



# **WARNER ROBINS JEEP CLUB**

## **BY-LAWS AND CONSTITUTION**

### **1 June 2025**

#### **ARTICLE I – NAME**

The name of this organization shall be WARNER ROBINS JEEP CLUB LLC.

#### **ARTICLE II – PURPOSE**

This organization shall bring together and promote the interest of family-friendly four-wheeling, responsibly enjoy our country's natural resources, and promote participation in activities that help to better the surrounding communities. The organization shall promote environmentally kind land use practices.

#### **ARTICLE III – MEMBERSHIP**

1. Membership is open to Jeep owners who have completed Membership requirements as follows:
  - a. To become a Member:
    - 1) Complete AT LEAST three official events from the official events calendar within 12 months unless otherwise approved by the Council.
    - 2) Request sponsorship through the Membership Chair.
    - 3) Sponsorship shall be for a minimum six month period with completion of an additional three official events from the official events calendar.
    - 4) If the sponsor and membership chair agree the prospective member is ready for consideration, they shall be placed on the monthly membership vote.
    - 5) Former members may be voted in at the next monthly membership vote without completing the sponsorship process.
  - b. To maintain membership:
    - 1) Be in good standing (code of conduct).
    - 2) Membership fees must be up to date.
2. Memberships:
  - a. Individual Membership covers one Jeep and one individual and entitles that member to one vote.
  - b. Family Membership - There must be a minimum of one Jeep owned by a family. A family is a couple with any number of children under 18 (or 21 if living at home or attending college). A family with only one Jeep may still be individual member as stated in paragraph 2a above.
  - c. For "members only" events funded by the club based on an individual's membership, a separate fee may be assessed for adult guests (over 18) to cover additional expenses. Adult guests shall be limited to family members (parents/siblings/etc.). All other guests must be pre-approved by Council.
  - d. Council may make an exception to the sponsorship requirement for couples, or children turning 18 (or 21 if living at home or attending college), who have been

- attending events and have obtained their own Jeep. They may be voted in as members at the next monthly membership vote without completing the sponsorship process.
3. There will be one vote per membership on any club matter.
  4. Membership votes will be held monthly in the “Members Only” section of the WRJC forum and will be open for 72 hours. A member may vote “yes,” “no,” or “abstain.” If a “no” vote is cast, a justification must be provided. A “no” vote will pause the consideration for membership on the monthly membership vote at which it was cast. The justification will be reviewed/validated by the Council.
  5. The minimum age for membership is 18 years, but teens are welcome to participate in local events. At any event, official or unofficial, that is held out of the local area or deemed by the WRJC Council to pose a risk, a parent or legal guardian must be present and have all liability waivers from ORV parks and WRJC signed.
  6. Each member must hold a valid driver’s license and have proof of adequate insurance.
  7. All members, before selling a Jeep, must remove all club decals or emblems from their Jeep. Members who sell their Jeep, and/or lose their Jeep for any other reason, may maintain regular membership for no more than 12 months. Any member leaving the club or losing membership status is required to immediately remove the club stickers from their Jeep.
  8. All members must conduct themselves in a responsible and orderly fashion whether in or out of club activities. Any member disgracing himself/herself or the club in the public eye will be immediately subject to review by the Council for possible expulsion or suspension from the club. The Council’s decision will be final.
  9. All club members should have club decals or emblems on display during club runs and outings.
  10. Any exceptions to these requirements must be submitted to the Council for action.

#### **ARTICLE IV – MEMBERSHIP FEES**

1. The annual membership Fee is \$50. Membership fees are applied to certain portions of “Members Only” events as well as annual costs to maintain the website/forum, WRJC cards, club vehicle stickers, club banners, miscellaneous supplies for charity/fundraising events, printing, etc.
2. Fees are required by all members meeting requirements for remaining in good standing with the exception of honorary members.
3. Members must pay membership fees to WRJC no later than the April monthly meeting or they will be placed on probation with no membership rights. If fees are not paid by the

April monthly meeting or other arrangements have not been made with Council, member will forfeit membership and be downgraded to user status on the media platforms.

4. Fees will cover the current year's membership.
  - a. To cover the current year, newly elected members will pay \$50 fee if voted into the club from January – April, \$25 fee if voted in from May – September, and \$10 fee if voted in from October – December. The fee is due no later than the following month's member meeting.
  - b. Former members voted back in within 12 months of the due date (April member meeting) will pay \$50 fee regardless of month. Former members voted back in after a 12 month period see 4.a. for fee amount.
5. No refund of fees shall be made under any circumstances.

## **ARTICLE V – OFFICERS AND DUTIES**

1. The club Council shall consist of seven members: president, vice president, secretary, treasurer, membership chair, events coordinator, and social media chair.
  - a. The president shall be the executive officer and will ensure all meetings and events are conducted in a timely and professional fashion. The president will either preside over or delegate someone to preside over all meetings and events. He/she shall have the duty of carrying out the policies and decisions of the members.
    - 1) If a Council member cannot be present at an official event the president may nominate and the Council may appoint a qualified member in good standing to oversee the event by proxy.
    - 2) The president shall appoint committees as needed.
  - b. The vice president shall assist the president and act on his/her behalf in case of absence. The vice president may nominate an individual, pending approval by full Council, to serve as a council assistant for collaboration of club activities and events.
  - c. The secretary shall record all minutes of the meetings, maintain the club records, and write any correspondence as directed.
  - d. The treasurer shall receive all monies, be responsible for bank deposits, disburse funds as authorized, and have books open for inspection by members in good standing.
    - 1) The Council will maintain a banking account at their desired financial institution for all monies and record keeping.
    - 2) The president and treasurer will be signers on the account. The Council may add additional signers at their discretion.
    - 3) The past president and treasurer will assist the new president and treasurer in changing the signer information at the financial institution.
  - e. The membership chair shall have the duty to review new club applicants and present them to the membership. He/she shall keep a log of all visitors at meetings on the club runs. The membership chair shall also be responsible for the distribution of all membership materials.
  - f. The events coordinator shall be the lead Council member on all official events. The events coordinator will provide assistance in putting together all official club events

- identified on the official calendar.
- g. The social media chair shall have the duty to conduct, on behalf of the WRJC, all correspondence on official social media accounts. Correspondence is to be performed in a manner that drives traffic to the official forum. Duties to include photo and video compilation from members, advertisement of upcoming events, and login credentials management of social media accounts.
2. Any member of Council not fulfilling their duties may be voted off Council by a two-thirds majority of the remaining Council members.

## **ARTICLE VI – COUNCIL**

1. The management of the club shall be vested in the president, vice president, secretary, treasurer, membership chair, events coordinator, and social media chair, which will constitute the Council.
2. The Council shall be made up of the elected officers as elected by the Membership.
3. Council will maintain Limited Liability Company (LLC) Status and Non-Profit Organization Status.
  - a. Limited Liability Company (LLC) status will be maintained by completing actions required by Georgia Secretary of State.
    - 1) Pay LLC fee of \$50 no later than December 1st annually.
    - 2) Fee can be paid at [ecorp.sos.ga.gov](http://ecorp.sos.ga.gov); control number is 20099041.
  - b. Non-Profit Organization status 501(c)(3) will be maintained by completing actions required by federal and state tax laws.
    - 1) Federal (IRS) - Complete federal form 990-n; no later than January 31st annually.
    - 2) State (GA Dept of Revenue) - Complete state form 220-c and pay \$35 filing fee; no later than January 31st annually.

## **ARTICLE VII – ELECTIONS AND VOTING**

1. Elections of officers will be held every 24 months. Council positions will be voted on alternating years. Odd number years: President, Secretary, Treasurer, and Social Media chair will be voted on. Even numbered years: Vice President, Membership Chair, and Events Coordinator will be voted on.
2. Nominations will be accepted from the club in the “Members Only” section of the media platform.
  - a. Members may not nominate themselves or a family member.
  - b. In order to be considered for the ballot, a candidate must be nominated and the nomination has to be seconded.
  - c. To be nominated for Council, member must be in good standing and must have been a member for at least one year, unless voted by club to waive.
  - d. Nominations will be by position. A nominee can reject the nomination at any time prior to the election vote.
  - e. Only one individual in a family membership can hold a Council position at a time.

3. Votes will be open for 72 hours on in the “Members Only” section of the media platform.
4. In the event of a vacancy in any office, except president, the Council shall appoint a member in good standing to fill the unexpired term until the next general election.
5. A two-thirds majority of Members’ votes will be the rule for all matters provided at least 10 Members are present.

#### **ARTICLE VIII – AMENDMENTS TO BY-LAWS**

1. These by-laws may be amended at the June Members and sponsored only meeting by a two-thirds majority vote, provided at least 10 Members are present and the amendment has been presented at a previous meeting. The Membership shall be notified of the proposed change(s) via club’s “Members Only” media platform at least two weeks prior to taking the vote. There will be a Members only session after the May meeting.
2. Grammatical errors or incorrect information does not require a two week notice and can be corrected by Membership or Council vote upon discovery. Changes of this nature require the Membership be notified within 7 days.

#### **ARTICLE IX – MEETINGS**

Meetings are held on the first Thursday of the month; except June. Time and location to be announced on the club’s media platform. The president can call a special meeting at any time.

#### **ARTICLE X – ALTERNATE MEMBERSHIPS**

1. Honorary Membership: By nomination of the Council and by the majority vote of the Membership, any suitable person or business may be elected to honorary membership. The Intention of the honorary membership is to honor the individuals or businesses who have made exceptional contributions to the growth, maintenance, and / or support of the Warner Robins Jeep Club. Honorary membership provides a meaningful way to recognize their dedication, fostering stronger community ties and encouraging continued support. Honorary members who were previously official club members but no longer hold active status may reinstate their official membership in accordance with Article III, Section 1.a.5. If an honorary member has never held official member status and wishes to do so, they may via Article III section 1. a. 1-4.
2. Member Abroad: A member in good standing (see Article III section 7) who has to leave the local area due to work or family requirements may request member abroad status from the Council. Member abroad is designed to allow any individual who is placed under this status the ability to rejoin the WRJC as a full club member again without having to go through the sponsorship program. Once the individual returns to the area and pays their membership dues, they shall be reinstated as a full WRJC Member. A member abroad is not required to pay membership dues while abroad or remove club stickers unless selling their Jeep.