

# STANDARD OPERATING PROCEDURES

Revised 5/24/2022

## SAFETY

### Minimum Vehicle Requirements

Mandatory/Minimum safety equipment required for a TLCA Sanctioned Off Highway event. All equipment must be in good working order:

1. Any open vehicle must have a roll bar firmly attached to the floor/frame of the vehicle; a roll bar is recommended for all vehicles
2. Seat belts for all persons; must be usable
3. First aid kit
4. Fire extinguisher must be easily accessible.
5. Battery secured so that it will not come loose in the event of a roll over
6. Tow or recovery strap with loop ends (no hooks), chains do not meet this requirement
7. Antennas longer than 60 inches must be secured in two or more places in a manner that prevents injury or damage to occupants, bystanders, vehicles or nearby structures
8. Jack, lug wrench, and a spare tire. All tires, including the spare tire must have 3/32" minimum of tread. Event host shall decide if spare must be carried on the vehicle.
9. A functioning braking system to include a parking brake or line lock device
10. Each vehicle must demonstrate its braking system works
11. Proof of liability insurance (if the vehicle is registered with a state)

The above are minimum requirements. Event hosts agree to follow these requirements when obtaining event insurance from TLCA. The event host has the final decision of safety rule compliance if it falls outside the guidelines TLCA provides. The event host may have additional guidelines or requirements. The minimum requirements are set by the Executive Vice President with the approval of the BOD.

## Evaluated Items

The following are potentially evaluated items which, depending on severity and/or quantity of deficiencies, location of the event and type of event, may disqualify a vehicle from participating in an event. The Event host has the final decision regarding compliance with event safety rules.

- Current vehicle registration and all required permits (street legal or OHV, depending on event location)
- Proof of bodily injury insurance
- Headlights
- Running Lights
- Turn Signals
- Windshield with no dangerous cracks
- Wipers
- Horn
- Exhaust System; must be intact with no open exhaust, excessive noise or excessive smoke
- Steering free play and condition of column and mounting hardware, knuckle arms, tie rods and other mechanical components
- Coolant overflow capture or recovery system
- Hoses & Lines; no excessive (dripping) fluid leaks of coolant, fuel, lubricants or other hydraulic fluids
- Vehicle Jack; Hi-Lift type recommended
- Front and rear attachment points, must be solidly connected to the frame or bumper; exposed frame members may be adequate provided a safe connection is possible using equipment that must be carried in the vehicle
- Winch with a tree saver strap
- CB/FMS/FMRS Radio

## Items to consider

The following are recommended items which TLCA encourages you to consider:

- Tools
- Shovel and axe
- Spare belts and hoses
- Water (potable)
- Litter bag(s)
- Appropriate spill kit (required on most BLM land and public trails)
- Battery jumper cables
- Tire gauge, tire pump, tire patch kit
- Rags and hand cleaner
- Flashlight and spare batteries
- Spare vehicle key

## **BOARD MEETINGS**

The President, or his/her designee, will schedule Board meetings for the following calendar year at the December meeting of the current year. Special meetings may be called as provided in the Bylaws.

1. Agenda items may be developed on the BOD mailing list or other electronic communication. The President will endeavor to address any topic raised by the BOD. However, the President has the final decision on agenda items.
2. Speakers participating in meetings will always treat each other with courtesy and respect. Disrespectful comments toward a person may be declared out of order by the presiding officer. Further disrespectful behavior may result in a vote of the Board of Directors to remove the speaker from the meeting.

# CHAPTERS

1. A minimum of ten (10) TLCA Individual Members in good standing may submit an application to become a Chapter. Clubs applying to join the TLCA as a Chapter, must have, upon application, at least 50 percent of their members as members of TLCA.
2. The applying Chapter must submit an application to the TLCA Board of Directors, as well as proposed Chapter bylaws and will be reviewed by the TLCA Board of Directors prior to the Chapter being approved for membership.
3. Chapter's proposed bylaws must establish the following:
  - a. A goal or objective of the Chapter is to "Support the TLCA."
  - b. Chapter rosters may not exceed 50 percent non-TLCA members and non-TLCA members may not be used in constituting a quorum.
4. Once approved as a Chapter, to remain a "Chapter in Good Standing" the Chapter must comply with the following:
  - a. Retain all bylaws clauses from section 3 above
  - b. Maintain a minimum of ten (10) current members who are TLCA members including Chapter President, TLCA Delegate and TLCA Alternate Delegate.
  - c. Be current on all financial obligations to the TLCA.
  - d. Submit a completed Chapter in Good Standing Form on or before 31 January in each calendar year.
5. Privileges of Chapters in Good Standing:
  - a. Entitled to advertising privileges and discounts in the Toyota Trails.
  - b. Invited to all TLCA Board of Director meetings.
  - c. Invited to participate in all TLCA functions and sanctioned events.
  - d. Entitled to one voting Delegate at all TLCA Board of Director meetings.
  - e. Entitled to apply for event coverage through the TLCA insurance program.
  - f. Access to the sanctioning of events by TLCA.
6. Chapter Termination – The affiliation of any Chapter with the TLCA shall terminate upon occurrence of any of the following events:
  - a. The resignation of the Chapter from TLCA
  - b. Failure to submit a Chapter in Good Standing Form by January 31
  - c. Failure to maintain the minimum TLCA membership
  - d. The Board of Directors may terminate any Chapter for any or no reason as the Board determines it serves the best interests of TLCA.

## **EVENTS APPROVAL AND DEFINITION**

1. TLCA Board Approval of qualifying events shall be termed Sanctioned.
2. All TLCA approved events agree to the safety standard put forth by TLCA.
3. All TLCA approved events must meet the insurance requirements put forward by the Executive Vice President and approval of the BOD.

## **EVENTS DESCRIPTION**

1. Hosted Event: The Rubithon is an annual event hosted by TLCA and co-hosted by Association Chapters. The event serves two purposes: to provide family type entertainment and to raise funds for TLCA's General Fund. Chapters that co-host the event shall receive a percentage of the proceeds.
2. Sanctioned Event: An event hosted by a Chapter in which TLCA members participate in a trail ride type event. The event serves to raise funds for the chapter's general fund. Chapters that host a sanctioned event are encouraged to donate to TLCA a percentage of the net proceeds.
3. Non-Club Sanctioned Event: Non-club events may be eligible to be considered a TLCA Event and will be reviewed on a case-by-case basis. TLCA membership will be required for all participants of non-club sponsored events.

## **HOSTED EVENT**

1. TLCA shall host one event per year. That event shall be the Rubithon.
2. The Rubithon shall take place over the days from Wednesday to Sunday.
3. The Rubithon Chairpersons appointment shall be for a period of one year running from September to August.
4. The past Rubithon chair shall advise the current chairperson.
5. The Rubithon registration will indicate its refund policy.
6. If Rubithon is to be canceled the BOD will be advised in advance.

## **SANCTIONED EVENT**

1. All requests for the sponsoring of Sanctioned events must be submitted in writing at least thirty days in advance to the Executive Vice President. The Executive Vice President may give preliminary approval for sanctioned events. The BOD shall hold a vote for ratification at the next board meeting following the submission of the event request.
2. Only Chapters in good standing are eligible to host Sanctioned events.
3. Agree to follow TLCA advertising guidelines.
4. All participants must sign the insurance waiver.  
IMPORTANT: Insurance waivers must be sent back to TLCA within 2 weeks after completion of the event for record keeping by TLCA.
5. Advertising guidelines:
  - a. Must state "Sanctioned by TLCA" below title.
  - b. Ad must be approved by Toyota Trails Editor.
6. Privileges:
  - a. Free advertising in Toyota Trails (maximum 2, full page Insertions). Free 1/2 page ad with event sponsor logos (must be submitted per advertising guidelines) with the submission of an event article for Toyota Trails which includes content and photos or a 1/4 page thank you sponsor listing in Toyota Trails for a \$150 fee if an article with photos is not submitted. Only event sponsor names will be listed, sponsor logos will not be included with the listing for a non-article submission. TLCA will also provide a link to your chapter website that can thank and showcase sponsor logos.
  - b. Access to TLCA logo.
  - c. Access to TLCA insurance.
  - d. Access to seed event money for new events only. A one time donation to the first running of the event.

## **TLCA INSURANCE FOR EVENTS**

1. Events that require all participants to be TLCA members will pay the base cost associated with their event policy plus a \$25 processing fee. Events must be a minimum of 50 members. Membership of event participants will be verified by TLCA.
2. If an event does not require all participants to be TLCA members, the fee structure will be the minimum event policy fee with a 40% added surcharge and a \$25 processing fee

## **EVENT EVALUATION**

1. TLCA events are a major source of revenue for the organization. They also provide important recreation opportunities for the membership. It is therefore valuable for our volunteer event planners to know how participants rate their experience. It is strongly encouraged that event organizers conduct post-event evaluations.
2. Each Chairperson shall review and summarize the responses, comments, and report this to the Board.

## **EVENT REFUNDS**

1. All TLCA events shall have a written policy on refunds.
2. Each event chairperson shall set a date that is the final date that a participant may apply for a refund for registration.
3. Cancellation policy must be included on the event registration form.

## **BUDGET**

1. A detailed budget for the next TLCA fiscal year shall be presented to the BOD at the December regularly scheduled meeting each year.
2. The Administrative Vice President and the Treasurer shall be responsible for preparing the annual TLCA Budget.

## **BOND**

The Board of Directors may require that all officers of the TLCA and all members of any committee who may handle or have access to the funds and investments of the TLCA, and all persons who shall have any authority to sign checks, drafts or other investments drawn against any bank account maintained by the TLCA to be bonded in such individual and collective amounts as the Board of Directors prescribes. Such bond or bonds shall be written by a responsible surety, licensed and in good standing with the Department of Insurance of the State of California. The premiums or cost required from time to time to maintain any such bond or bonds in force shall be paid by the TLCA. In lieu of requiring a bond for the above-described individuals, at least two signatures shall be required on all checks, drafts or other instruments exceeding fifteen thousand dollars (\$15,000.00) drawn against any bank account maintained by the TLCA.

## **AMENDMENTS TO THE SOPS**

Amendments and or changes to the SOPs must be presented in writing. Proposed amendment(s) and changes shall be voted on after written publication of the proposal(s) thirty (30) days in advance of the meeting that the action is to be taken. Amendments to the SOPs require a two-thirds (2/3) majority vote when a quorum is present.

APPROVED SOPs TAKE EFFECT IMMEDIATELY.

## **DUES**

1. All yearly dues shall be payable on the anniversary date of each membership.
2. Membership dues can be established by BOD approval of a written proposed Membership Plan. All proposed plans must be submitted to the BOD prior to the meeting in which the proposal is to be introduced for approval.
3. Membership types are as follows:
  - a. Individual Membership – This membership type entitles the individual member to all prescribed benefits and is extended to spouse or significant other and dependent family members for the purpose of attending and participating in TLCA events. Membership benefits must be described in the Individual Membership Plan.
  - b. Business Associate Membership – This membership type entitles one business owner to all prescribed benefits as the Individual/Family Membership. In addition, this membership includes prescribed benefits for promoting the business and TLCA, promoting new products, and use of the TLCA logo. This membership also allows regular employees of the Business Member to attend TLCA events for the purpose of representing the business at those events. Membership benefits must be described in the Business Membership Plan.
4. Additions or changes to existing Membership Plans must be submitted to the BOD using the Membership Plan Form prior to the meeting in which the proposal is to be introduced for approval.



## OFFICERS

1. The President shall preside at all meetings, carry out the policies and decisions of the Delegates, shall appoint such committees as deemed necessary to carry out the objectives of TLCA, remove persons from committees for nonperformance of duties upon approval of the BOD; shall assist other BOD members as requested/required. The President shall be authorized to approve advertisements for TLCA events in the Toyota Trails. The President shall submit an article for publication in each issue of Toyota Trails. One vote in case of tie.
2. The Executive Vice President (EVP) shall assist the President. The EVP shall be the coordinator of all committees, reports from each committee on a regular basis. The EVP shall fulfill the duties of the President in his/her absence. Shall also coordinate all TLCA events and represent all Chapters who are hosting an event for the BOD. The EVP shall be authorized to approve advertisements for qualified events in the Toyota Trails or TLCA website. Shall also be authorized to approve the applications for insurance for all events. One vote.
3. The Administrative Vice President (AVP) shall be responsible for TLCA contracts, TLCA Bylaws, TLCA SOPs, and the annual TLCA budget. The AVP shall work in conjunction with the Treasurer in preparing the annual TLCA Budget for presentation to the BOD. One vote.
4. The Marketing and Sales Vice President (MSVP) shall be responsible for TLCA Marketing Activities, TLCA Public Relations Activities and TLCA Member Activities. General marketing activities such as arranging for event sponsorships and promotional activities. General public relations activities with other organizations and the media. Member activities to recruit new members and retain current members which could include media campaigns and other types of member communications. One vote.
5. The Secretary shall ensure that all notices are given in accordance with the provisions of the Bylaws. Shall arrange for the keeping of the minutes of meetings of Delegates and of the BOD and shall retain the original copy of same. Shall maintain files of historical significance. Shall be responsible for the writing of all official BOD correspondences. Shall assume the responsibility of ledger roll call and determine the number of Delegates present, so it may be known if a quorum is present. All files and records maintained by the Secretary shall be turned over to the successor in office upon election. One vote.
6. The Treasurer shall be responsible for ensuring the accurate and complete record keeping of all funds, investments, and accounts of TLCA. All files and records maintained by the Treasurer shall be turned over to the successor in office upon election. Shall sign checks. Shall be responsible for ensuring that any and all records, ledgers, accounts, etc are open for inspection at any reasonable

time by members of the Board of Directors and/or Officers of the Association. The Treasurer shall assist the AVP in preparing the annual TLCA Budget. One vote.

7. Western Individual Representative shall be the liaison between the individual members and the BOD. Shall be responsible for the geographic area from Alaska, Hawaii, California, Oregon, and Washington. Shall assist individual members in the formation of new chapters and actively recruit chapters. One vote.
8. Mountain/Central Individual Representative shall be the liaison between the individual members and the BOD. Shall be responsible for the geographic area from west of the Mississippi River excluding the Western Individual Representative's territory. Shall assist individual members in the formation of new chapters and actively recruit chapters. One vote.
9. Eastern Individual Representative shall be the liaison between the individual members and the BOD. Shall be responsible for the geographic area from the east coast to the Mississippi River. Shall assist individual members in the formation of new chapters and actively recruit chapters. One vote.
10. International Individual Representative shall be the liaison between the individual members and the BOD. Shall be responsible for the geographic area outside of the United States. Shall assist individual members in the formation of new chapters and actively recruit chapters. One vote.

## **BOARD OF DIRECTORS**

All BOD meetings, except those directly addressing issues of employee performance and/or wages, or pending legal action of a sensitive nature, shall be open to all TLCA members.

## **ELECTIONS**

1. Each Chapter in Good Standing, through its Delegate, and all TLCA Officers shall have one (1) vote. A Chapter may change its Delegate with written notice to TLCA.
2. Officer Nominations. Nominations may be in writing or from the floor. Nominations shall be closed at the meeting prior to the elections. Nominations may be handled at a special Board of Directors meeting called prior to the election, providing that meeting is held at least two (2) weeks prior to the election. Nominations may be made electronically via the method specified in the TLCA SOPs until the meeting prior to the election.

3. Regular elections of Officers shall be at the last scheduled Board meeting of the year. The voting process shall be by Acclamation or Roll Call. Only duly nominated candidates are eligible to receive votes.
  - a. The candidate receiving the largest number of votes for each office shall be declared the winner.
  - b. The President shall not vote unless there is a tie vote.
  - c. The President's vote shall break any ties and that candidate shall be declared the winner.
4. The new officers shall take office at the first Board of Directors meeting of the following year.
5. Only TLCA members may be nominated. Only Officers and Delegates from Chapters in Good Standing shall be eligible to vote.
6. In the event of a vacancy in the office of President, the Executive Vice President shall assume the duties of the President until a special election can be held. Nominations for a replacement President shall be held and closed at a Board of Directors meeting no later than 30 days from the date of vacancy and an election shall be held no later than 60 days from the date of vacancy.
7. In the event of a vacancy in any office other than the President, an election by the Board of Directors shall be called to elect a successor. The nomination procedure outlined in Article VIII, Section B shall be used for this special election.
8. Any officer of TLCA may be recalled by a two-thirds ( $2/3$ ) majority vote of the Board of Directors when a quorum has been established. Recalled Officers are not eligible for Board of Director positions for a period of three years from the date of recall.
9. Director voting will be done by Acclamation or Roll Call as outlined below.
  - a. Acclamation: A motion and second occurs. The presiding officer calls for discussion. After discussion is complete, the presiding officer asks if there are any negative votes from the Board of Directors. If no one casts a negative vote, the motion carries.
  - b. Roll Call: After motion, second, and discussion, the presiding officer calls upon the Secretary (or designate) to verbally call roll and record each delegate's vote.

## **COMMITTEES**

1. As set forth in the Bylaws, Committees shall be created by action of, and their members appointed by the Board of Directors. The President shall appoint each committee chairperson, subject to ratification by the Board, for a period of one year or until the end of the President's term in office. The Board shall establish written statements of mission, rules and budget for each committee.
2. The Bylaw chairperson (Secretary) shall be responsible for working with the AVP in ensuring the maintenance of the bylaws and SOP's. Shall work with the Officers and Delegates in the formation of bylaw proposals.
3. Insurance chairperson (EVP) shall be responsible for the maintenance of the insurance policy. Shall make the payments to the insurance company. Shall update the roster with the company and shall advise the BOD and/or the Chapters of policy.
4. The Parliamentarian (AVP) shall be skilled in knowledge of parliamentary law. Shall advise the presiding officer and be available to the other Board members and Delegates.

## **MEMBERSHIP LISTS**

A current roster of all Association members shall be maintained by classification;

Chapter member, Individual member; complete with the members' name, address and phone number, if available. The purpose is to verify mailing addresses for receipt of TLCA publications, official communications, membership billings and to provide lists to outside parties as defined below. The Association Membership List shall be maintained by Member Services Administrator or designee.

## **USE OF LISTS**

1. The primary use of any membership list shall be for internal communications such as distributing Toyota Trails, alerts, special mailings and other official needs.
2. The BOD may also approve the trade, providing or sale of the lists to non-TLCA parties and organizations as follows:
  - a. Each member shall have the right to refuse to have his/her name and address included on a list for distribution outside of the TLCA membership.
  - b. Any proposals to use the lists shall be subject to prior approval by the BOD.

- c. Requests for, and actual distribution of, lists to non-member parties/organizations shall be performed after required TLCA Board of Directors approval.
- d. Distribution of lists shall generally be limited to uses which shall directly benefit the TLCA, such as responding to government surveys, industry market research and membership generating activities.

## **EXPENSE REIMBURSEMENT**

1. President
  - a. Postage @ 100 percent TLCA mailing.
  - b. Miscellaneous expense fund of \$100 to be used at their discretion.
2. EVP, AVP, MSVP, Secretary, Treasurer, Western IR, Central/Mountain IR, and Eastern IR.
  - a. Same as President except no miscellaneous expense fund.
3. Travel, hotel/motel, and \$100.00 per diem per day.
4. Expenses incurred during the year by the officers must be reported for reimbursement to the Treasurer within 10 days following the end of the quarter in which they occur.

## **GENERAL CLARIFICATIONS**

1. Expenses incurred during the year must be reported for reimbursement to the Treasurer by the end of the quarter in which they occur. Quarters end March 31, June 30, September 30 and December 31. Expenses shall only be reimbursed when submitted with proper receipts. Any bill three or more months old shall not be paid without BOD approval. Eligible expenses are outlined in the SOP.
2. Any member holding dual positions, elective or appointive, shall not receive dual payment for any expense.
3. No bills shall be paid without receipts.
4. Funds may be authorized for approved TLCA budgeted projects upon approval of the AVP, Treasurer, or the BOD.
5. Expenditures in excess of the approved budget shall be authorized by the BOD.

## **TLCA EXPENDITURES**

The BOD shall approve all purchases of equipment and materials that exceed a retail value of \$0.01 except when specified in the approved current year TLCA Budget as a routine cost of doing business.

## **COMMITTEE EXPENDITURES**

Committee Chairpersons shall not purchase or obligate TLCA for any equipment expenses unless authorized by the BOD and/or Treasurer.

## **TLCA GRANTS**

1. TLCA may with the approval of the BOD approve a grant to a specific organization, individual, fund or cause.
2. Grants are intended, but not limited to, support the sport of four wheeling, keeping open public lands, trail improvements and the history and preservation of the Toyota 4-wheel drive community.
3. There is no limit to the size of a TLCA grant.
4. A grant must be approved by a majority of the TLCA BOD.
5. Any TLCA member may apply for a grant on behalf of a cause.

## **NON-BUDGETED PURCHASES**

If during the year there arises a need for special expenditures, the BOD shall check with the Treasurer for available funds. All inputs must be considered before such a purchase is approved by the BOD.

## **DELEGATES TO OTHER ORGANIZATIONS – APPOINTED**

1. Delegates to other organizations are appointed by the President and ratified by the BOD.
2. Responsibilities
3. The delegates are responsible for keeping the BOD informed of programs and policies of other organizations.
4. The delegates should attend meetings of other organizations whenever possible.
5. They shall act as liaison between TLCA and the organization to which they are delegates.
6. They may be authorized to represent TLCA to the other organizations.
7. The delegate shall, at all times, represent the best interests of TLCA. They should make a report to the TOYOTA TRAILS as requested.

8. They shall make a written report and/or a verbal report to the BOD as directed by the President.

## **EVENT CHAIRPERSON JOB DESCRIPTION**

Any TLCA Chairperson shall be appointed by the President. After acceptance, he/she shall be ratified by the BOD.

## **TRADEMARK**

1. Toyota Land Cruiser Association, Inc., TLCA and any variation thereof are the sole property of TLCA, Inc.
2. The logo and name may only be used after the expressed consent of the BOD.
3. The BOD has the right to order the removal of its name, trademark and logo.