



# UNITED FOUR WHEEL DRIVE ASSOCIATIONS

## STANDARD OPERATING PROCEDURES

Revised January 2013



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**Article I. MEMBERSHIP**

**Section 1.01 MEMBER to VENDOR PROGRAM MEMBERSHIP**

**Annual Membership fees:**

	Diamond	\$5,000
	Platinum	\$3,000
	Gold	\$1,800
	Silver	\$500
	Bronze	\$150

**Privileges of Member to Vendor Program Membership:**

(a) Diamond

- a. One 4-wheel Drive Awareness\* Clinic for up to 40 participants (\$2000 value)
- b. One full page color advertisement (single publication) in the United Voice (\$800 value)
- c. One full page color advertisement (three publications) in the United E-News (\$800 value)
- d. Rotating banner advertisement on the UFWDA Forum at UFWDA.Org
- e. 15% off additional color advertisement
- f. We will use our Social Media accounts on your behalf up to twice per month at your request
- g. Member list access via mail service or in-house email
- h. Yellow Page listing on the UFWDA website including company name and web link
- i. White Page listing of name, phone and web address listing (B&W) in four consecutive publications of United Voice
- j. Access to the UFWDA Raffle Program
- k. Access to UFWDA Focus Groups
- l. Access to UFWDA's Statistical Market Research Program

(b) Platinum

- a. One half – page color advertisement (single publication) in the United Voice (\$500 value)
- b. One half–page color advertisement (three publications) in the United E-News (\$500 value)

- c. Rotating banner advertisement on the UFWDA Forum at UFWDA.Org
- d. 10% off additional color advertisement
- e. Advertising at One of four annual UFWDA scheduled 4-Wheel Drive Awareness Clinics
- f. Member list access via mail service or in-house email
- g. Yellow Page listing on the UFWDA website including company name and web link
- h. White Page listing of name, phone and web address listing (B&W) in four consecutive publications of United Voice

(c) Gold

- a. One Quarter-page advertisement (single publication) in the United Voice
- b. (\$300 value)
- c. One Quarter-page color advertisement (three publications) in the United E-News (\$300 value)
- d. 5% off additional color advertisement
- e. Advertising at One of four annual UFWDA scheduled 4-Wheel Drive Awareness Clinics
- f. Yellow Page listing on the UFWDA website including company name and web link
- g. White Page listing of name, phone and web address listing (B&W) in four consecutive publications of United Voice

(d) Silver

- a. Business card advertisement (single publication) in the United Voice
- b. (\$100 value)
- c. Business card advertisement (three publications) in the United E-News (\$100 value)
- d. Yellow Page listing on the UFWDA website including company name and web link
- e. White Page listing of name, phone and web address listing (B&W) in four consecutive publications of United Voice

(e) Bronze

- a. Yellow Page listing on the UFWDA website including company name and web link
- b. White Page listing of name, phone and web address listing (B&W) in four consecutive publications of United Voice

**NOTE(\*):**

- ★ All pricing is based on “Annual Term”
- ★ 4-Wheel Drive Awareness Clinic is at your location and facilities. If a different location or facilities are used, we reserve the right to contract outside vendor and additional charges may apply.
- ★ Membership rights shall continue to the first annual anniversary and in annual increments thereafter upon receipt of each successive dues payment.

**UFWDA CORPORATE SPONSORSHIP PROGRAM:**

The corporate sponsorship program is a tailor made program to fit the needs of UFWDA and the Member to Vendor Program partner involved in the program. It is designed to allow for the Member to Vendor Program partner to contribute or sponsor programs that exceed the \$5,000 business membership. The Corporate sponsorship benefits will be determined by the Operations and Business Development Manager and reviewed by the Treasurer for approval.

**Section 1.02 ORGANIZATION MEMBERSHIP**

An Organization is defined as:

“an association, club, organization, or similar entity that exists to serve the needs of four wheel drive enthusiasts. Businesses are not considered an Organization for these purposes.”

**(a) ORGANIZATION MEMBERSHIP DUES:**

- a. Dues for all Organizations shall be fifteen dollars (\$15.00) per member family per year or a minimum of one thousand dollars (\$1,000.00) U.S. Membership dues and benefits for Organizations outside of North America (hereafter referred to as an “International Organization”) appear in Section 1.02(d) of these Standard Operating Procedures. Organization dues shall be no later than twelve (12) months after the date last paid along with a correct current mailing address for the Organization.
- b. Organizations submitting dues on behalf of its members shall submit such dues no later than twelve (12) months after the date last paid. Such dues are referred to as Private Sector dues. Failure to pay dues by the twelve month anniversary renewal date will result in revocation of membership for such members. Dues for organization members joining after the UFWDA organization renewal anniversary date should be remitted to UFWDA when collected at the organization level. Each such membership shall have a one (1) year term from the date received by UFWDA.
- c. Private Sector dues rates, when such dues are submitted through an Organization are \$15.00 (Fifteen and no/100 dollars) per member.
- d. Privileges of Organization Membership are determined as follows:

	Organizational		International	Supportive
	\$15 per Member	1000 (Minimum)	\$100	\$100
Receive one (1) United decal for each paid member.	√			
Will be listed in United's Voice.	√	√	√	
Will be listed in the United's Organization referral list.	√	√	√	√
Receive copies of the minutes of the Annual Meeting and all Board meetings upon request.	√			
Entitled to a 25% advertising discount in United's "Voice" magazine.	√			
Access to all available insurance programs.	√	√		
Discount on all available insurance programs.	√			
Receive Membership Card for each paid Member.	√			
May Hold Elective Position	√			
Private Sector Member(s) paid through an Organization are entitled to a Membership Card; May hold an Elective Position; One (1) vote at meetings per Section 1.02 (e).		√	√	

i. Voting:

1. Each Organization that joins UFWDA for a flat fee of one thousand dollars (\$1000.00) U.S. shall be entitled to 2 votes at the UFWDA Annual Convention. Those two votes may be cast by a single delegate or cast by splitting the votes between 2 delegates of the Organization provided that the delegate(s) attends the meeting in person and are properly credentialed and seated at the meeting.
2. Each Organization will have votes based upon the number of Private Sector memberships paid to UFWDA, in addition to

the two (2) votes indicated above, according to the following scale:

Organizational		International	Supportive
\$15 per Member	1000 (Minimum)	\$100	\$100
1-66 = 1	2	2	1
67-133 = 2			
134-200 = 3			
201-267 = 4			
268-334 = 5			
335+ = 1 Additional Vote for Each 66 Paid Private Sector Memberships. Divide total number of Paid Private Sector Memberships by 66 to determine Total Number of Votes (No Rounding/No Fractions).			

0 memberships = 0 votes

ii. Other benefits as may be granted by UFWDA from time to time.

(b) CALCULATION OF PRIVATE SECTOR DUES WHEN PAID THROUGH AN ORGANIZATION.

- a. People who join UFWDA through the UFWDA home office or via the UFWDA website shall pay dues pursuant to Section 1.04 of these Standard Operating Procedures.
- b. People who are members of an Organization which has joined UFWDA pursuant to Section 1.02(a) may pay UFWDA dues through their Organization. UFWDA dues paid through the Organization shall be fifteen dollars (\$15.00) U.S.

(c) SUPPORTIVE ORGANIZATION DUES

- a. Supportive Organizations submitting a dues payment on behalf of its members shall submit a minimum of one hundred dollars (\$100.00) U.S., such dues no later than twelve (12) months after the date last paid. Such dues are referred to as Supportive dues. Failure to pay dues by the twelve month anniversary renewal date will result in revocation of membership benefits. Each such membership shall have a one (1) year term from the date received by UFWDA.
- b. Privileges of Organization Membership are determined as follows:
  - i. Receive information of United's activities.
  - ii. Will be listed in the United's Organization referral list.

Receive (1) copy of United's *Voice*, as published.

(d) INTERNATIONAL ORGANIZATION MEMBERSHIP DUES:

- a. Dues for Organizations outside of North America (referred to as "International Organizations") shall be one hundred dollars (\$100.00) U.S. annually. International Organization dues are due twelve (12) months after the date last paid. Renewal on the anniversary renewal date should be accompanied along with a correct, current mailing address for the Organization.
  - b. Privileges of International Organization Membership are determined as follows:
  - c. Voting: Each International Organization that joins UFWDA for a flat fee of one hundred (\$100.00) U.S. shall be entitled to 2 votes at the UFWDA Annual Convention. Those two votes may be cast by a single delegate or cast by splitting the votes between 2 delegates of the Organization. Votes of International Organizations may be cast by proxy through the International Vice President of UFWDA at meetings of the membership, provided that such proxy is presented to the International Vice President in writing ten days (10) in advance of such meetings of the membership.
  - d. An e-mail containing the United Voice will be sent to the main association e-mail address.
  - e. Individual members of an "International Association" are entitled to join UFWDA under that associations name and receive annual individual membership benefits at the discounted rate of \$15.00 per member family.
  - f. Other benefits as may be granted by UFWDA from time to time.
- (e) BENEFITS OF PRIVATE SECTOR MEMBERS PAID THROUGH AN ORGANIZATION
- g. A membership card.
  - h. Members may hold an elective office with United.
  - i. One (1) vote at meetings of the membership. The vote may be cast only when the member attends the meeting in person and is properly credentialed and seated at the meeting.

**Section 1.03 DIRECT MEMBERSHIP**

Direct Membership shall include those persons who wish to support UFWDA on an individual basis as a CLASS 1, CLASS 2, CLASS 3, CLASS 4, OR CLASS 5 direct member.

Direct Membership dues defined below shall be payable on an anniversary year basis from the date of the first payment.



(a) CLASS 1: Dues shall be \$20.00 (twenty dollars) US per year.

a. Membership privileges shall include:

- i. A one (1) year subscription of UFWDA Voice as produced.
- ii. A membership card.
- iii. One (1) UFWDA decal annually.
- iv. May hold an elective office with United.
- v. One (1) vote at meetings of the membership. The vote may be cast only when the member attends the meeting in person and is properly credentialed and seated at the meeting.

(b) CLASS 2: Dues shall be \$50.00 (fifty dollars) US per year.

a. Membership privileges shall include:

- i. A one (1) year subscription to UFWDA Voice as produced.
- ii. Choice of UFWDA tee shirt or UFWDA cap.
- iii. A membership card.
- iv. One (1) UFWDA decal annually.
- v. May hold an elective office with United..
- vi. One (1) vote at meetings of the membership. The vote may be cast only when the member attends the meeting in person and is properly credentialed and seated at the meeting.

(c) CLASS 3: Dues shall be \$100.00 (hundred dollars) US per year.

a. Membership privileges shall include:

- i. A one (1) year subscription to UFWDA Voice as produced.
- ii. One (1) UFWDA jacket.
- iii. A membership card.
- iv. One (1) UFWDA decal annually.
- v. May hold an elective office with United.
- vi. One (1) vote at meetings of the membership. The vote may be cast only when the member attends the meeting in person and is properly credentialed and seated at the meeting.

(d) CLASS 4 LIFE MEMBERSHIP: Dues shall be a one-time payment of \$500.00 (five hundred dollars) US or twenty five times the Class 1 dues, whichever is greater.

a. Membership privileges shall include:

- i. A special Life Membership badge.

- ii. A special Life membership which acknowledges their dedication to the sport of four wheeling and UFWDA.
- iii. One (1) UFWDA Lapel pin.
- iv. One (1) UFWDA decal of their choice.
- v. One (1) UFWDA jacket inscribed with the member's name and "Life Member".
- vi. May hold an elective office with United..
- vii. A copy of the minutes of all UFWDA meetings upon request.
- viii. Special recognition during the course of each annual meeting.
- ix. One (1) vote at meetings of the membership. The vote may be cast only when the member attends the meeting in person and is properly credentialed and seated at the meeting.

Financial distribution shall be made as follows: an initial \$100 will be deposited in the general fund to cover the cost of the benefit package and first year's service. The remaining funds shall be secured in a separate interest-bearing account. The treasurer shall transfer interest annually from the fund and transfer principal annually from the fund in an amount equal to 1/20 of the membership dues rate paid to the general fund to cover member services.

(e) CLASS 5 AMBASSADOR MEMBERSHIP: Dues shall be a one-time payment of \$1,000.00 (one thousand dollars) US. Dues are to be paid in full within one calendar year of the first payment.

a. Membership privileges shall include:

- i. A special Ambassador Membership badge.
- ii. A special Ambassador certificate.
- iii. A copy of UFWDA Annual Report upon request.
- iv. One (1) UFWDA lapel pin.
- v. One (1) UFWDA patch.
- vi. One (1) UFWDA decal.
- vii. One (1) UFWDA jacket inscribed with the Ambassador's name and "Ambassador Member".
- viii. May hold an elective office with United.
- ix. A copy of the minutes of all UFWDA meetings upon request.
- x. Special recognition during the course of each annual meeting.
- xi. A lifetime subscription to UFWDA *Voice as produced*.
- xii. One (1) vote at meetings of the membership. The vote may be cast

only when the Ambassador Member attends the meeting in person and is properly credentialed and seated at the meeting.

Financial distribution shall be made as follows: an initial \$150 will be deposited in the general fund to cover the cost of the benefit package and first year's service. The remaining funds shall be secured in a separate interest-bearing account. The treasurer shall transfer interest annually from the fund and transfer principal annually from the fund in an amount equal to 1/20 of the membership dues rate paid to the general fund to cover member services.

### **Section 1.05 Forum Based Membership**

People belonging to a forum based Four Wheel Drive enthusiast website may join UFWDA under that forum based group and shall join at \$20.00 (twenty dollars) US and obtain the same privileges as a member joining through an organization.

## **Article II. UNITED DELEGATES**

### **Section 2.01 UNITED DELGATES**

(a) UFWDA Delegates may serve for as long as their member Organization re-elects or re-appoints them.

- a. Who May Serve as Delegates: A Delegate is the person or persons entitled to cast a vote or votes at meeting of UFWDA members. The following person or people are the voting membership of UFWDA:
  - i. Organizations. Each duly paid Organization is entitled to no more than two (2) delegates at any meeting of the membership of UFWDA. Delegates are allocated votes for the Organization pursuant to Section 1.02(a)(n) of these Standard Operating Procedures.
  - ii. People. Each duly paid member, regardless of the method through which they joined UFWDA, including Private Sector members and Direct members, is entitled to be seated as a delegate at any meeting of the membership of UFWDA.
  - iii. Business. Each duly paid Business League member is entitled to one (1) delegate at any meeting of the membership of UFWDA.

(b) The UFWDA Delegate's obligations:

- a. To represent the entire membership of their Organization at United Four Wheel Drive Associations' Annual meetings.
- b. To keep abreast of all UFWDA activities as well as their respective Organization activities, so they can answer questions asked of them by either entity.
- c. To answer any and all correspondence they receive from members and

officers of either entity.

- d. To submit articles to UFWDA *Voice* and also to their Organization newsletter as applicable.
- e. To see that their Land Use Coordinator keeps UFWDA informed on their state land matters.
- f. To see that their Organization committees keep UFWDA parallel committee informed.
- g. To solicit special Memberships and encourage donations to help support United Four Wheel Drive Associations.
- h. To support any and all UFWDA programs.
- i. To advise the editor of their Organization's newsletter of the names and addresses of current or newly elected UFWDA officers which shall be added to their newsletter mailing list.
- j. To inform UFWDA office of meeting dates in advance of said meetings.
- k. To keep UFWDA Board of Directors informed of any urgent issues.

## **Section 2.02 DELEGATES MEETING**

- (a) The annual delegate's meeting shall be held prior to October 1 each year.
- (b) Voting on future Annual delegate's meeting locations shall be limited to two (2) years in advance; i.e., in 1997 a vote for 1998 & 1999 will be taken. Less than two (2) year voting will be allowed.
- (c) Delegate's shall strive to chose locations for the Annual delegate's meeting that alternate one year to the next between locations east and west of the Mississippi River.
- (d) Delegates must attend meetings of the membership in person in order to cast votes allocated to them or their Organization pursuant to Article 1.03(a)(iv)(a), as the case may be, except on matters where absentee ballots are accepted.
- (e) International Organizations may cast their votes by proxy at meetings of the membership pursuant to Section 1.02(c)(c) of these Standard Operating Procedures.

## **Article III. OFFICERS**

### **Section 3.01 PRESIDENT**

The President shall preside at all meetings, carry out the policies and decisions of the Delegates. He/she shall appoint such committees as deemed necessary to carry out the objectives of United, remove persons from committees for non-performance of duties upon approval of the Board of Directors. The President shall keep the Board of Directors and Delegates advised of current happenings. He or she shall cause to be prepared an Annual Report of Corporation activities to be published for distribution to

member Organizations and other persons and shall submit an article for publication in UFWDA Voice as necessary.

(a) Expanded duties:

- a. Lead the board of directors.
- b. Call meetings of the board of directors as necessary.
- c. Schedule regular teleconferences of the board of directors to give opportunity for all directors to be informed of the corporation's business.
- d. Be responsible for guiding the board through the process of filling board vacancies.
- e. Possess at least a cursory general understanding of the corporation business at all times in order to identify and coordinate projects with the proper board member.
- f. Request periodic reports from board members and contractors on status of work
- g. Be aware of all that is happening within UFWDA at any given time, at least in a general form.
- h. Respond quickly to requests for information/assistance from any source.
- i. Be prepared to write articles for outside publications as may be requested.
- j. Be prepared to travel as required.
- k. Be prepared to follow up, with the Board of Directors' assistance, any lead that may strengthen UFWDA and recreational four wheeling.
- l. Present a business/professional image when appropriate.
- m. Be ready to assist other Board of Director members at any time as may be needed.
- n. Consider other ideas presented from within the Board of Directors, general membership, or outside sources.
- o. Maintain contact as needed both within and outside UFWDA.
- p. Support others in their efforts; offer encouragement where appropriate, or correct problems as they may arise.
- q. Attend all Board of Director meetings and the UFWDA Annual Meeting.

### **Section 3.02 VICE PRESIDENT**

The Vice President shall assist the President. He/she shall be the coordinator of all committees, requesting reports from each committee on a regular basis. He/she shall fulfill the duties of the President in his/her absence. He/she shall also submit articles to the UFWDA Voice as requested by the President.

(a) Expanded duties:

- a. Conduct UFWDA business meetings when the President is unable to attend.
- b. Personally provide administrative help at the business meetings.
- c. Assist the President as required.
- d. Coordinate the Four Wheel Drive Awareness Program, oversee the appointed coordinator, oversee the maintenance of a manual and other material for the program and monitor any changes to the program.
- e. Attend all Board of Directors' meetings and the Annual meeting.
- f. Present a professional appearance at all times.
- g. Communicate with Operations Manager on a regular basis in regards to Four Wheel Drive Awareness Classes and other functions of the Vice President.

**Section 3.03 INTERNATIONAL VICE PRESIDENT**

The International Vice President shall be the coordinator of international committees and the international membership, and shall be UFWDA International Advocate. The International Vice President shall reside outside the US. It is understood that due to the location of the residence of the International Vice President, attendance at Board Meetings may have to be by electronic means (i.e.: teleconference) due to time and budget limitations. He/she shall submit articles for each issue to UFWDA Voice.

(a) Expanded duties:

- a. Coordinate preparation and maintenance of international mailing lists to ensure the mailing accuracy of UFWDA *Voice*.
- b. Act as the Advocate with all international guests and delegates at all UFWDA functions.
- c. Obtain international articles and information for publication in UFWDA *Voice* as requested by the President.
- d. Work with non-affiliated groups who wish to form four wheel drive clubs or associations or Organizations.
- e. Maintain written correspondence with those international members represented, and write membership updates for UFWDA *Voice*.
- f. Establish and maintain a presentation of UFWDA for international Clubs, Associations, Organizations, or Individuals, depending on the group.
- g. Coordinate with Public Relations officer on international marketing issues.
- h. Coordinate international committees.
- i. Coordinate with Environmental Affairs officer regarding international

issues.

- j. Assist the President as required.
- k. Attend all Board of Directors' meetings and the UFWDA Annual meeting when economically feasible.

### **Section 3.04 TREASURER**

The Treasurer shall be responsible for monitoring the receipt and deposit of all monies in the name of the association. The Treasurer shall be responsible for approval all non-budgeted expenses. The Treasurer will submit an annual budget for submission to the members at the Annual Meeting. All files and records maintained by the Treasurer will be turned over to the successor in office upon election. An audit is to be performed at the change of Treasurer, or at least every four years. The audit is to be conducted by an independent public accounting firm, or by an internal audit committee of at least two members at large who are not members of the Board of Directors. The Treasurer shall be bonded in the amount of the annual budget when the annual budget exceeds \$400,000.

(a) Expanded duties:

- a. Be responsible for approval of all non-budgeted expenses prior to incurring such expense(s).
- b. Be responsible for prior approval of any expenditure if checking account balance falls below the amount necessary to pay outstanding bills.
- c. Respond to all correspondence concerning duties of this office.
- d. Arrange for audits and annual income tax filing.
- e. Prepare federal withholding reports for employees, if applicable.
- f. Maintain reasonable knowledge of tax laws and changes that affect UFWDA or engage the services of a professional advisor with demonstrated professional knowledge of these matters.
- g. Be responsible for all corporate filings.
- h. Banking Accounting:
  - i. Write checks as directed or when requested or approved by board of directors.
  - ii. Make deposits of funds received.
  - iii. Process credit card transactions.
  - iv. Record all financial transactions in electronic accounting software.
  - v. Reconcile bank statements against accounts utilizing electronic accounting software.
- i. Monitor budget activity.

- j. Maintain records that will relate to future budgets.
- k. Maintain knowledge of investment alternatives to maximize investment revenue commensurate with reasonable risk.
- l. Maintain contact with the Board of Directors to provide timely advice concerning financial condition, the needs of the record keeping system, and the status of income and expense budgets.
- m. Insure that designated contributions, earmarked for a specific use, will be considered a windfall to that budget category/program for the year of the contribution. If the budget has surplus for that year, that surplus will be rolled over to the following or subsequent years for that budget category.
- n. Fund generating programs shall operate under the budget as appointed by the Board of Directors. Excess funds generated over the budget limit may be requested for use by the said program with written request to the Board of Directors. At the end of the year, any excess funds shall be rolled over to the following year's budget and distributed among budget categories.
- o. Check incoming postal mail received at the U.S. Postal Office; redistribute to appropriate BOD member(s) once a week.
- p. Be responsible for record keeping of Life and Ambassador Membership dues allocation.
- q. Attend all Board of Director's Meetings and the UFWDA Annual Meeting.

### **Section 3.05 DIRECTOR OF MEMBERSHIP**

The Director of Membership shall assist the President on special assignments as the President deems necessary, shall submit information and articles to UFWDA Voice as requested by the President, shall act as the principle communicator and liaison for membership and act as the voice of direct membership class(es) at all regular meetings.

#### **(a) Expanded Duties:**

- a. Assist International Vice President with UFWDA membership programs.
- b. Work with non-affiliated groups who wish to form four wheel drive clubs or associations.
- c. Coordinate with the Board of directors on all benefits, dues renewals, and information needed, as it pertains to Direct Members and Organizations.
- d. Coordinate with Administrative Officer and provide monthly reports to Executive Director, Operations Manager and BOD which shall contain the data pertaining to new and total membership within UFWDA.
- e. Coordinate membership payment records with the Treasurer.
- f. Travel, as needed, to different areas to help organize or re-establish Clubs, Organizations and Associations. Membership Director can also appoint other Board of Director members or Organization members to



represent him/her as needed.

- g. Make presentations to four wheel drive groups and non-four wheel drive groups to explain benefits and advantages of UFWDA.
- h. Maintain written correspondence with those represented as needed, and write Membership updates for UFWDA Voice.
- i. Assist the President as requested with matters relating to his/her position.
- j. Keep UFWDA Membership brochure and informational literature current and in print.
- k. Prepare and mail acknowledgements of individual, organization, and supporting memberships.
- l. Prepare and mail membership renewals for individual, organization, and supporting memberships.
- m. Maintain current membership mailing lists, contact lists, and organization lists..
- n. Update and maintain all membership literature and materials as needed.
- o. Establish and maintain a presentation of UFWDA for Clubs, Associations, Organizations or Direct members appropriate to the group.
- p. Maintain current membership mailing lists, contact lists, and organization lists.
- q. Prepare and mail recent contact lists to Organizations.
- r. Prepare and assist with annual individual membership contests; includes ordering plaques.
- s. Maintain comprehensive files and archives..
- t. Attend all Board of Directors' meetings and the UFWDA Annual Meeting.

### **Section 3.06 DIRECTOR OF PUBLIC RELATIONS**

The Director of Public Relations shall assist the President on special assignments as the President deems necessary, shall submit information and articles to UFWDA Voice as requested by the President.

(a) Expanded duties:

- a. Establish and maintain a presentation of UFWDA for non-four wheel drive owners, to educate and foster understanding of our sport.
- b. Promote UFWDA through any and all electronic media, including forums, MySpace pages, websites, etc.
- c. Work with complimentary organizations and associations as the UFWDA Advocate, unless otherwise directed by the Board of Directors.
- d. Be prepared to travel periodically to make presentations to organizations

upon their request.

- e. Assist the President as requested with matters relating to this position.
- f. Attend all Board of Director's Meetings and the UFWDA Annual Meeting.
- g. Write articles for UFWDA Voice every edition.
- h. Communicate with Operations and Business Development Manager on a regular basis to assist with special projects as needed.

### **Section 3.07 DIRECTOR OF ENVIRONMENTAL AFFAIRS**

The DIRECTOR at LARGE of ENVIRONMENTAL AFFAIRS shall act as the principal communicator and liaison for the membership and land agencies.

(a) Expanded duties:

- a. Establish or develop and maintain direct lines of communication with officials of applicable federal, state, and provincial land use agencies. Be aware of what said agencies are doing and assist State/Regional/Provincial Organizations to make proper contacts with agency representatives.
- b. Develop and maintain a network of State/Regional land use people in order to stay current with local issues and to initiate campaigns to inform elected officials regarding land use. Assist local state, and provincial clubs with land use issues. Assist Organizations to form coalitions and committees, as necessary and appropriate.
- c. Establish, develop and maintain communications and cooperation with land use and automotive enthusiast groups or associations.
- d. Coordinate with Public Relations Director regarding written articles on land use and automotive issues.
- e. Make presentations on recreational four wheeling and land use at various seminars, national meetings, state associations, *Organizations*, or UFWDA meetings, public hearings, etc., and generally represent UFWDA and recreational four wheeling.
- f. Know the proper procedures and channels for appeal of land use and land management decisions.
- g. Assist and educate local Organizations to challenge land closures and unfair policies.
- h. Organize and coordinate the annual Environmental Affairs and Land Use Conference, which is rotated east/west.
- i. Develop and maintain a United 4 Wheel Drive Conservation Volunteer program.
- j. Develop strategy, goals, and objectives for present and future land use

issues.

k. Oversee Legislative Advocate activities.

l. Attend all Board of Director's Meetings and the UFWDA Annual Meeting.

### **Section 3.08 PAST PRESIDENT**

The Past President shall be the last President to hold the office of President immediately prior to the last election. In the event the President was removed or resigned before the expiration of his/her term, he/she shall not be eligible to hold the office of Immediate Past President.

(a) In the event the person having held the office of President immediately prior to the last election cannot fill the Immediate Past President, the position shall be filled by the person having last held office of President, except those persons having been removed or having resigned before the expiration of his/her term. At no time shall the office of Immediate Past President be filled by any person having held the office of President longer than 6 years prior to invocation of Section 7.

(b) No officer may hold two offices concurrently. Therefore, in the event the person qualifying as Immediate Past President, as provided above, has been validly elected to hold another office, the office of Immediate Past President shall be filled in accordance with subsection (A) above.

(c) In the event the office of Immediate Past President cannot be filled under any of the provisions listed above, the office shall remain vacant until the next annual meeting at which the office of President is voted upon. At that time, the position of Immediate Past President shall be filled in accordance with the provisions of Section 7.

(d) The Past President shall serve in an advisory capacity, without vote.

### **Article IV. ELECTION OF OFFICERS**

Nominees for office must have submitted documentation to the nominating committee pursuant to the By-laws. Newly elected officers shall begin their term at the fall of the gavel ending the Annual Meeting at which they were elected.

### **Article V. BOARD OF DIRECTORS**

(a) Meetings

a. All meetings, except those directly addressing issues of employee performance and/or wages, or pending legal action of a sensitive nature, shall be open for attendance by all UFWDA members.

(b) Expenses

a. A member of the Board of Directors, a Committee Head, or an appointee representing United Four Wheel Drive Associations in an official capacity, and also representing his/her Organization as a delegate at the annual

business meeting or any special meeting of the delegates, shall not have his/her expenses paid by the United Four Wheel Drive Associations.

## **Article VI. APPOINTMENTS**

### **Section 6.01 VOICE DESIGN AND LAYOUT EDITOR**

The *Voice* Design and Layout Editor shall be contracted by the President and ratified by the Board of Directors.

#### (a) RESPONSIBILITIES:

- a. The editor shall be responsible for the design and layout of each edition of the *Voice*.
- b. The editor shall coordinate UFWDA contracting for the preparation and distribution of the *UFWDA Voice* to each member of UFWDA in good standing.
- c. The *Voice* shall be published quarterly by the end of each January, April, July and October, or as otherwise directed by UFWDA from time to time.

#### (b) DUTIES:

- a. Solicitation of information.
- b. Editorial control remains with the Board of Directors.
- c. Responsibility for establishing a deadline for all articles submitted.

#### (c) EDITOR'S EXPENSES:

- a. The Editor shall be reimbursed for travel and/or accommodations and/or *per diem* at functions at which he/she has been requested to attend by the President.

### **Section 6.02 LEGISLATIVE ADVOCATE**

United may contract or otherwise acquire the services of a Legislative Advocate to advise and work on behalf of UFWDA. The Legislative Advocate shall include but not be limited to Federal Legislation. Current reports will be provided to the President, Director of Environmental Affairs, other members of the Board of Directors and the general membership on a timely basis.

### **Section 6.03 BUSINESS DEVELOPMENT MANAGER**

The Business Development Manager will be responsible for all Business Membership and *Voice* advertising sales and all that involves including coordinating with the editor of the *Voice* for ad placement and business listings. Business Development Manager will be responsible for coordination of all trade shows and events and for development of new events. Business Development Manager will be responsible for all correspondence with Corporations and make decisions regarding the Corporate Sponsorship Program. Business Development Manager will work under and be responsible to the board of directors.

The scope of the roles and responsibilities will be summarily detailed in an agreement signed between the parties.

#### **Section 6.04 OPERATIONS MANAGER**

United Four Wheel Drive Associations may contract an Operations Manager to oversee the day to day operations of United Four Wheel Drive Associations. The Operations Manager shall provide financial reports, oversee store sales and reports, oversee Voice publication and all that is involved, and communicate with Board of Directors on a regular basis regarding projects. Operations Manager will also need to assist Board of Directors with preparation of operational documents and Annual Meeting reports.

The scope of the roles and responsibilities will be summarily detailed in an agreement signed between the parties.

### **Article VII. JOB DESCRIPTIONS**

#### **Section 7.01 ADMINISTRATIVE OFFICER**

- (a) Supervisor: Operations Manager and UFWDA Board of Directors
- (b) Primary Function: To perform daily clerical and administrative functions necessary in response to needs and inquiries of members, officers, and the public to promote the goals of United Four Wheel Drive Associations. This position is a paid-employee position.
- (c) Duties and Responsibilities:
  - a. Answer telephones.
  - b. Receive mail and redistribute to appropriate BOD member once a week.
  - c. Prepare and send information packets about UFWDA to those requesting information in a timely manner.
  - d. Respond to questions from mail and phone calls, other than packet inquiries.
  - e. Prepare and mail acknowledgements of individual, organization, and supporting memberships.
  - f. Prepare and mail membership renewals for individual, organization, and supporting memberships.
  - g. Maintain current membership mailing lists, contact lists, and organization lists.
  - h. Prepare weekly deposits of all incoming monies, mail to bank, and report to Treasurer.
  - i. Prepare and mail recent contact lists to Organizations.
  - j. Copy and mail correspondence to Delegates. (Contact lists, BOD minutes, meeting and convention notices.)

- k. Mail annual report to Board to Board of Directors, Delegates, Organization Presidents, and Supporting Members.
- l. Prepare and distribute annual convention delegate registration forms.
- m. Prepare and assist with annual newsletter editors contest; includes sending out information, talking to magazines for judging, collecting entries, mailing to judges, and arranging for presentation of award plaques or certificates at Annual Meeting.
- n. Prepare and assist with annual individual membership contests; includes ordering plaques.
- o. Maintain the UFWDA Store, ordering, selling and shipping items.
- p. Maintain comprehensive files and archives.
- q. Order printing and office supplies as needed or directed.
- r. Direct and assist with maintenance of office equipment.
- s. Assist Board of Directors as needed.
- t. Coordinate with Membership Director and provide monthly reports. See Membership Director.

This job description is not intended to be all-inclusive, and employee will also perform other related duties as assigned. This organization reserves the right to change job duties as the need arises. This description does not constitute a written or implied contract of employment.

(d) Qualifications:

- a. Experience: Two years in reception, secretarial, and or word processing areas.
- b. Education: High school graduate or equivalent with experience in business, office management, or word processing courses.
- c. Knowledge: Must have knowledge of word processing, databases, and general office equipment. Must be able to handle a variety of duties at one time. Must have strong grammar and communications skills. Must have pleasant phone voice. Must have ability to exercise judgment in handling the public with professionalism. Must have knowledge and love of four wheeling!

**Section 7.02 FOUR WHEEL DRIVE AWARENESS COORDINATOR**

(a) Supervisor: UFWDA Vice President

(b) Primary Function: To maintain, promote, and expand the Four Wheel Drive Awareness program which instills the responsibility of off-highway driving skills through education and instruction of novice four wheel drive owners' users. The Coordinator shall maintain, promote and expand the Four Wheel Drive

Awareness program to educate the public to drive responsibly, encourage membership, increase supporting memberships, and improve the image of four wheeling. The Coordinator is supervised by the Vice President. This is a volunteer position.

(c) Duties and Responsibilities:

- a. Train and certify new instructors as needed.
- b. Appoint, coordinate, and replace regional contacts as needed. Regional contacts shall assist with training instructors, forward information gathered in the field to the Coordinator, and be available to assist the Coordinator with maintaining and updating the program.
- c. Conduct or assist with a minimum of two (2) classes per year. Conducting a class shall involve set up, organizing, promoting and teaching.
- d. Be available to answer questions and offer guidance to instructors or regional contacts.
- e. Maintain current and correct records on instructors and students in accordance with training done in person, information received from regional contacts, and information received from instructors, Said records shall be forwarded to any successor.
- f. Maintain records of incoming funds generated by the program during the calendar year and forward said funds to the Treasurer in a timely manner.
- g. Prepare periodic reports. An annual report shall be forwarded to the President for publication in UFWDA Annual Report. A report shall be prepared and presented at each Board of Director's meeting. A budget and activities proposal shall be presented to the Board of Directors prior to the annual budget meeting for approval.
- h. Update and revise the Student Manual and Instructors Manual as needed.
- i. Attend as many four wheel drive functions as possible to promote the program, gain publicity, and increase public awareness for the program. This shall include attendance at UFWDA Annual Meeting. This shall include other UFWDA and non-UFWDA functions as approved.
- j. Attend as many Organization meetings as possible to help each Organization to set up and maintain the program. Attend and assist with any class being conducted by new instructors as UFWDA funds permit.
- k. Be prepared to speak at any Organization meeting as directed and approved by the Board of Directors.
- l. Write articles for publications as requested by the Board of Directors.
- m. Help solicit sponsorships and funding of the program.
- n. Monitor awareness program video production and sales. This may include

productions, advertising and shipping.

- o. Prepare and distribute Instructor Certifications. Prepare and distribute Student Certification to include those trained in person, those trained by regional contacts, and those trained by certified instructors.
- p. Use available UFWDA funds to acquire training materials and aids to sell to regional Organization awareness coordinator.

### **Section 7.03 BUSINESS DEVELOPMENT MANAGER**

(a) Supervisor: Board of Directors

(b) Job Function:

- a. Develop and maintain working relationship with business members from the industry.
- b. Develop and maintain current and new marketing plans for UFWDA.
- c. Develop and maintain new store items from vendors.
- d. Communicate regularly with business members on the status of their account and collect any and all outstanding accounts.
- e. Build relationships with media outlets for the purpose of Public Relations.
- f. Professionally plan and present for approval all events related to UFWDA.
- g. Attend and oversee all trade show events UFWDA attends.
- h. Develop corporate sponsorship programs for national corporate sponsors and maintain working relationships with said sponsors.
- i. Work with Administrative Officer to invoice and maintain records on business membership.

### **Section 7.04 OPERATIONS MANAGER**

(a) Supervisor: Board of Directors

(b) Job Function:

- a. Work with the designated director to prepare and present financial and membership reports monthly for the Board of Directors.
- b. Revise and update regularly the Standard Operating Procedures and make sure the Board of Directors is familiar with said documents.
- c. Prepare and present Standard Operating Procedure for Trade Show events and other events hosted by United Four Wheel Drive Associations.
- d. Communicate with the Board of Directors via conference call monthly to update on the state of affairs in United Four Wheel Drive Associations.
- e. Work with the Director of Membership on a marketing campaign for Individual Membership.



- f. Inventory and update regularly the trade show materials.
- g. Communicate with the Treasurer on a monthly basis about the financial reports.
- h. Continue to add items to the store and communicate with Webmaster on all store listings.
- i. Continue to communicate with Vice President on topics for the Voice and assign appropriate articles for the publication.
- j. Continue to work with outside publications with the submission of articles and ad exchanges.
- k. Continue to build relationships with current businesses and obtain new business memberships.
- l. Continue to plan Wheel-in events and generate revenues in new areas.
- m. Continue to work with Administrative Officer on invoicing business members and advertisers.
- n. Continue to work with Publisher on marketing and distribution of DVD.
- o. Pursue new avenues of Marketing and Public Relations.
- p. Prepare and send information packets about UFWDA to those requesting information in a timely manner.
- q. Continue to work on the Public Relations for United Four Wheel Drive Associations.

## **Section 7.05 LEGAL COUNSEL**

- (a) Supervisor. Board of Directors
- (b) Job Description:
- (c) Respond to organization or private sector inquiries concerning land use closures or problems
- (d) Provide legal advise on any pre-litigation issues upon request
- (e) Provide legal advise and formal comments in administrative proceedings
  - a. Projects of national scope, eg. rulemaking
    - i. BLM
    - ii. USFS
    - iii. NPS
  - b. Land Management Planning
    - i. Land and Resource Management Plans (LRMP) BLM
    - ii. Land and Resource Management Plan (Forest Plans ) USFS
- (f) Lobbying

- a. Legislative notices to members on bills and their content/effect
- b. Contact with Congress pertaining to specific bills
  - i. Congressional testimony
  - ii. Meeting with committee or subcommittee staff
- c. Meeting with agency representatives
- (g) Providing pre-litigation legal services
- (h) Provide litigation legal services at additional cost to client requesting services
- (i) Serve as UFWDA Corporate Counsel
  - a. Attending to legal matters pertaining to corporate dealings
  - b. Providing by-law drafting services and recommendations
  - c. Preparation and execution of contracts and agreements

**Article VIII. AWARDS**

**(a) JACK EDWARDS MEMORIAL AWARD**

THE JACK EDWARDS MEMORIAL AWARD is named in honor of Jack Edwards, a long time, dedicated four wheeler from California. Jack Edwards worked hard to strengthen associations and unify all four wheelers, by encouraging their involvement in the sport. In short, Jack Edwards represented what we all strive too be.

- a. This award is given annually, at the Annual Meeting, to the Organization judged by the Board of Directors to have participated in the greatest variety of UFWDA activities and events, and to have supported and worked for the goals of UFWDA.
- b. The original Jack Edwards Memorial Award Plaque will hang in the UFWDA office. A traveling plaque shall be awarded to the winning Organization to retain for one year and then return by the next Annual Meeting. The awarded Organization will receive a permanent commemorative plaque after returning the traveling plaque by the Annual Meeting.
- c. All Organization bids for the Jack Edwards Memorial Award are due by the start of the Board of Directors meeting preceding the Annual Meeting. Any additional supporting material is also due at that time. The Board of Directors shall meet in executive session for any discussion on the selection. A written vote shall be taken, and the winner announced at such time as decided by the President. All bids shall be for the preceding year. Criteria considered in evaluating applications could include:
  - i. Host a UFWDA Meeting.
  - ii. Provide input for UFWDA Voice.

- iii. Attendance at, and participation in, UFWDA meetings.
- iv. Obtaining new members for UFWDA.
- v. Promotion of recreational four wheeling by participation in major education programs, conservation projects, and the meetings and activities of fellow Organizations.

**(b) FOUR WHEELER OF THE YEAR AWARD**

The FOUR WHEELER OF THE YEAR AWARD is designed to recognize, on a national level, the overall significant achievements and contributions of individuals to the sport of recreational four wheeling.

a. COMMITTEE

The President shall appoint a Four Wheeler of the Year Award Committee (FWYA) each year at the Annual Meeting. The Committee is to be comprised of one previous Four Wheeler of the Year, one elected Board of Director member and one UFWDA delegate from an area other than that of the other committee members. The committee chairman is to be selected from the committee.

b. COMMITTEE RESPONSIBILITIES:

- i. Notify all Organizations in good standing to nominate a maximum of two members for consideration. Organizations are to be notified at least ninety (90) days prior to the Annual Meeting and included in the notification is the deadline for nominations to be completed. Nomination letter from the Organization is to contain reasons for nomination and activities the nominee has participated in for the past twelve (12) months including club, association, Organization and UFWDA. Notify UFWDA Voice that nominations are being accepted.
- ii. Select the top five (5) nominees.
- iii. Present the nominee's information to the delegates and those eligible to vote thirty (30) days prior to the Annual Meeting.
- iv. Committee will see that ballots are distributed and counted during the Annual Meeting. The award will be presented at the banquet.
- v. Committee will be responsible for securing awards.

c. VOTING:

Voting shall take place at the Annual Meeting. Ballots will be distributed by the FWYA Committee. No discussion on the nominees shall take place.

The following persons shall be entitled to vote:

- i. Each delegate

- ii. Each elected member of the Board of Directors
- iii. Each person nominated, if not eligible under #1 or #2
- iv. Each former recipient of either award present.
- v. Should a tie occur the committee members present at the annual meeting shall decide the winner.

d. AWARDS:

Each of the four nominees will receive an appropriate plaque; and the Four Wheeler of the Year will receive a plaque and a custom designed jacket. All other nominees will receive a Certificate of Nomination. Other awards/prizes may also be awarded.

e. EXPENSES:

- i. All expenses for the administration of this section are to be paid by UFWDA, including postage, phone, printing, etc.
- ii. The plaques and jackets will be paid from the UFWDA Treasury.

**(c) ENVIRONMENTAL AFFAIRS FOUR WHEELER OF THE YEAR AWARD**

The ENVIRONMENTAL FOUR WHEELER OF THE YEAR AWARD is designed to recognize, on a national level, the overall significant achievements and contributions of individuals to the sport of recreational four wheeling.

a. COMMITTEE

The President shall appoint an Environmental Four Wheeler of the Year Award Committee (EFWYA) each year at the Annual Meeting. The Committee is to be comprised of one previous Four Wheeler of the Year, one elected Board of Director member and one UFWDA delegate from an area other than that of the other committee members. The committee chairman is to be selected from the committee.

b. COMMITTEE RESPONSIBILITIES:

- i. Notify all Organizations in good standing to nominate a maximum of two members for consideration. Organizations are to be notified at least ninety (90) days prior to the Annual Meeting and included in the notification is the deadline for nominations to be completed. Nomination letter from the Organization is to contain reasons for nomination and activities the nominee has participated in for the past twelve (12) months including club, association, Organization, and UFWDA. Notify UFWDA Voice that nominations are being accepted.
- ii. Select the top five (5) nominees.
- iii. Present the nominee's information to the delegates and those eligible to vote thirty (30) days prior to the Annual Meeting.

- iv. Committee will see that ballots are distributed and counted during the Annual Meeting. The award will be presented at the banquet.
- v. Committee will be responsible for securing awards.

c. VOTING:

Voting shall take place at the Annual Meeting. Ballots will be distributed by the EFWYA Committee. No discussion on the nominees shall take place.

The following persons shall be entitled to vote:

- i. Each delegate
- ii. Each elected member of the Board of Directors
- iii. Each person nominated, if not eligible under #1 or #2
- iv. Each former recipient of either award present.
- v. Should a tie occur the committee members present at the annual meeting shall decide the winner.

d. AWARDS:

Each of the four nominees will receive an appropriate plaque; and the Environmental Four Wheeler of the Year will receive a plaque and a custom designed jacket. All other nominees will receive a Certificate of Nomination. Other awards/prizes may also be awarded.

e. EXPENSES:

- i. All expenses for the administration of this section are to be paid by UFWDA, including postage, phone, printing, etc.
- ii. The plaques and jackets will be paid from the UFWDA Treasury.

**Appendix A: Four Wheeler of the Year Nomination Form**

**UNITED FOUR WHEEL DRIVE ASSOCIATIONS, INC.**

**FOUR WHEELER OF THE YEAR**

---

Date

---

Name of Nominee

---

Club

---

Address

---

Organization

The activities listed are to cover the twelve month period from \_\_\_\_\_ (date) through (date)\_\_\_\_\_. Please return the information by \_\_\_\_\_ (date)\_\_\_\_\_ to: Committee Chairman, address and/or fax.

Each member association of United is encouraged to submit a nomination for the Four Wheeler of the Year. Organizations may submit a maximum of two names. Judging is based on what the nominee has done for all of organized four wheeling in the past year.

Please submit the following information about your nominee:

How many years has nominee been in organized four wheeling?

List any offices nominee has held in his/her club, association, Organization or UFWDA in the past year.

List any conservation projects nominee has participated in during the past year.

Summarize your nominee's involvement in four wheeling and include any other information you feel qualifies your nominee for UFWDA Four Wheeler of the Year.

## **Appendix B: Environmental Four Wheeler of the Year Nomination Form**

**UNITED FOUR WHEEL DRIVE ASSOCIATIONS, INC.**

**ENVIRONMENTAL FOUR WHEELER OF THE YEAR**

---

Date

---

Name of Nominee

---

Club

---

Address

---

Organization

The activities listed are to cover the twelve month period from \_\_\_\_\_ (date) \_\_\_\_\_ through (date) \_\_\_\_\_. Please return the information by \_\_\_\_\_ (date) \_\_\_\_\_ to: Committee Chairman, address and/or fax.

Each member association of United is encouraged to submit a nomination for the Four Wheeler of the Year. Organizations may submit a maximum of two names. Judging is based on what the nominee has done for all of organized four wheeling in the past year.

Please submit the following information about your nominee:

How many years has nominee been in organized four wheeling?

List any offices nominee has held in his/her club, association, Organization or UFWDA in the past year.

List any conservation projects nominee has participated in during the past year.

Summarize your nominee's involvement in four wheeling and include any other information you feel qualifies your nominee for UFWDA Environmental Four Wheeler of the Year.