Delegates to represent Louisiana Jeepers with other organizations. Only appointed delegates may represent the club.
2. To make rules for the conduct of the Members of the club and for their use of the club property.
3. To suspend or expel a member for any conduct in violation of rules or behavior improper or prejudicial to the interests of the club.
4. To fix and enforce penalties for the violation of club rules.
5. To prescribe rules for the admission of strangers or guests to the privileges of the club.
6. To call special meetings of the club as deemed necessary.
7. To prescribe additional duties for any officers, in addition to those herein set forth.
8. The President, Vice President, and Treasurer may have the authority for discretionary spending up to \$200 per transaction, not to exceed \$1,000 per bi quarterly period.
9. To accept/reject a Membership application.
10. To accept/reject a sponsorship application.

#### Section 2: President

The President shall preside at all quarterly meetings of the club and Board of Directors meetings whenever possible and enforce all laws and regulations of the club. The President shall perform such other duties as shall be imposed upon him/her by



resolution of BOD. The President shall have the power to appoint committees whenever it becomes necessary. The President shall organize the agenda for monthly and quarterly meetings. The President will also help secure sponsors for Louisiana Jeepers.

### **Section 3: Vice President**

In the absence of the President, the Vice President has the authority to perform the duties as the President or set up an election for a new President. In the event of the death, disability, resignation, or impeachment of the President, the Vice President shall assume the duties of the President for the remainder of the term and the BOD shall appoint a committee member or a BOD member to fill the Office of the Vice President until the next general election. If the Vice President declines the role as President, a special election shall be called to fill that office. The Vice President shall assist the President in preparing the agenda for monthly meetings and quarterly meetings. Handle all media including Facebook, Facebook messenger, Instagram, TV, Radio, Newspaper, Louisiana Jeepers Website, and advertisement for the jeep club. (Media includes all current social media platforms) The Vice President will help secure sponsors for Louisiana Jeepers.

### **Section 4: Treasurer**

In the absence of the Vice President, the Treasurer has the authority to perform their duties as the Vice President. The Treasurer shall maintain and update as necessary the financial and/or state registration documents. All documents should be maintained where the BOD shall designate papers relating to the club in such a place as designated. The Treasurer should also be the Registered Agent for the club. The Treasurer shall perform such other duties as may be assigned by the BOD. The Treasurer shall keep account of all monies received by him/her and deposit the same in the name of the club in such a bank as designated by the BOD. She/he shall not pay out any money of the club except in such manner and for such purpose as shall be authorized by the motion or resolution of the BOD. The Treasurer shall submit quarterly reports on accounts. The Treasurer will help secure sponsors for Louisiana Jeepers.

### **Section 5: Secretary**

The Secretary shall keep minutes and other official reports of the club. The Secretary shall keep record: book, documents, and the BOD shall designate papers relating to the club in such a place as designated. The Secretary shall perform such other duties as may be assigned by the BOD. The Secretary shall send out all newsletters, minutes, and be responsible for maintenance of the Louisiana Jeepers Email account. The Secretary will respond to any member emails or delegate the email to the appropriate board members. The Secretary will help secure sponsors for Louisiana Jeepers.

### **Section 6: Membership Coordinator**

The Membership Coordinator is responsible for maintaining current membership and ensuring that all members have a current membership card. The Membership Coordinator is responsible for sending a welcome email, adding the new member to

Facebook and being responsible to address any Facebook requests sent to the Louisiana Jeepers Members Only Page by accepting or denying a member. The membership coordinator will handle any membership related correspondence and make sure that the member receives their Louisiana Jeepers promotional packet. The Membership Coordinator will secure and maintain a relationship with current members and work to recruit new members to the club. The membership Coordinator will help secure sponsors for Louisiana Jeepers.

### **Section 7: Event Coordinator**

The Event Coordinator will be responsible for outward appearance of the club and will assist the Vice President with all advertising/promotion aspects of the club. The Event Coordinator will be responsible for selecting venues for club hosted events, determining the cost, if any, for the location and arranging any necessary event services. All event arrangements must be approved by the BOD prior to finalization if financial obligations are required. The Event Coordinator shall secure monthly locations for Louisiana Jeepers meetings and rides that are appropriate with the mission of the club in mind. The Event Coordinator will help secure sponsors for Louisiana Jeepers.

### **Section 8: Merchandise Coordinator**

The Merchandise Coordinator is responsible for the supply and promotion of products to be sold for the purpose of raising funds for the club. Quotes for merchandise must be approved by the Board of Directors with Treasurer allocation of funds before moving forward with any purchase. The Merchandise Coordinator should make certain that members have a variety of merchandise to choose from. The Merchandise Coordinator will help secure sponsors for Louisiana Jeepers. The established Louisiana Jeepers colors are designated as white, red and black. The merchandise coordinator shall offer at least one shirt with these colors. Includes Sponsorship logos where appropriate.

### **Section 9: Board Members at Large**

There shall be three (3) Board Members at Large. The Board Members at Large will sit on the board and give input regarding rides, fundraisers, club ideas, and document club events using photography or video. The Member at Large position will help secure sponsors for Louisiana Jeepers. (This position will not cast ballot votes)

### **Section 10: Conduct of Officers**

1. Uphold the Louisiana Jeepers oath always
2. Be available to put in extra hours and time assisting with planning and participating in events and rides
3. A long-term commitment to Louisiana Jeepers board
4. Be objective and unbiased to all ideas about club events
5. Keep up positive public perceptions of Louisiana Jeepers
6. Hold Louisiana Jeepers' club events/meetings as their top priority

## ARTICLE X

### SAFETY REQUIREMENTS

#### Section 1: Prohibited

Any Member that is on a club sanctioned run has the right to request an individual and/or group to leave the run if the following is observed firsthand.

1. Defamation of Louisiana Jeepers (Intentional or Unintentional)
2. Use or distribution of any illegal substance\*\*
3. Excessive profanity
4. Initiation of Fighting
5. Littering
6. Firearms\*\*

\*\*as allowed by state laws

\*\*\*\*It is the intention of the Louisiana Jeepers Club to adhere to the laws of the state.\*\*\*\*

#### Section 2: Consequences of violations of Bylaws

1. Documented warning
2. Banned from rides for one month
3. Removed from the Louisiana Jeepers Club

Terms and conditions of the consequences subject to change, depending on the severity of the offensive, as determined by the BOD.

# LOUISIANA JEEPERS BY-LAWS ATTESTATION

I certify that I have read and understand the by-laws of the Louisiana Jeepers. I understand that there are certain risks involved with 4-wheeling and driving 4-wheel drive vehicles and that Louisiana Jeepers or any of its representatives are not responsible for any damage to my vehicle, person, or possessions at any time or during any event.

I agree that I will be personally responsible and liable for any damage caused by my actions or those of any other driver driving my vehicle while at any club event. I assume full responsibility for any liability resulting in the actions of my guests and/or passengers. I will be responsible for assuring that any of my guests who are operating their own vehicle abide by the same standards.

**\*\*If you refuse to sign the Louisiana Jeepers By-Laws Attestation, it may result in a refusal of membership. \*\***

**Terms of Service Change:** I understand and accept that the By-Laws may change and with the changes a copy will be provided to the members of the club.

MEMBER SIGNATURE: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_