

SOPs (Standard Operating Procedures)

REVISED ON MARCH 25, 2010

SAFETY

Minimum Vehicle Requirements

Mandatory/Minimum safety equipment required for a TLCA Sponsored 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; 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 show full charge and/or have the seal intact
5. Battery tie down 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 don't 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. Operable brake lights
10. A functioning braking system to include a parking brake or line lock device.
11. Each vehicle must demonstrate its braking system works.
12. Proof of liability insurance.

The above are minimum requirements. Event host has the final decision of safety rule compliance. Event host may have additional guidelines or requirements. Please check event listings.

Evaluated Items

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

1. Current vehicle registration and all required permits (street legal or OHV, depending on event location)
2. Proof of bodily injury insurance
3. Headlights
4. Running Lights
5. Turn Signals
6. Windshield with no dangerous cracks
7. Wipers
8. Horn
9. Exhaust System; must be intact with no open exhaust, excessive noise or excessive smoke
10. Steering free play and condition of column and mounting hardware, knuckle arms, tie rods and other mechanical components
11. Coolant overflow capture or recovery system
12. Hoses & Lines; no excessive (dripping) fluid leaks of coolant, fuel, lubricants or other hydraulic fluids
13. Vehicle Jack; Hi-Lift type recommended
14. 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
15. Winch with a tree saver strap

Items to consider

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

- CB radio
- Tools
- Shovel and axe
- Spare belts and hoses
- Water (potable)
- Litter bag(s)
- 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 MEETING PREPARATION SCHEDULE

1. The President, or his designee, will schedule Board meetings at the first meeting of the year. Special meetings may be called as provided in the Bylaws.
2. Agenda items may be developed on the TLCA Bulletin Board or BOD mailing list. The President will endeavor to address any topic raised by the BOD. However, the President has the final decision on agenda items.

CHAPTERS

1. Chapter in Good Standing (CGS) Forms must be received by TLCA on or before May 31 in each calendar year
2. The Chapter in Good Standing (CGS) Form is valid for a period not to exceed 13 months from the date of receipt by TLCA

EVENTS APPROVAL AND DEFINITION

1. TLCA Board Approval of qualifying events shall be termed Sponsored. A TLCA Sponsored event shall be categorized into the following types:
 - a. Hosted
 - b. Sanctioned
 - c. Open
 - d. Rally
 - e. Restricted
 - f. Limited

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 agree to give TLCA a percentage of the net proceeds.

3. Open Event: A trail ride type event hosted by a Chapter which is not TLCA Member or vehicle specific. The event serves to raise funds for the chapter's general fund. Chapters that host an open event agree to give TLCA a percentage of the net proceeds.

4. Rally Event: An event hosted by a Chapter in which TLCA members participate in a non-trail ride type event. This event may be a swap meet, truck show, etc. The event serves to raise funds for the chapter's general fund. Chapters that host a rally event agree to give TLCA a percentage of the net proceeds.

5. Restricted Event: An event hosted by a Chapter in which TLCA Members participate in a trail ride type event where the vehicle type is restricted to specific models. The event serves to raise funds for the chapter's general fund. Chapters that host a restricted event agree to give TLCA a percentage of the net proceeds.

6. Limited Event: An event hosted by a Chapter in which chapter members and friends participate in a trail ride type event. This is not a paid event; its purpose is to provide access to TLCA insurance for special chapter 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.

SANCTIONED EVENT

1. All requests for the sponsoring of Sanctioned events must be submitted in writing at least six months 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 next board meeting following the submission of the event request. Chapters may request five-year pre-approved dates for their Sanctioned event. Sanctioned events shall still be required to meet TLCA Bylaw/SOP requirements each year.
2. Only Chapters in good standing are eligible to host Sanctioned events.

3. Requirements:
 - a. Must submit a budget showing estimated income and expense.
 - b. Must require membership in TLCA.
 - c. Agree to pay within 60 days following the event 10 percent of the net profit to TLCA along with a financial statement of the event.
 - d. Agree to pay before the event date the insurance rider plus \$25 fee.
 - e. Agree to follow TLCA advertising guidelines.
 - f. All participants must sign the insurance waiver.

4. Advertising guidelines:
 - a. Must state "Sanctioned by TLCA" below title.
 - b. Ad must be approved by at least one Board Member and Newsletter Editor.

5. Privileges:
 - a. Free advertising in Toyota Trails (maximum 2, full page Insertions).
 - b. Access to TLCA trademark and logo.
 - c. Access to TLCA insurance.
 - d. Access to seed event money. A one time donation to the first running of the event.

RALLY EVENT

1. All requests for the sponsoring of Rally events must be submitted in writing at least six months in advance to the Executive Vice President. The Executive Vice President may give preliminary approval for Rally 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 Sponsored events.

3. Requirements:
 - a. Must submit a budget showing estimated income and expense.
 - b. Event must not be a trail ride of any other similar type of event listed in the insurance policy such as; rally, parade, tour or poker run, contact the executive Vice President for clarification.
 - c. Agree to pay within 60 days following the event 10 percent of the net profit to TLCA along with a financial statement of the event.
 - d. Agree to pay before the event date the insurance rider plus \$25 fee.
 - e. Agree to follow TLCA advertising guidelines.
 - f. All participants must sign the insurance waiver.

4. Advertising guidelines:
 - a. Must state "Sponsored by TLCA" below title.
 - b. Ad must be approved by at least one Board Member and Newsletter

Editor.

5. Privileges:

- a. Free advertising in Toyota Trails (maximum 2, ½ page insertions).
- b. Access to TLCA trademark and logo.
- c. Access to TLCA insurance.
- d. Access to seed event money. A one time donation to the first running of the event.

OPEN EVENT

1. All requests for an Open Event must be submitted in writing at least six months in advance to the Executive Vice President. The Executive Vice President may give preliminary approval for Open Event. 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 Open Events.

3. Requirements:

- a. Must submit a budget showing estimated income and expense.
- b. The event is open to all vehicle types.
- c. Agree to pay within 60 days following the event 10 percent of the net profit to TLCA along with a financial statement of the event.
- d. Agree to pay before the event date the insurance rider plus \$25 fee.
- e. Agree to follow TLCA advertising guidelines.
- f. All participants must sign the insurance waiver.

4. Advertising guidelines:

- a. Must state "Open Vehicle Event in conjunction with TLCA" below title.
- b. Ad must be approved by at least one Board Member and Newsletter Editor.

5. Privileges:

- a. Free advertising in Toyota Trails (maximum 2, ½ page insertions).
- b. Access to TLCA trademark and logo.
- c. Access to TLCA insurance.

RESTRICTED EVENT

1. All requests for a Restricted Event must be submitted in writing at least six months in advance to the Executive Vice President. The Executive Vice President may give preliminary approval for Restricted Event. 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 Restricted Events.
3. Requirements:
 - a: Must submit a budget showing estimated income and expense.
 - b: The event is limited to specific vehicle type or class.
 - c: Agree to pay within 60 days following the event 10 percent of the net profit to TLCA along with a financial statement of the event.
 - d: Agree to pay before the event date the insurance rider plus a \$25.00 fee.
 - e: Agree to follow TLCA advertising guidelines.
 - f: All participants must sign the insurance waiver.
4. Advertising guidelines:
 - a: Must state "Vehicle Specific Event in conjunction with TLCA" below title.
 - b: Ad must be approved by at least one Board Member and Newsletter Editor.
5. Privileges:
 - a: Free advertising in Toyota Trails (Maximum 1, ½ page).
 - b: Access to TLCA trademark and logo.
 - c: Access to TLCA insurance.

LIMITED EVENT

1. All requests for the insuring of limited events must be submitted in writing at least two months in advance to the Executive Vice President. The Executive Vice President may give final approval for limited events.
2. Only chapters in good standing are eligible to host limited events.
3. Requirements:
 - a. Must not be a "paid" event.
 - b. Agree to pay the insurance rider plus \$15.
 - c. All participants must sign the insurance waiver.
 - d. Only chapter members, friends and family are allowed to participate in limited events. Please contact the Executive Vice President for full clarification.
 - e. The event must not be advertised.
4. Privileges:
 - a. Access to TLCA insurance

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. The Event Evaluation Forms can be provided to the members at the time of registration for collection at the end of the event.

2. Each Chairman using the forms should review and summarize the responses and comments. They should include the forms and summaries in the reports and submit these to the EVP. Use of these forms is optional.

EVENT REFUNDS

1. All TLCA events shall enforce a policy of charging at least a 10 percent service fee for all refunds made on registration.

2. Each Event Chairman shall set a date that is the final date that a participant may apply for a refund for registration. Meal refunds shall be under the guidelines set up by the event chairman. No refunds are to be made on patches, dash plaques, T-shirts etc.

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.

AMENDMENTS TO THE BYLAWS/SOPS

All amendments to the Bylaws/SOPs must be submitted to the Bylaw/SOP Chairman prior to the meeting that the Bylaw/SOP is to be introduced for approval.

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 member's 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 Associate Member to attend TLCA events for the purpose of representing the business at those events. Membership benefits must be described in the Business Associate Membership Plan.
- c) Promotional Membership – This membership type entitles the individual member to limited prescribed benefits or membership terms. Restricted membership benefits and/or terms must be described in the approved Promotional Membership Plan.
 - i) There can be more than one active Promotional Membership plan in place.
 - ii) All promotional membership plans must have an expected net positive benefit to TLCA as judged by both the President and the Treasurer, therefore pricing proposed in any membership plan must first be pre-approved by the President and Treasurer before the proposal can be presented for a vote by the BOD
 - iii) Promotions may be suspended by a joint order of the President, Executive VP, Administrative VP and Treasurer if the promotion is determined to have a negative impact on TLCA interests. The reason for suspending a promotion must be presented to the BOD in the meeting immediately following the suspension order. The BOD must then vote to reinstate the promotion. An override of the cancellation will require a super majority (60%) in favor. Failure to reinstate the promotion will result in cancellation of the promotion.
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, request 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. 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 to the extent necessary to produce revenues such as arranging for event sponsorships and promotional activities like sweepstakes, fund raising, and licensing of TLCA logo usage. General public relations activities with other organizations and the media. Member activities to recruit new members and retain current members which could include the preparation and management of materials, direct mail campaigns and other types of member communications. One vote

5. The Secretary shall assure 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 insuring 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 insuring 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 all non-chapter members outside 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.

COMMITTEES

1. The Bylaw chairperson shall be responsible for working with the AVP in insuring the maintenance of the bylaws and SOP's. Shall work with the Officers and Delegates in the formation of bylaw proposals.

2. Insurance chairperson 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.

3. The Parliamentarian shall be skilled in knowledge of parliamentary law. Shall advise the presiding officer and be available to the other Board members and Delegates.

4. Safety Chairperson shall be responsible for the development and execution of a safety program. Shall insure that safety guidelines are being followed by all TLCA Chapters and Individual members whenever possible.

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 the Marketing and Sales Vice President 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. This is to be accomplished by the member indicating their wishes on a form provided by the Membership Chairperson.
 - 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. Telephone @ 100 percent TLCA calls only.
 - b. Postage @ 100 percent TLCA mailing.
 - c. Miscellaneous expense fund of \$100 to be used at their discretion.
 - d. 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.
2. EVP, AVP, MSVP, Secretary, Treasurer, Western IR, Central/Mountain IR, and Eastern IR.
 - a. Same as President except no miscellaneous expense fund.
3. United 4 Wheel Drive Association Delegate
 - a. Travel, hotel/motel, and \$50.00 per diem per day.
4. Tread Lightly, Inc. Delegate
 - a. Travel, hotel/motel, and \$50.00 per diem per day.
5. Blue Ribbon Coalition Delegate
 - a. Travel, hotel/motel, and \$50.00 per diem per day.

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 on proper forms and 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 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 cash grant to a specific organization, individual, fund or cause.
2. Grants are intended, but not limited too, support the sport of four wheeling, keeping open public lands, trail improvements and the history and preservation of the Land Cruiser.
3. There is no limit to the size of a TLCA cash grant.
4. A cash grant must be approved by a majority of the TLCA BOD.
5. Any TLCA member may apply for a cash grant on behalf of a cause for a cash grant. The TLCA Cash Grant form shall be submitted to the BOD two months

prior to a specified board meeting before a vote on the grant. This shall insure ample time for the BOD to perform due diligence on the cause requesting a grant.

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. Currently, the TLCA has delegates to the United 4-Wheel Drive Association, Tread Lightly, Inc., and the Blue Ribbon Coalition.

2. Responsibilities

- a. The delegates are responsible for keeping the BOD informed of programs and policies of other organizations.
- b. The delegates should attend meetings of other organizations whenever possible.
- c. They shall act as liaison between TLCA and the organization to which they are delegates.
- d. They may be authorized to represent TLCA to the other organizations.
- e. The delegate shall, at all times, represent the best interests of TLCA. They should make a report to the TOYOTA TRAILS as requested.
- f. They shall make a written report and/or a verbal report to the BOD as directed by the President.

EVENT CHAIRMAN JOB DESCRIPTION

The TLCA Rubithon 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.

CASH GRANT REQUEST

Date submitted to BOD:
TLCA supporting member:
TLCA supporting chapter:
TLCA member ID:
Grantee or Organization:
Amount of grant request:
Purpose of grant:
Approved: (Yes/No)
1. Date: