

STANDARD OPERATING PROCEDURES OF THE MINNESOTA FOUR WHEEL DRIVE ASSOCIATION, INC.

Updated 03/24/2025

MISSION STATEMENT

The Minnesota 4 Wheel Drive Association (MN4WDA) is a non-profit dedicated to creating new trail opportunities for off-road vehicles, educating the public about off-road recreation, and fighting anti-ORV legislation.

INTRODUCTION

The MN4WDA is a 501c3 nonprofit organization, founded and incorporated in 1987. We are actively working within the MN legislature to protect current off-road attractions and simultaneously create new opportunities to go off-road. The MN4WDA contracts an independent government relations specialist, to formally lobby the members of the Minnesota legislature to pass bills for positive off-road and touring route opportunities and to vote against negative ORV legislation.

We have a wide user base; from stock jeeps to slightly modified overlanding vehicles, all the way to home-built buggies and rock crawlers. We do not discriminate based on gender, age, level of experience, or vehicle make. We welcome everyone! We cater to every group and have opportunities for everyone across the state. We rely heavily on the support from our members, as we do not exist without them and we work to further the sport we all enjoy.

OUR CHALLENGE

We want to communicate to the public our family friendly, safe, and fun sport of off-roading and off-road travel in a positive light. The challenge is to create images that fairly represent us and cannot be manipulated or misunderstood to be used against us. The following recommendations and guidance summarize the standards consistent with the images and messages about our organization and community. These standards should be followed by the MN4WDA, and our partners when advertising or marketing our organization.

DEFINITION, USE, AND PURPOSE

The Minnesota Four Wheel Drive Association (hereafter referred to as the MN4WDA) Standard Operating Procedures document (hereafter referred to as SOP) is meant to be a companion document to the bylaws. The document is intended to explain certain details in a less formal manner and in greater detail than the bylaws. This document can be added to, deleted from, amended, and changed as necessary with approval from the Board of Directors (hereafter referred to as BOD). It shall be reviewed, at minimum, once per year following elections.

MEMBERSHIP

Application Procedure:

- Individuals desiring membership in the MN4WDA may do so by paying annual dues.
- Clubs desiring membership in the MN4WDA may do so by first submitting an application and then appearing either in-person or virtually at a monthly MN4WDA meeting. Upon the approval of a motion brought by the board, the club must pay their initiation fee in addition to standard dues. At this time, the club was initiated into the Minnesota Four-Wheel Drive Association. New clubs will be contacted by the current Digital Media Manager for necessary information regarding website advertisement.
- Business Associates desiring membership in the MN4WDA may do so by paying annual dues. The Board of Directors will review each membership to ensure new business associates are consistent with the organization's mission and values. Upon approval of a motion brought by the board, the business associate will be contacted by the current Digital Media Manager for necessary information regarding website advertisement.

- Lifetime membership: A President, upon election, becomes a lifetime member unless removed for cause. This membership is not required to pay annual dues and does not expire.

DUES & FEES

Dues:

- Annual dues for members are \$40 per year.
- Annual dues for business associate members are \$150 per year.
- The club's one-time initiation fee is \$100.

Expiry & Renewal:

- Individual members may renew their membership annually. Individual memberships expire 365 days after the original date of purchase if not renewed.
- Clubs may renew individual memberships on behalf of their members. Club memberships expire 365 days after the original date of purchase if not renewed.
- Clubs who do not have two active members for two consecutive years, measured on December 31st, are removed from the MN4WDA active club roster and the club must pay the initiation fee to be reinstated.
- Business associate members may renew their membership annually. Business associate memberships expire 365 days after the original date of purchase if not renewed.

MEMBER CONDUCT

All members of the MN4WDA are considered representatives of the association and are expected to maintain a positive and respectable public image. To do so, certain behaviors will not be tolerated from any member while at an MN4WDA Event. These behaviors include, but are not limited to:

- Reckless operation of a vehicle that puts others at risk
- Operation of a motor vehicle while intoxicated or under the influence of any illegal substance or drug
- Physical altercations with another association member, or altercations while attending any MN4WDA event
- Trespassing on public or private property with an offroad vehicle, or with clothing or a vehicle displaying the association insignia

The Board of Directors is expressly empowered to suspend any individual member, club, business associate, or officer for a specified period of time for conduct unbecoming of a member of the association, or for violation of any policy of the association, or both. The suspension shall be for such time as the Board may determine. The Board shall be the exclusive judge of what constitutes conduct unbecoming of a member or violation of any rule of the association. The affirmative vote of at least a two-thirds majority of the Board shall be required to suspend any member or club. The party in question shall be notified in writing of the Board meeting and has the option to attend on their behalf. The party has five business days to appeal the decision.

VOLUNTEER CONDUCT

All elected and appointed volunteers are considered representatives of the association and are expected to maintain a positive and respectable image of MN4WDA leadership. To do so, certain behaviors will not be tolerated from any volunteer while they maintain their position. These behaviors are outlined in the Code of Conduct Agreement, which those parties are required to sign upon appointment or election to position. The Code of Conduct Agreement, adapted from the National Council of Nonprofits, can be found in Appendix A. The Officer/Board Member Contract, also adapted from the National Council of Nonprofits, can be found at Appendix B.

If a volunteer is found to be in violation of the Code of Conduct Agreement and/or the Board Member Contract, the BOD will determine the appropriate consequences. The BOD may use the Douglas Factors or other measures to determine the magnitude of the offense and assess the individual's contribution to the MN4WDA. The BOD may hold private, board-only meetings to make these decisions. The individual may have the chance to attend or

will be notified of the results of BOD meetings via phone call or email. The individual must comply with corrective measures prescribed by the BOD or face suspension or termination from their position, or other such disciplinary action as determined by the BOD.

Board members are expected to abstain from voting on motions that are a conflict of interest. Additionally, all volunteers must disclose any potential conflicts of interest to the BOD and as a result, may need to abstain from specific activities, to be outlined by the BOD. A conflict of interest is defined as situation in which an individual has multiple interests that could compromise their judgment, decisions, or actions as it pertains to the MN4WDA.

OFFICERS & MANAGERS

Duties of officers:

- **President:** The President shall preside at all general meetings, shall have general supervision of the affairs of the association, shall sign or countersign all certificates, contracts, and other instruments for the association, shall preside as Chairman of the Board of Directors, and shall perform all such other duties as are incident to his/her office or are required by the Board of Directors. The President shall be without the right to vote on the Board of Directors except in the event of a tie. The President may appoint chairpersons for all ad hoc and special committees as deemed necessary.
- **Vice President:** The Vice President shall, in the absence of the President, serve in that capacity. Vice President shall also serve as a parliamentarian and perform such other duties as may be assigned by the Board of Directors. They shall be responsible for all association property. In the absence or disability of the Treasurer to perform their duties, the Vice-President shall exercise all functions of the Treasurer.
- **Secretary:** The Secretary shall issue notices for special meetings, shall keep the minutes, shall keep the attendance of officers and Board of Directors, shall sign instruments which require their signature (except checks), shall revise any official association documents if called upon, and shall make such reports and perform such other duties as are incident to the office or are required by the Board of Directors. This position reports to the Vice President.
- **Treasurer:** The Treasurer shall supervise the custody of all money and securities of the association and the maintenance of the regular and corporate books of account. Treasurer shall sign or countersign such instruments as require their signature, shall perform all duties incident to their office, including tax preparation, and any other duties that are required of them by the Board of Directors. This position reports to the Vice President.
- **Board of Directors:** The Board of Directors shall consist of six individuals elected by the membership. Each Director may be assigned one or more committees and it shall be their duty to represent such committees on the Board. Further duties of the Directors shall be to conduct the day-to-day business, oversee fundraising operations, and to take such actions as might best fulfill the goals of the association. The Board shall meet as defined in the SOP. The Board reserves the right to vote on the approval or disapproval of members, clubs, business associates, and motions brought about at meetings. The Board will review the bylaws, SOP, and budget on an annual basis.
- **Coalition of Recreational Trail Users (CRTU) Representatives:** The CRTU Representatives shall consist of up to three individuals to be nominated by the Board of Directors and approved by the President on an annual basis. Refer to CRTU bylaws for organization appointment/annual ratification process. As such, there is not a defined term for these positions but is not indefinite. All CRTU activity shall be reported to the Board of Directors.

Duties of Managers & Assistants:

- These positions can be nominated by a Director at any time and must be approved by the majority of the Board of Directors.
- **Land Use Manager:** The Land Use Manager shall oversee land use affairs. All updates on land development shall be reported monthly to the Board of Directors.
- **Membership Ambassador:** The Membership Ambassador shall be responsible for all matters pertaining to memberships. This includes, but is not limited to, engagement with business associates, clubs, and the general membership, recruiting of new business associates, providing feedback and suggestions to build

membership value, and providing customer service to the general membership. This manager will also oversee membership roster maintenance and report on membership trends. All PR activities shall be reported to the Board of Directors.

- Legislative Manager: The Legislative Manager shall assist the Lobbyist in all matters necessary. They shall be an intermediate between the lobbyist and the Board of Directors.
- IT Administrator: The IT Administrator shall be responsible for all things pertaining to MN4WDA IT needs. This includes, but is not limited to, technical maintenance of the MN4WDA website, administration of MN4WDA email and document sharing and storage, management of password storage software, management and administration of CRM (Salesforce Nonprofit Edition), integration platform (Zapier), and membership communications platform (MailChimp). This manager will also oversee and administer the website hosting contract with the understanding that the MN4WDA will pay for hosting services directly. This manager will maintain a deep knowledge of the MN4WDA website and its functionality and, therefore, is also responsible for training other officers and managers on website management and use as necessary. This position reports to the Vice President.
- Media Manager: The Media Manager shall oversee and maintain all media outlets and platforms for the MN4WDA. This includes, but is not limited to, social media (including Facebook, Instagram, and YouTube), print media (including Minnesota Wheelin, newsletter, and promotional materials), and digital media (including the website, photos, and any other digital media). All media activities shall be reported to the Board of Directors.
- Merchandising Manager: The Merchandising Manager shall oversee all affairs with merchandising, including but not limited to physical orders and e-commerce solutions. All merchandising activities shall be reported to the Board of Directors.
- Administrative Assistant: The administrative assistant may be appointed by any officer or manager of MN4WDA to support the activities of their office. The administrative assistant will not receive compensation for this role. This position reports to the Vice President.

The treasurer, all managers, and all committee heads are required to submit monthly reports to be reviewed at monthly meetings. These reports should include, but are not limited to, updates on their responsibilities and projects, statistics and data pertaining to their position, and other information that the BOD would benefit from knowing.

ORGANIZATIONAL STRUCTURE

An organizational structure will be posted, laying out the reporting structure for the organization. Each manager or assistant will report to an elected officer. If there are issues between members of the leadership team it should be routed via the reporting structure. The officers will also be responsible for knowing what the managers and assistants do which report to them, and will be responsible for stepping in if the manager is unable. If a director steps down without a replacement, the managers who report to them will need to be re-assigned. If a director is replaced (ex. they step down and a replacement is voted in immediately or during normal elections) the new director would take on the direct reports of the old. For organization structure, see Appendix C.

ELECTION PROCEDURES

Members may be nominated for an elected position provided they have been a member of the MN4WDA for two consecutive years prior to nomination. Alternatively, members not meeting this requirement can be nominated with a letter of approval from an MN4WDA club and approval by majority rule of the Board of Directors.

Nominations for any elected or appointed position may be made either verbally or via email to the Board of Directors by any member in good standing during September and October meetings. All candidates must either accept, decline, or withdraw nomination by the close of the October meeting. The president shall assign an MN4WDA officer who will then compose an official ballot or survey to be sent to each club representative for respective clubs to vote upon. Three BOD members who are not eligible for election will form the election committee. The election committee shall send Code of Conduct Agreements and/or Board Member Contracts to candidates upon acceptance. The election committee shall oversee ballot submission using a survey service to be determined by the BOD. Ballots shall be counted and results announced at the November meeting, and

newly elected officials shall take office immediately thereafter. All volunteers will be required to sign the Code of Conduct Agreements and/or Board Member Contracts annually at the December leadership meeting. The Board of Directors will review the bylaws, SOP, and budget annually after elections conclude.

TRANSITION OF RESPONSIBILITIES

The current President may convene a meeting of all current/outgoing officers and newly elected officers to aid in the transfer of committee assignments and any other business deemed necessary. All roles shall be transferred and responsibilities assumed within 60 days of election. Individuals refusing to cooperate and causing delays in the transfer of responsibilities may face consequences to be determined by the Board of Directors.

Emails for newly elected or appointed volunteers shall be created within one week of taking office. Emails shall be created and maintained for officers, board of director members, managers, and committee heads. Committee heads may determine if an email account is appropriate for any committee members. Paid contractors, including lobbyists, may also be issued an email account. If an email account is issued to a volunteer, all electronic communications and business conducted on behalf of the MN4WDA must be via the [MN4WDA email account](#). The IT manager shall be responsible for email creation and deactivation.

Individuals who no longer hold office or who are transitioning out of roles within the MN4WDA may have access to social media permissions revoked after elections. Email will be suspended after 60 days and emails received to suspended accounts will be forwarded to the appropriate officer(s). It is the responsibility of the IT Manager to enact the email suspension policy. It is the responsibility of the Social Media Manager to enact the social media permission policy.

MEETINGS

The combined general and board meeting shall be held at 6:30 PM on the fourth Monday of every month, except December, where date and meeting procedures may be altered. Monthly meetings shall take place at Green Mill in Woodbury, MN and be held virtually. The BOD will assign an officer to administer virtual meetings. Virtual and in-person meetings will be administered in accordance with Robert's Rules of Order.

The meeting agenda shall be drafted by the President or an assigned volunteer and sent to leadership and general membership via email one week in advance of the meeting and will be re-sent the day prior to or the day of the meeting. The agenda shall also be available via print at the monthly meeting if held in person. The Secretary shall publish unofficial meeting minutes to Google Drive and email them to the board within seven days of the meeting to facilitate equitable access to meeting information. The Digital Media Manager is responsible for publishing unofficial meeting minutes to the website within an additional three days.

All meeting participants are expected to behave in a respectful manner at all times. Swearing, yelling, belittling, and actions otherwise considered rude are prohibited. Participants may be asked to leave immediately and may be asked to participate in a follow-up conversation with the President or assigned officer. Individuals may be asked to refrain from returning to future meetings. Individuals attending virtually will be held to the same standard. Additionally, virtual attendees must introduce themselves at the beginning of each meeting or at the beginning of the next agenda item. Refusal to comply with this policy may result in being removed from the meeting.

PROPERTY AND EQUIPMENT

All MN4WDA property shall be stored at our storage locker, located at 440 Park Court, Lino Lakes, MN 55014 (Unit 301). Instructions to access the storage unit shall be provided by a designated volunteer who maintains storage unit rental. All BOD members, officers, and managers shall have access to the storage unit. The BOD shall keep a record of who is in possession of MN4WDA property by maintaining a shared spreadsheet for checkout and return of property. The storage unit shall be inventoried once per year by the Vice President or a delegated party.

Property of MN4WDA shall not be used for personal purposes, including printers, tablets, MN4WDA email accounts, and any other goods purchased to support the operations of the MN4WDA. The property of the MN4WDA may be checked out to support events as necessary when representing the MN4WDA. Violation of this policy will result in consequences as determined by the Board of Directors.

PO Box Keyholders:

Two officers must hold keys to MN4WDA PO box (PO Box 385434, Bloomington, MN 55438). It is not required, but it is recommended that one keyholder be the Treasurer so funds accruing in the PO box may be deposited in a timely manner. PO box should be checked once per month at minimum, and mail must be distributed to the appropriate recipient in a timely manner.

Sail Flags:

Each member of the Board of Directors as well as the President and Vice President shall carry and be responsible for one MN4WDA sail flag. It is the responsibility of each officer to set up the sail flag at each public event they attend and steward on behalf of the MN4WDA. It is the responsibility of each individual to maintain the condition of their respective sail flag and report to the Board if any equipment is in need of repair or replacement.

SOCIAL MEDIA GUIDELINES

All officers responsible for monitoring social media accounts will monitor posts and comments to the MN4WDA's social media accounts and will have the appropriate permissions to remove posts violating the following guidelines at their discretion. They also may prevent the poster, including officers or members, from contributing content in the future. All such actions shall be reviewed and discussed at the next regular meeting, or via email amongst the BOD and officers.

All posts to social media shall be professional and non-personal in nature. Posts shall further the positive image of our sport, members, and associate members. Further, social media postings shall not disparage a product or service for any manufacturer, commercial organization, or business. Matter-of-fact statements shall be permissible (i.e. "MN4WDA member Joe Blow snapped the worm screw in his 14,000lb <xyz> winch in Gilbert!"). Comments and posts to the organization's social media accounts that insult, disparage, bully, or otherwise defame any organization, person, or entity are prohibited and shall be immediately removed.

The Board of Directors has reviewed and approved image guidelines and phrases intended for media use. Said guidelines can be found in Appendix D.

MERCHANDISING

The MN4WDA may choose to design and produce merchandise seasonally as needed. Merchandise may be purchased in bulk and held by an officer, or may be produced via a print-on-demand service or warehousing solution. Designs and quantities for merchandise will be determined by an individual or individual(s) as assigned by the BOD. Unauthorized use of the MN4WDA logo on any clothing or promotional material is prohibited. To receive permission for use, please contact a Director.

FINANCE

Prior approval must be attained for expenses incurred on behalf of MN4WDA. A receipt for the transaction may be utilized for reimbursement of authorized expenses. Alternatively, the expense form in Appendix E may be utilized for expenses under (\$100) incurred by authorized MN4WDA representatives. Pecuniary liability for services or items paid for without proper approval on behalf of MN4WDA lies with the individual incurring said expense. The MN4WDA is not responsible for nor will it reimburse unauthorized expenditures.

Volunteers may be reimbursed for specific expenses in specific circumstances. See full mileage reimbursement policy in Appendix F, the volunteer reimbursement policy in Appendix G, and GIA reimbursement procedure in Appendix H.

The MN4WDA may choose to hire independent contractors for any matters deemed necessary and authorized by the BOD.

DONATIONS

The MN4WDA may choose to donate to other organizations and events as the Board of Directors sees fit. Donations will be assessed on a [case by case](#) basis and will be examined based upon type and purpose of the event or donation, MN4WDA mission and goals, budget constraints, and availability. In order to petition for a donation, a group or event representative must attend an MN4WDA monthly meeting and formally request a donation.

EVENT CALENDAR

The MN4WDA will produce a PDF event calendar prior to January 1 of each year. This calendar will be released via the MN4WDA website and social channels. As space is limited, only specific events qualify for the PDF calendar. For an event to qualify for the PDF calendar, it must be held by an MN4WDA club or business associate, or be a fundraising event. All other events will be visible on the website calendar. To submit an event, please complete the Event Form, available on the MN4WDA website.

APPENDIX A

Minnesota 4 Wheel Drive Association Code of Conduct Agreement

June 2023, Revision 2

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to people engaged in volunteering activities. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The MN4WDA reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

Definition of ‘Volunteer’

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task in support of the aims and objectives of the MN4WDA. A volunteer may cease volunteering with the MN4WDA at any time.

Discrimination

The MN4WDA is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, color, religion, sexual orientation, geography, or age. The MN4WDA will follow this policy in the selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties.

Representing the MN4WDA

Volunteers are asked to not contact organizations or individuals on behalf of the MN4WDA unless they are given express direction to do so. Prior to any action or statement that might significantly affect or obligate the MN4WDA, volunteers should seek prior consultation and approval from the Board of Directors. These actions may include but are not limited to, public statements to the press, coalition or lobbying efforts with othe

r organizations, or any agreements involving contractual or other financial obligations.**Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves members, fellow volunteers, projects, legislation, or other privileged business. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the MN4WDA.

Dismissal of a Volunteer

Volunteers who do not adhere to this Code of Conduct or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal. Possible grounds for dismissal may include but are not limited to, the following: gross misconduct or insubordination, theft or misuse of MN4WDA property, equipment, and materials, abuse or mistreatment of members or other volunteers, violation of code of conduct, failure to abide by policies and procedures, and failure to satisfactorily perform assigned duties.

As an MN4WDA volunteer, I will:

- Represent the MN4WDA with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through with my commitments and complete accepted tasks.
- Conduct myself in a respectful manner, exhibit good sporting conduct, and be a positive role model.
- Display respect and courtesy for other volunteers, members, and property.
- Provide a safe environment by not harming anyone in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Respect the privacy of members and hold sensitive, private, and personal information in confidence.
- Keep MN4WDA volunteers and BOD informed of progress, concerns, and problems within the projects in which I participate.
- Work cooperatively as a team member with other volunteers, members, MN4WDA contacts, and event attendees.
- Respect and follow the MN4WDA conduct expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Promote and support the MN4WDA in developing effective relationships locally and statewide.

As an MN4WDA Volunteer, I will not:

- Use vulgar or inappropriate language during public meetings or MN4WDA-related conversations.
- Use abusive, threatening, or inappropriate language towards other volunteers, members, MN4WDA contacts, and event attendees.
- Speak rudely, inappropriately, or unprofessionally to other volunteers, members, MN4WDA contacts, and event attendees.
- Verbally and physically harass other volunteers, members, MN4WDA contacts, and event attendees.
- Fail to cooperate with other volunteers, members, MN4WDA contacts, and event attendees.
- Solicit gratuities, gifts, or bequests for personal or professional benefit.
- Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, or sexual orientation.
- Fail to follow code of conduct or other policies set forth in the bylaws and standard operating procedures.
- Act in a way that is unbecoming to the MN4WDA leadership team and the organization as a whole.

I have read and I understand the above expectations. I agree to abide by the outlined policies and I intend my signature herein to be a complete agreement of the MN4WDA volunteer code of conduct.

Name

Date

APPENDIX B

Minnesota 4 Wheel Drive Association Officer/Board of Directors Contract

July 2022, Revision 2

I understand that as an officiating member of the Minnesota 4 Wheel Drive Association (MN4WDA), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend, in person, at least 75 percent of board meetings, committee meetings, and special events.
4. If unable to attend in person, I will notify the appropriate officers and attend virtually if possible.
5. I will excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what's going on within the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
7. I will work in good faith and with respect toward staff and other board members as partners toward the achievement of our goals.
8. I will read and understand Robert's Rules of Order so I may understand how meetings are conducted.
9. I will respond to communications in a timely manner.
10. I will represent the MN4WDA at external events (where MN4WDA presence has been requested) once per year. Examples of this include Crawl 4 The Cure and Iron Rock Offroad Trail Jam.
11. I will attend social events as a MN4WDA representative once per year. Examples of this include food/drink meetups, car shows, holiday events, open houses, etc.
12. If I don't fulfill these commitments to the organization, I will expect an officer to call me and discuss my responsibilities and/or I will face consequences from the Board of Directors.

In turn, the organization will be responsible to me in the following ways:

1. Opportunities will be offered to me to discuss the organization's projects, goals, activities, and status; additionally, I can request such opportunities.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member. The organization will sponsor the cost of one annual professional development course if the director wishes.
3. Board members and officers will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and volunteers will work in good faith and with respect toward me so the organization may achieve its goals.
4. If the organization does not fulfill its commitments to me, I can call on the board of directors and/or the president to discuss the organization's responsibilities to me.

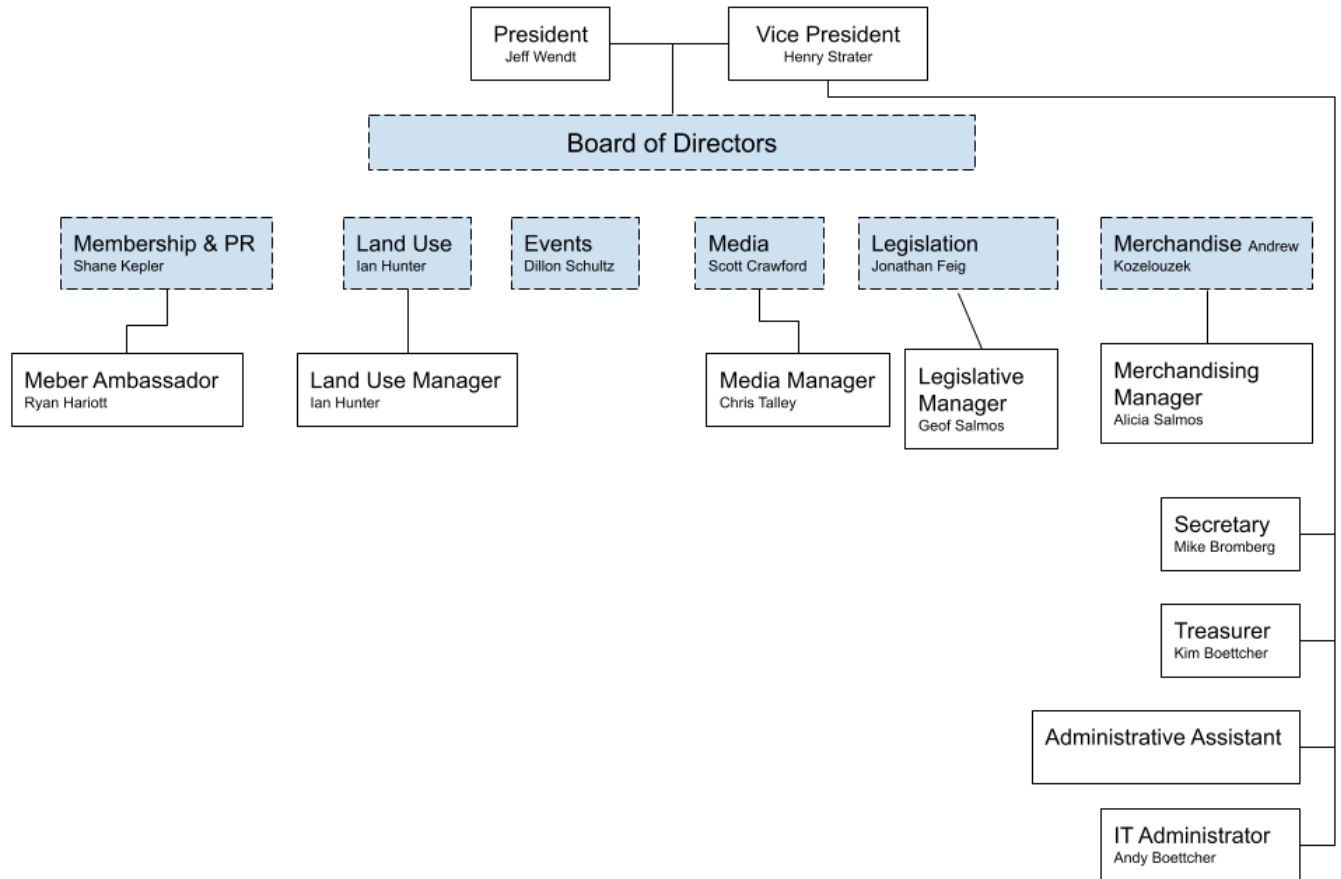
I understand that violation of this contract may result in specific sanctions against the officer up to dismissal. Consequences will be determined by the Board of Directors.

Name

Date

APPENDIX C

Minnesota 4 Wheel Drive Association Organization Structure



APPENDIX D

Minnesota 4 Wheel Drive Association Image Guidelines

January 2021, Revision 1

Please see the mission statement, introduction, and our challenge at the beginning of this document. The following recommendations and guidance summarize the standards consistent with the images and messages we promote about our organization and community. These standards should be followed for the MN4WDA and our partners when advertising or marketing our organization and when engaging on social media platforms.

Recommendations:

- Family friendly, images of family enjoying the sport
- Highlight community outreach. Examples not to be limited to: trails days, Crawl 4 the Cure, Veterans Run, Toys for Tots
- Off-Highway vehicles. Examples not to be limited to: Jeeps, Subaru, Land Rover, 4 Runner, pick-up trucks, and buggies
- Diversity of vehicles, demographics of users, and types of off-roading including touring routes

Guidelines for photos and videos:

All photos and videos need to show our community in a positive light, legally and ethically recreating.

- No images of alcohol consumption
- No cuss words or offensive/foul language
- Show vehicles on an obvious trail or obstacle
- Never show a vehicle blazing a new trail or road
- Demonstrate slow speeds
- Avoid water, mud (in or on a vehicle), or any wet backcountry roads, trails or lands
- Avoid images of large lines of vehicles close together; no more than 3-4 vehicles

Friendly Approved Phrases for MN4WDA:

The following statements are approved to be used for marketing and advertising purposes. Each statement provides a clear and concise statement about the Minnesota 4 Wheel Drive Association.

The Minnesota 4 Wheel Drive Association (MN4WDA) is a non-profit organization of volunteers on behalf of the off-road community dedicated to creating new trail opportunities for off-road vehicles (OHV), educating the public about off-road recreation, and advocating for the continued public use of our trails and touring routes.

The Minnesota 4 Wheel Drive Association (MN4WDA) is a non-profit organization that partners with a Lobbyist and the Minnesota DNR to protect current off-road trails, parks, and touring routes while continuing to create new opportunities to take your vehicle off-road, and educating the public about ethical off-road recreating.

Minnesota 4 Wheel Drive Association Expense Reimbursement Form
June 2021, Revision 1

Itemized Expenses:

Volunteer Signature	Date
President's Approval Signature (Under \$1,000), BOD (Over \$1,000)	Date
Treasurer Approval Signature (Under \$1,000), BOD (Over \$1,000)	Date

APPENDIX F

Minnesota 4 Wheel Drive Association Mileage Reimbursement Policy

June 2023, Revision 1

The leadership of MN4WDA is tasked to represent its membership at specific meetings and activities around the State of Minnesota throughout the year. Designated representatives of MN4WDA who attend such functions must request approval for mileage reimbursement before travel begins. The following policies must be followed or reimbursement may not be approved/granted.

- Travel must be within the State of Minnesota
- Attendance at site must be in support of MN4WDA activities
 - Meeting with DNR
 - Meeting with Grant in Aid Partners
 - Other activities deemed essential by MN4WDA leadership
- Mileage determination:
 - Home of record to worksite – round trip mileage
 - Use of Google Maps to determine actual miles traveled
- Reimbursement Rate is aligned with annual IRS mileage reimbursement rate
 - See IRS.gov for the IRS Standard Mileage Rate for the fiscal year
 - If towing a trailer with a trail rig, the rate is IRS Rate times 1.5
- Travel Approval:
 - General Member must gain approval for all travel prior to departure
- Traveler will submit documentation supporting travel
 - This will be in the form of Meeting Notes from the activity, Receipt(s) from trip

Example:

Standard Travel Request Memo

- MN4WDA Representative: J. Johnson
- Date of Travel: 17 March 2023
- Purpose: Grant in Aid work at Mille Lacs ORV Recreational Park w/county representative
- Home of Record: Lakeville, MN
- Worksite: Mille Lacs ORV Park
- Total Miles: 206 miles round trip
- Activity Report: cut new trail with Mille Lacs County Road Crew in ORV recreational park. Elaborate as needed to capture work accomplished on behalf of MN4WDA.
- Submit memo to MN4WDA for travel reimbursement. (email to treasurer@mn4wda.com)
- Upload memo to Accounting folder and report to BOD on this activity

APPENDIX G

Minnesota 4 Wheel Drive Association Volunteer Reimbursement Policy

June 2024, Revision 1

The MN4WDA Volunteer Policy, effective July 1, 2024, is established to guide the involvement of volunteers in Grant In Aid (GIA) projects and trail maintenance efforts. This document outlines the purpose, scope, definitions, responsibilities, expense reimbursements, insurance coverage, and safety and training protocols related to volunteer participation.

Purpose & Scope: This policy serves as a guideline for the use of volunteers in specific projects, ensuring their effective and safe contribution to GIA projects and trail maintenance.

Definitions:

- Project Administrator: An individual appointed by the MN4WDA Board of Directors (BOD) or President to oversee the work project.
- Volunteer: A worker volunteering to assist with the project's tasks for the day.
- DNR: Department of Natural Resources.
- MN4WDA: The entity implementing this policy.
- ORV: Off-Road Vehicle
- BOD: Board of Directors

Responsibilities:

- Board of Directors/President: Responsible for appointing a Project Administrator for all work projects, approving proposed financing or use of volunteer labor and/or equipment for projects, creating volunteer opportunities on ORV trails, and approving volunteer reimbursement when appropriate.
- Project Administrator:
 - *Developing a Work Plan:* This involves creating a comprehensive plan that outlines the objectives, tasks, timelines, and resources required for a specific project or period. The work plan serves as a roadmap for the volunteers and the organization, detailing what needs to be accomplished and by when. It requires understanding the organization's goals, the skills and availability of the volunteer team, and any constraints or requirements of the tasks at hand.
 - *Assigning Tasks to Volunteers:* Once the work plan is established, the next step is to match volunteers with tasks that fit their skills, interests, and availability. This involves knowing the volunteers' strengths and preferences, assessing competency using necessary equipment, and knowing the trail management objectives for specific projects. Effective task assignment maximizes the volunteers' contribution and satisfaction, ensuring that the organization's goals are met efficiently.
 - *Recording Volunteer Attendance and Tasks:* Keeping accurate records of volunteer attendance and tasks performed by each volunteer is crucial for several reasons. It helps in tracking the contribution of each volunteer, managing resources, and planning future activities. Attendance records can also be essential for grant applications, reporting to stakeholders, and recognizing the contributions of volunteers. This responsibility requires attention to detail and regular communication with volunteers to ensure all records are accurate and up-to-date.

- *Reporting Any Issues or Injuries to the BOD/President:* In the event of any issues, conflicts, or injuries that occur during volunteer activities, it's the coordinator's duty to report these incidents promptly to the Board of Directors (BOD) or the President of the organization. This ensures that appropriate actions can be taken to address the situation, be it providing support to the affected individuals, adjusting the work plan, or implementing measures to prevent future occurrences. This reporting is crucial for maintaining the safety and well-being of volunteers and the integrity of the organization.
- *Facilitating Reimbursement to Volunteers:* In the event that a volunteer requests reimbursement for transport/use of their equipment, the Project Administrator must facilitate the reimbursement process by performing tasks outlined in the organization's GIA Reimbursement Procedure.
- **Volunteer:**
 - *Perform Tasks as Assigned:* Volunteers are expected to undertake tasks or roles that are allocated to them, ensuring that these tasks match their skills and abilities. This ensures that the volunteer can effectively contribute to the organization's objectives while also providing a fulfilling experience.
 - *Report Injuries or Issues:* If a volunteer encounters any injuries or faces issues while performing their duties, it's their responsibility to report these incidents to the Project Administrator or relevant supervisory figure. This allows the organization to address the problem promptly, ensuring the safety and well-being of all volunteers.
 - *Utilize Necessary Protective Equipment:* Volunteers are required to equip themselves with any necessary protective gear relevant to their tasks. This could range from safety goggles and gloves to helmets for construction-related activities. The organization may provide some or all of this equipment, but the volunteer must ensure they are adequately protected according to the task's demands.

Expenses/Reimbursement: The MN4WDA may approve expenditures for rented equipment if appropriate and necessary for the project site and tasks. Volunteers are responsible for the costs of transporting themselves to the project site and costs incurred while using their personal vehicle for volunteer tasks (i.e. fuel costs while hauling debris, traveling around the project site, etc). The MN4WDA will not be responsible for any mechanical failures on or damage done to volunteer's vehicles while performing assigned tasks. Volunteers supplying earth-moving equipment may receive reimbursement at the DNR's current GIA rate*, subject to approval by the BOD.

Insurance: General liability insurance is provided by the MN4WDA. The MN4WDA does not provide Worker Compensation Insurance.

Safety & Training: The MN4WDA commits to a safe working environment for all projects and will facilitate specific training if required for a project. Project Administrators have discretion to assess the competency of any operator at any time. If deemed unsafe, volunteers may be asked to halt further use of equipment or leave the project site entirely.

This policy aims to ensure the efficient, safe, and effective involvement of volunteers in projects critical to the MN4WDA's mission, emphasizing the importance of clear roles, responsibilities, and safety measures.

**see the following DNR reimbursement rates*

Vehicles

Vehicle	Rate (per mile)
Car, pickup, ATV, OHM, ORV	IRS standard mileage rate for business
1-2 ton truck	IRS rate x 1.5
2 ½-10 ton truck	IRS rate x 2
10 + tons truck (including semis and dump trucks)	IRS rate x 4
Trailer: single axle	25 ¢
Trailer: tandem axle	35 ¢
Trailer: triple axle	45 ¢

Equipment

The rates below represent standard reimbursement rates. If local equipment rental rates fall outside of these parameters, clubs may follow the Competitive Bid Process Guidelines to source equipment rental at an increased cost.

Non-powered attachments	\$18.75
Power take-off or hydraulic attachments	\$24.00
Other equipment 25 HP or less	\$25.00
Other equipment 26-50 HP	\$43.75
Other equipment 51-80 HP	\$62.50
Other equipment 81-105 HP	\$81.25
Other equipment 106-157 HP	\$100.00
Other equipment 158-205 HP	\$112.50
Other equipment 206-250 HP	\$125.00
Other equipment over 250 HP	\$150.00

Dump Boxes on Trucks/Trailers

Dump Box Size	Rate (per mile or hour)
3 cubic yards or less	\$6.30
4-8 cubic yards	\$7.50
9-12 cubic yards	\$10.05
13+ cubic yards	\$12.56

APPENDIX H

Minnesota 4 Wheel Drive Association GIA Reimbursement Procedure

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In order to be considered for reimbursement for volunteering transport of, use of, and fuel costs for earth moving equipment in pursuit of Grant-in-Aid trail building or improvement, a volunteer must:

- Have tasks and/or a work plan pre-approved by the Board of Directors, Land Use Manager, or Project Manager for the project site
- Fill out the reimbursement form completely and accurately
- Submit reimbursement form to Project Administrator or Land Use Manager within 14 days of performing the work

The Project Administrator or Land Use Manager must then:

- Review reimbursement form for accuracy
- Verify work was completed as planned
- Present reimbursement proposal to Board of Directors
- If reimbursement is approved, distribute the reimbursement back to the volunteer in a timely manner post-approval.

APPENDIX I

Onboarding Procedure for Leadership Team New Members

1. Onboarding Packet

- **Objective:** The Secretary will provide an On Boarding packet of essential resources and information.
- **Contents:**
 - Contact information for key personnel
 - Overview of responsibilities and expectations
 - Reference to important policies and procedures
- **Delivery:** Distributed via mn4wda email or in hard copy format on the first week after the election is official or appointment.

2. 30-Minute Google Drive Review with IT Administrator or Designee

- **Objective:** Familiarize the new member with essential digital tools and resources.
- **Action:** IT Administrator or designee schedules a 30-minute session to review Google Drive, ensuring the new member can access and navigate essential files and folders.
- **Follow-Up:** New members can reach out to the IT Administrator or their designated contact for further assistance with Google Drive.

3. Verify mn4wda Email Functionality

- **Objective:** Ensure new members have access to their mn4wda email and are able to send and receive messages.
- **Action:** IT Administrator will verify the new member's mn4wda email account is set up and functional.
- **Follow-Up:** New members should confirm they can access and send emails by replying to a welcome message.

4. Sign Policies for Conduct

- **Objective:** Ensure all new members are aware of and agree to organizational standards and expectations. Appendix A or B found in the Standard Operating Procedures.
- **Action:** New members receive a digital or hard copy of the policies for conduct, which must be signed and returned within the first week of onboarding.
- **Follow-Up:** HR or onboarding coordinator will file signed policies in the member's personnel folder.

5. Assign a Board Member Contact

- **Objective:** Provide direct support and guidance for the new member.
- **Action:** Each new member is assigned a designated Board Member by the President as their primary contact for questions and troubleshooting.
- **Follow-Up:** The contact information will be shared in the onboarding packet, and the assigned Board Member will reach out to introduce themselves within the first week.

6. Two-Month Verification Check

- **Objective:** The assigned board member will verify all onboarding steps have been completed and address any outstanding issues.
- **Action:** At the two-month mark, the Secretary will confirm the following:
 - mn4wda email functionality
 - Signed policies for conduct
- **Follow-Up:** The Secretary will follow up with any remaining action items if needed.

Appendix J

Rope Shackles

The MN4WDA purchased, at a discount, 100 rope shackles worth \$75 each. These will be utilized to encourage volunteerism in the association at MN4WDA-run events or fulfilling a manager role in the association. We will also donate to select events for raffle prizes that significantly contribute to MN4WDA.

- You must be an active member with the MN4WDA for 2025 and at least 16 years of age.
- Volunteers shall provide a minimum of 4 volunteer hours in at least 2 hour increments. These hours can be all at one event or spread out to two events. MN4WDA will provide specific requests for volunteers for each of these events and the hours needed.
 - MN4WDA Spring Swap Meet
 - MN4WDA Spring Convention
 - Booth at the MN State Fair
 - MN4WDA Fall Swap Meet
- All hours shall be tracked by MN4WDA and shall be verified by a Board of Director, President or Vice President.
- Volunteers are limited to 1 rope shackle to be earned in 2025 since we want them to go to as many members as possible.
- Volunteers will have their choice of color as supplies are available.
- The leadership team shall receive 1 rope shackle to use, with the intent to show members what they can earn for volunteering with the organization.
 - President, Vice President, Secretary, Board of Directors
 - Managers – Legislative, IT, Media, Merchandising, Membership
- The following events will get two rope shackles for raffle prizes as well as 2 Sak-Its to be given away as a package of 1 rope shackle and 1 Sak-It:
 - MN4WDA Spring Convention
 - Apple Valley Farms (both)
 - Derby 4x4 Jeep Show
 - Trail Jam hosted by Iron Rock Off Road