

MINNESOTA FOUR WHEEL DRIVE ASSOCIATION, INC.

STANDARD OPERATING PROCEDURES (SOP)

Last Updated: Feb 20, 2026

1. MISSION STATEMENT

The Minnesota 4-Wheel Drive Association promotes responsible four-wheel drive recreation by protecting and expanding trail opportunities, educating enthusiasts, and advocating for sustainable access across Minnesota.

2. INTRODUCTION

Founded in 1987, MN4WDA is a Minnesota-based 501(c)(3) nonprofit organization representing a broad community of off-road enthusiasts. Our members range from stock vehicles to overland builds, trail rigs, and custom rock crawlers.

MN4WDA works actively with the Minnesota Legislature, the Department of Natural Resources (DNR), and partner organizations to protect existing off-road opportunities while responsibly developing new trails and touring routes. To support this work, MN4WDA contracts with an independent government relations specialist to formally engage legislators and advocate for positive ORV policy.

We are an inclusive organization and do not discriminate based on gender, age, experience level, or vehicle type. Our success depends on the engagement and support of our members, clubs, volunteers, and partners statewide.

3. OUR CHALLENGE AND PUBLIC IMAGE

MN4WDA is committed to presenting off-roading as a **family-friendly, safe, and responsible** outdoor activity. Because images and messaging can be misused or taken out of context, MN4WDA maintains clear standards for how the organization and its members are represented publicly.

These standards apply to:

- MN4WDA leadership and volunteers
- Member clubs and business associates
- Partners producing content on behalf of MN4WDA

Approved messaging and image standards are detailed in **Appendix D**.

4. PURPOSE AND AUTHORITY OF THIS DOCUMENT

This Standard Operating Procedures (SOP) document supplements the MN4WDA Bylaws. It provides practical guidance, clarification, and operational detail not addressed in the bylaws.

- The SOP may be amended, added to, or revised with approval of the Board of Directors (BOD).
 - The SOP will be reviewed **at least annually**, following elections.
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5. MEMBERSHIP

5.1 Membership Types

MN4WDA recognizes the following membership categories:

- Individual Members
 - Club Members
 - Business Associate Members
 - Lifetime Members (Presidential)
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5.2 Application Procedures

Individual Members

Individuals may become members by paying annual dues.

Club Members

Clubs seeking membership must:

1. Submit a membership application
2. Attend a monthly MN4WDA meeting (in person or virtual)
3. Receive approval by Board motion
4. Pay the one-time initiation fee and annual dues

Upon approval, the Digital Media Manager will contact the club regarding website listings and promotional materials.

Business Associate Members

Business associates may join by paying annual dues. The BOD reviews all business memberships to ensure alignment with MN4WDA's mission and values. Upon approval, the Digital Media Manager will coordinate website promotion.

Lifetime Membership

A President becomes a lifetime member upon completing his/her term, unless removed for cause. Lifetime members are exempt from annual dues.

6. DUES AND FEES

6.1 Annual Dues

- Individual Members: \$40
- Business Associate Members: \$150
- Club Initiation Fee (one-time): \$100

6.2 Expiration and Renewal

- Memberships expire **365 days** from purchase if not renewed.

- Clubs must maintain **at least two active individual members**.
 - Clubs failing this requirement for two consecutive years (as of December 31) will be removed from the active roster and must pay the initiation fee to rejoin.
-

7. MEMBER CONDUCT

All members represent MN4WDA when participating in MN4WDA events or displaying association branding.

The following conduct is prohibited at MN4WDA events or while representing the organization:

- Reckless or unsafe vehicle operation
- Operating a vehicle while impaired by alcohol or drugs
- Physical or verbal altercations
- Trespassing on public or private land
- Misuse of MN4WDA insignia

7.1 Enforcement

The Board of Directors may suspend any member, club, business associate, or officer for conduct unbecoming of the organization or violation of MN4WDA policy.

- A two-thirds ($\frac{2}{3}$) majority vote of the BOD is required
 - The affected party will receive written notice and may attend the meeting
 - Appeals must be submitted within **five (5) business days**
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8. VOLUNTEER AND LEADERSHIP CONDUCT

All elected and appointed volunteers must adhere to MN4WDA's **Code of Conduct** and, where applicable, the **Officer/Board Contract** (Appendices A & B).

Violations may result in corrective action, suspension, or removal, as determined by the BOD. The Board may meet privately to deliberate and may apply the Douglas Factors or similar evaluative tools.

All conflicts of interest must be disclosed. Individuals with conflicts must abstain from related decisions or activities as directed by the BOD.

9. OFFICERS, DIRECTORS, AND MANAGEMENT

9.1 Officers

President

Provides overall leadership, presides over meetings, chairs the BOD, executes official documents, and appoints ad hoc committees. Votes only in the event of a tie.

Vice President

Acts in the President's absence, serves as parliamentarian, oversees association property, and assumes Treasurer duties if needed.

Secretary

Maintains records, meeting minutes, attendance, official documents, and notices.

Treasurer

Manages financial accounts, bookkeeping, tax filings, and financial reporting.

9.2 Board of Directors

The BOD consists of six elected directors responsible for governance, fundraising oversight, policy review, and strategic direction. The Board reviews the bylaws, SOP, and budget annually.

9.3 Managers and Assistants

Managers are appointed by Directors and approved by majority BOD vote. All managers report through an elected officer.

Key roles include:

- Coalition of Recreational Trail Users Representative

- Membership Manager
- Legislative Manager
- IT Manager
- Media Manager
- Merchandising Manager
- Minnesota Recreational Trail Users Association Representative

Monthly written reports are required from the Treasurer, managers, and committee heads.

10. ORGANIZATIONAL STRUCTURE

MN4WDA maintains a published organizational chart (Appendix C). Issues should follow the reporting chain. Officers are responsible for supporting and supervising their direct reports.

11. ELECTIONS

- Nominees must have two consecutive years of membership unless waived by Board approval
 - Nominations occur in September and October
 - Elections are conducted electronically
 - Results are announced in November
 - Officers assume duties immediately
 - Annual policy acknowledgments are signed within 30 days of election/appointment
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12. TRANSITIONS AND ACCESS

- Responsibilities must transfer within 60 days
 - MN4WDA email accounts are created within one week of the appointment
 - Outgoing access is revoked after elections or within 60 days
 - IT Manager administers email; Media Manager administers social permissions
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13. MEETINGS

- Held monthly at 6:30 PM on the fourth Monday (except December)
- Hybrid in-person (Green Mill, Woodbury) and virtual format
- Governed by Robert's Rules of Order
- Agendas are distributed one week in advance
- Unofficial minutes published within 10 days

Respectful conduct is mandatory for all attendees.

14. PROPERTY AND EQUIPMENT

- Stored at MN4WDA storage unit (Lino Lakes)
- Check-out tracked via shared inventory
- Annual inventory required
- Use for personal purposes is prohibited

Additional policies cover PO Box access and sail flag stewardship.

15. SOCIAL MEDIA AND COMMUNICATIONS

All MN4WDA platforms must maintain a professional, factual, and respectful tone. Posts that insult, disparage, or misrepresent individuals or organizations will be removed.

Approved messaging and imagery are defined in **Appendix D**.

16. MERCHANDISING

Merchandise may be produced seasonally with BOD approval. Unauthorized logo use is prohibited.

17. FINANCE AND REIMBURSEMENT

- Pre-approval required for all expenses
 - Unauthorized expenses are not reimbursable
 - Reimbursement policies are detailed in Appendices E–H
 - Independent contractors may be retained with BOD approval
-

18. DONATIONS

Donation requests are approved on a case-by-case basis by the BOD. Requests must be presented at a monthly meeting.

19. EVENT CALENDAR

MN4WDA publishes an annual PDF calendar by January 1. Eligible events include MN4WDA club, business associate, and fundraising events.

20. APPENDICES

Appendix A

Volunteer Code of Conduct Agreement

Created: June 2023

Revision: 2

Reviewed: June 2024

1. Purpose of Volunteer Policies

These policies are intended to provide guidance and direction to individuals engaged in volunteer activities with the Minnesota 4 Wheel Drive Association (MN4WDA). This Code of Conduct does not constitute, either expressly or impliedly, a contract or employment agreement. MN4WDA reserves the right to amend, revise, or discontinue these policies at any time and expects volunteers to comply with the most current version.

2. Definition of Volunteer

A *volunteer* is any individual who performs services or tasks in support of MN4WDA's mission and objectives without compensation or expectation of compensation beyond reimbursement of approved expenses. Volunteers may end their service with MN4WDA at any time.

3. Non-Discrimination Policy

MN4WDA is committed to fair representation and equal opportunity. Discrimination or harassment based on race, color, ethnicity, national origin, disability, gender, sexual orientation, religion, age, or geography is not tolerated. This policy applies to volunteer selection and all volunteer activities. Volunteers are expected to uphold these standards at all times.

4. Representing MN4WDA

Volunteers may not contact organizations, businesses, government entities, media, or individuals on behalf of MN4WDA unless expressly authorized. Any action or statement that could significantly affect or obligate MN4WDA—including public statements, media interactions, coalition or lobbying efforts, or agreements involving financial or contractual obligations—requires prior approval from the Board of Directors.

5. Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary, sensitive, or privileged information encountered during their service. This includes information related to members, volunteers, events, projects, internal operations, or organizational strategy. Failure to maintain confidentiality may result in dismissal from volunteer service.

6. Dismissal of a Volunteer

Volunteers who fail to adhere to this Code of Conduct or do not satisfactorily perform their assigned duties may be subject to dismissal. Prior to dismissal, the volunteer will be given an opportunity to discuss the concerns. Grounds for dismissal may include, but are not limited to:

- Gross misconduct or insubordination
- Theft, misuse, or damage of MN4WDA property, equipment, or materials
- Abuse, harassment, or mistreatment of members, volunteers, or event attendees
- Violation of this Code of Conduct or other MN4WDA policies
- Failure to follow procedures or fulfill assigned responsibilities

7. Volunteer Expectations

As an MN4WDA volunteer, I agree to:

- Represent MN4WDA with professionalism, integrity, dignity, and pride.
- Honor commitments and complete accepted responsibilities to the best of my ability.
- Conduct myself respectfully, demonstrate good sportsmanship, and serve as a positive role model.
- Treat all volunteers, members, attendees, and property with respect and care.
- Contribute to a safe, inclusive environment free from discrimination, harassment, abuse, or harm of any kind.
- Respect the privacy of members and safeguard sensitive or personal information.
- Communicate progress, concerns, and challenges to appropriate MN4WDA volunteers or Board members.
- Work cooperatively as part of a team with volunteers, members, partners, and event attendees.
- Follow MN4WDA policies, procedures, and conduct expectations.
- Separate personal opinions and actions from those made in an official MN4WDA capacity.
- Promote and support MN4WDA's mission and foster positive relationships locally and statewide.

8. Prohibited Conduct

As an MN4WDA volunteer, I agree that I will not:

- Use vulgar, abusive, threatening, or inappropriate language in MN4WDA-related settings.
- Speak or act rudely, disrespectfully, or unprofessionally toward others.
- Harass, intimidate, or harm others verbally, physically, or emotionally.
- Fail to cooperate with volunteers, members, MN4WDA contacts, or event attendees.
- Solicit gratuities, gifts, or benefits for personal or professional gain.
- Discriminate against any individual based on protected characteristics.
- Disregard MN4WDA bylaws, policies, or standard operating procedures.
- Engage in conduct that reflects poorly on MN4WDA or undermines its mission, leadership, or reputation.

9. Acknowledgment and Agreement

I acknowledge that I have read and understand this Volunteer Code of Conduct. I agree to comply with the policies and expectations outlined above and understand that failure to do so may result in dismissal from volunteer service.

Signature

Name (Printed): _____

Signature: _____

Date: _____

Appendix B

Officer, Manager and Board of Directors Agreement

Created: July 2022
Revision: 2
Reviewed: June 2024

This Agreement outlines the mutual responsibilities and expectations between the Minnesota 4 Wheel Drive Association (MN4WDA) and its Officers and Members of the Board of Directors.

1. Acknowledgment of Duty

By signing this Agreement, I acknowledge that as an Officer, Manager or Member of the Board of Directors of MN4WDA, I hold legal, ethical, and fiduciary responsibilities to act in the best interests of the organization. I affirm my commitment to MN4WDA's mission, purpose, and values, and I agree to serve as a responsible and prudent steward of the organization.

2. Responsibilities of Officers, Managers and Board Members

I agree to fulfill the following responsibilities during my term of service:

a. Representation and Advocacy

- Represent MN4WDA to the public and community and serve as a spokesperson when appropriate.
- Communicate the interests, needs, and values of MN4WDA members and stakeholders to the Board.
- Act in the best interests of the organization and hold it accountable to its mission and goals.

b. Participation and Engagement

- Attend at least seventy-five percent (75%) of board meetings, committee meetings, and designated special events.
- Notify the appropriate officer in advance if unable to attend in person and participate virtually when feasible.
- Represent MN4WDA at a minimum of one (1) external event per year when the organization's presence is requested (e.g., Crawl 4 The Cure, Iron Rock Offroad Trail Jam, Minnesota 4Fest).
- Attend at least one (1) social event per year as an MN4WDA representative (e.g., meetups, car shows, holiday events, open houses).

c. Governance and Conduct

- Stay informed about MN4WDA's operations, programs, and governance.
- Actively participate in discussions and decision-making and raise questions or concerns when appropriate.
- Disclose any actual or potential conflicts of interest and recuse myself from related discussions or votes.
- Work collaboratively, respectfully, and in good faith with board members, officers, staff, and volunteers.
- Maintain a working knowledge of *Robert's Rules of Order* to support effective meeting procedures.
- Respond to MN4WDA communications in a timely manner.

d. Accountability

- Accept feedback and corrective action if I fail to meet these obligations, including direct communication from an officer or action by the Board of Directors.

3. Responsibilities of the Organization

MN4WDA agrees to support Officers, Managers, and Board Members by:

- Providing opportunities to discuss organizational projects, goals, activities, and overall status.
- Keeping Officers, Managers, and Board Members informed of relevant organizational, industry, and field-related issues.
- Responding openly and honestly to questions necessary to fulfill fiduciary, legal, and ethical responsibilities.
- Promoting a culture of respect, transparency, and good-faith collaboration.

If MN4WDA does not fulfill these commitments, I may request discussion and resolution with the Board of Directors and/or the President.

4. Enforcement and Consequences

I understand that failure to comply with this Agreement may result in corrective action, up to and including removal from office or from the Board of Directors. Any action will be determined by the Board of Directors in accordance with MN4WDA bylaws, policies, and governing documents.

5. Term and Acceptance

This Agreement becomes effective upon signature and remains in effect for the duration of my term as an Officer or Member of the Board of Directors, unless amended or terminated by the Board of Directors.

Signatures

By signing below, I acknowledge that I have read, understand, and agree to the terms of this Agreement.

Name (Printed): _____

Position/Title: _____

Signature: _____

Date: _____

Appendix C

Organization Chart..... Do we need this

Appendix D

Image & Media Guidelines

Effective Date: January 2021

Current Revision: 1

Purpose

These Image & Media Guidelines support MN4WDA's mission to promote responsible, family-friendly off-road recreation. They define how the association, its members, partners, and affiliates visually represent MN4WDA across marketing materials, websites, social media, and public communications.

All content produced **by or on behalf of MN4WDA** must align with these standards to ensure our sport and community are portrayed accurately, ethically, and in a positive public light.

Content Priorities

When selecting or creating images and videos, prioritize content that reflects the following:

1. Family-Friendly Recreation

- Families and individuals enjoying off-road recreation responsibly
- Safe, welcoming environments suitable for all ages

2. Community Involvement

Highlight MN4WDA's commitment to service and stewardship, including but not limited to:

- Trail maintenance days
- Crawl 4 the Cure
- Veterans Run
- Toys for Tots and similar outreach efforts

3. Off-Highway Vehicle Representation

Show a broad range of off-highway vehicles, including but not limited to:

- Jeeps
- Subarus
- Land Rovers
- Toyota 4Runners
- Pickup trucks
- Purpose-built buggies

4. Diversity and Inclusion

- A variety of vehicle builds and trail uses
- Diverse participants and experience levels
- Multiple types of off-roading, including trail riding and touring routes

Photo & Video Standards

All visual media must depict **legal, ethical, and responsible recreation**.

Prohibited Content

Do **not** post or publish images or videos that include:

- Alcohol consumption or intoxication
- Profanity, vulgar language, or offensive gestures
- Reckless or unsafe driving behavior
- Vehicles creating new trails or traveling off established routes

- Environmental damage or misuse of public lands

Required Best Practices

Content **should**:

- Clearly show vehicles on established trails or defined obstacles
- Demonstrate controlled speeds and responsible driving
- Maintain appropriate spacing between vehicles
(*No more than 3–4 vehicles in close proximity*)

Content to Avoid

To reduce misinterpretation and environmental concerns, avoid:

- Water crossings
- Mud or debris on vehicles
- Wet or saturated trails, roads, or backcountry terrain
- Long lines or convoys of vehicles

Approved Marketing Language

The following statements are approved for use in MN4WDA marketing, media, and promotional materials. They may be used verbatim or as the basis for approved messaging.

Approved Statement 1

The Minnesota Four Wheel Drive Association (MN4WDA) is a nonprofit, volunteer-driven organization dedicated to creating new trail opportunities for off-highway vehicles, educating the public about responsible off-road recreation, and advocating for continued public access to trails and touring routes.

Approved Statement 2

The Minnesota Four Wheel Drive Association (MN4WDA) partners with professional lobbyists and the Minnesota Department of Natural Resources to protect existing off-road trails, parks, and touring routes while responsibly expanding access and promoting ethical off-road recreation.

Enforcement and Review

MN4WDA leadership reserves the right to:

- Remove or request removal of content that violates these guidelines
 - Restrict posting privileges if necessary
 - Review and update these guidelines as public policy, technology, or organizational priorities evolve
-

APPENDIX E

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

Volunteer Name: _____

Itemized Expenses:

[illegible]

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 Four Wheel Drive Association

Mileage Reimbursement Policy

Effective Date: June 2023

Current Revision: 1

Purpose

MN4WDA leadership and designated representatives regularly travel on behalf of the organization to support meetings, advocacy efforts, and trail-related activities across Minnesota. This policy establishes consistent requirements for mileage reimbursement to ensure transparency, accountability, and compliance with nonprofit best practices.

Eligibility Requirements

Mileage reimbursement may be approved only when **all** of the following conditions are met:

- Travel occurs **within the State of Minnesota**
 - Travel directly supports official MN4WDA business, including but not limited to:
 - Meetings with the Minnesota Department of Natural Resources (DNR)
 - Grant-in-Aid (GIA) partner meetings or site visits
 - Trail development, maintenance, or inspection activities
 - Other activities deemed essential and pre-approved by MN4WDA leadership
 - **Prior approval** is obtained before travel begins
 - Failure to meet these requirements may result in denial of reimbursement.
-

Mileage Calculation

Mileage reimbursement will be calculated as follows:

- Mileage is based on **round-trip travel** from the individual's home of record to the approved destination
- Google Maps shall be used to determine the most reasonable and direct route
- The reimbursement rate aligns with the **current IRS standard mileage rate** for the applicable fiscal year
(Refer to *IRS.gov* for the current rate)
- **Trailer Towing Adjustment**
 - When towing a trailer with a trail rig or equipment, mileage will be reimbursed at **1.5× the IRS standard rate**

Travel Authorization

- **All travelers must receive approval prior to departure**
- General members must obtain approval from the Board of Directors, President, or designated manager
- Unauthorized travel is not eligible for reimbursement

Documentation Requirements

To receive reimbursement, the traveler must submit documentation that includes:

- A completed Travel Request Memo or equivalent summary
- Meeting notes or an activity report describing work completed
- Receipts, if applicable

Incomplete or late submissions may delay or void reimbursement.

Submission Process

- Email the completed reimbursement documentation to the MN4WDA Treasurer (treasurer@mn4wda.com)
- Upload all supporting documents to the designated Accounting folder
- Provide a brief report of the activity to the Board of Directors

Example: Travel Request Memo

MN4WDA Representative: J. Johnson

Date of Travel: March 17, 2023

Purpose: Grant-in-Aid trail work with county representative

Home of Record: Lakeville, MN

Destination: Mille Lacs ORV Recreational Park

Total Mileage: 206 miles (round trip)

Activity Summary:

Worked with Mille Lacs County Road Crew to cut and establish new trail segments within the ORV recreational park. Additional details provided to document work completed on behalf of MN4WDA.

Policy Oversight

MN4WDA leadership reserves the right to:

- Request additional documentation
 - Adjust reimbursement determinations
 - Update this policy to align with IRS changes or organizational needs
-

APPENDIX G

Minnesota Four Wheel Drive Association

Volunteer Reimbursement Policy (Aligned with Appendix H)

Effective Date: July 1, 2024

Current Revision: 2

1. Purpose

This policy governs volunteer participation and reimbursement for Minnesota Four Wheel Drive Association (MN4WDA) Grant-in-Aid (GIA) projects and trail maintenance activities. It is intended to ensure volunteer efforts are safe, well-managed, properly authorized, and reimbursed in accordance with MN4WDA procedures and DNR requirements.

This policy operates **in conjunction with Appendix H: GIA Reimbursement Procedure**, which defines the required reimbursement workflow.

2. Scope

This policy applies to all volunteers participating in MN4WDA-approved GIA projects or trail maintenance efforts that involve:

- Use of personal vehicles or equipment
 - Transport of equipment
 - Fuel or operational expenses
 - Reimbursement requests of any kind
-

3. Definitions

- **BOD:** MN4WDA Board of Directors
 - **DNR:** Minnesota Department of Natural Resources
 - **GIA:** Grant-in-Aid program administered by the DNR
 - **MN4WDA:** Minnesota Four Wheel Drive Association
 - **ORV:** Off-Highway Vehicle
 - **Project Administrator:** Individual appointed by the BOD, President, or Land Use Manager to oversee a specific project
 - **Volunteer:** An individual providing unpaid labor in support of an approved MN4WDA project
-

4. Authorization and Oversight

4.1 Board of Directors / President

The BOD and/or President are responsible for:

- Approving GIA projects and scope of work
 - Appointing a Project Administrator
 - Approving the use of volunteer labor and volunteer-owned equipment
 - Approving reimbursement requests as presented under Appendix H
-

4.2 Project Administrator

The Project Administrator serves as the primary on-site authority and reimbursement facilitator and is responsible for:

Pre-Project Authorization

- Ensuring all tasks, equipment use, and reimbursement-eligible activities are **pre-approved** by the BOD, Land Use Manager, or Project Manager **before work begins**
- Communicating reimbursement eligibility and documentation requirements to volunteers

Work Plan Development

- Developing a work plan that defines:
 - Scope of work
 - Tasks and timelines
 - Equipment and resources required
- Ensuring alignment with MN4WDA goals and DNR GIA requirements

Task Assignment and Oversight

- Assigning tasks based on volunteer skill, experience, and equipment competency
- Monitoring work to ensure safe, compliant execution

Attendance and Documentation

- Recording volunteer attendance, hours worked, and tasks completed
- Verifying that work was completed as approved for reimbursement eligibility

Incident Reporting

- Reporting injuries, safety incidents, or significant issues to the BOD or President without delay

Reimbursement Facilitation (Appendix H Alignment)

- Reviewing volunteer reimbursement forms for completeness and accuracy
- Verifying that work was performed as pre-approved

- Submitting reimbursement proposals to the BOD for approval
 - Coordinating reimbursement distribution after BOD approval
-

4.3 Volunteers

Volunteers are responsible for:

Task Execution

- Performing only tasks that have been assigned and approved
- Operating equipment only if competent and authorized

Reporting

- Promptly reporting injuries, unsafe conditions, or project concerns to the Project Administrator

Safety Compliance

- Wearing appropriate personal protective equipment (PPE)
- Following all safety instructions and site rules

Reimbursement Requests (Appendix H Alignment)

- Ensuring tasks and equipment use were **pre-approved**
 - Completing reimbursement forms fully and accurately
 - Submitting reimbursement requests to the Project Administrator or Land Use Manager **within 14 days** of performing the work
-

5. Expenses and Reimbursement Eligibility

5.1 General Principles

- Reimbursement is **not guaranteed** and is subject to:
 - Pre-approval
 - Verification of completed work
 - BOD approval
- MN4WDA may approve rental equipment when necessary for project execution

5.2 Volunteer-Owned Vehicles and Equipment

- Volunteers are responsible for:
 - Transportation to and from the project site
 - Fuel and operating costs for personal vehicles unless otherwise approved
- MN4WDA is **not responsible** for:
 - Mechanical failure
 - Damage to volunteer-owned vehicles or equipment

5.3 Equipment Reimbursement (GIA Alignment)

- Volunteers providing earth-moving or specialized equipment **may be eligible** for reimbursement at the **current DNR GIA equipment rates**
 - Eligibility requires:
 - Prior approval by the BOD, Land Use Manager, or Project Manager
 - Submission and approval per Appendix H procedures
-

6. Insurance

- MN4WDA provides general liability insurance for authorized volunteer activities
 - MN4WDA does **not** provide Workers' Compensation insurance for volunteers
-

7. Safety and Training

MN4WDA is committed to maintaining a safe work environment.

- Project Administrators may require task-specific training
 - Operator competency may be assessed at any time
 - Unsafe behavior may result in:
 - Immediate cessation of equipment use
 - Removal from the project site
-

8. Relationship to Appendix H

All reimbursement requests under this policy **must follow the process defined in Appendix H.**

In the event of conflict, **Appendix H governs reimbursement procedure**, while Appendix G governs eligibility and roles.

9. Policy Review

This policy may be updated by the Board of Directors to maintain alignment with:

- Appendix H
- DNR GIA requirements

- MN4WDA operational standards

APPENDIX H

Minnesota Four Wheel Drive Association

Grant-in-Aid (GIA) Reimbursement Procedure

Effective Date: June 2024

Current Revision: 1

Purpose

This procedure defines the required process for reimbursing volunteers for approved transportation, equipment use, and fuel costs incurred while supporting MN4WDA Grant-in-Aid (GIA) trail construction or improvement projects. It ensures consistency, accountability, and compliance with MN4WDA policy and DNR requirements.

This appendix operates in conjunction with **Appendix G: Volunteer Reimbursement Policy**.

Eligibility Requirements

To be considered for reimbursement, a volunteer **must meet all of the following conditions**:

1. Pre-Approval

- All tasks, work plans, and use of volunteer-owned equipment must be approved **prior to work being performed** by one of the following:
 - Board of Directors (BOD)
 - Project Administrator (Project Manager) for the project site

2. Accurate Documentation

- The reimbursement form must be completed fully and accurately

- All required supporting documentation must be included

3. Timely Submission

- Reimbursement requests must be submitted **within fourteen (14) calendar days** of completing the approved work

Failure to meet any of these requirements may result in denial of reimbursement.

Volunteer Responsibilities

The volunteer requesting reimbursement is responsible for:

- Ensuring work and equipment use were pre-approved
 - Completing the reimbursement form accurately
 - Submitting the reimbursement request and documentation to the:
 - Project Administrator **or**
 - Land Use Manager
 - Submitting all materials within the required 14-day timeframe
-

Project Administrator / Land Use Manager Responsibilities

Upon receipt of a reimbursement request, the Project Administrator or Land Use Manager shall:

1. Review Documentation

- Confirm the reimbursement form is complete and accurate
- Verify that requested reimbursement aligns with pre-approved work

2. Verify Work Completion

- Confirm that work was performed as planned and documented
- Ensure work meets MN4WDA and DNR GIA requirements

3. Board Submission

- Present the reimbursement request and recommendation to the Board of Directors for approval
-

Board of Directors Approval

- The Board of Directors reviews reimbursement proposals for compliance and budget alignment
 - Reimbursement is issued **only after Board approval**
 - The Board reserves the right to:
 - Approve the reimbursement as submitted
 - Approve a modified reimbursement amount
 - Deny reimbursement if requirements are not met
-

Reimbursement Distribution

- Once approved, reimbursement shall be issued to the volunteer **in a timely manner**
 - Distribution will be coordinated by the Treasurer or authorized officer
-

Compliance and Review

MN4WDA reserves the right to:

- Request additional documentation
- Audit reimbursement submissions
- Update this procedure to reflect changes in DNR GIA requirements or organizational policy

APPENDIX I

Onboarding Procedure for Leadership Team New Members

1. Onboarding Packet

- **Objective:** The Secretary will provide an Onboarding 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 by 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

MN4WDA Volunteer Recognition Program – Rope Shackles

Purpose

The Minnesota Four Wheel Drive Association (MN4WDA) maintains a volunteer recognition program that uses rope shackles as a thank-you incentive for members who contribute time and effort to MN4WDA operations, events, and leadership roles.

MN4WDA has acquired a limited quantity of rope shackles at a discounted rate for use in:

- Volunteer recognition at MN4WDA-operated events
 - Acknowledging service in approved leadership and manager roles
 - Select event raffles that significantly support MN4WDA's mission
-

Eligibility Requirements

To be eligible to earn a rope shackle through volunteer service, an individual must:

- Be an **active MN4WDA member for the 2025 membership year**
 - Be **at least 16 years of age**
 - Complete qualifying volunteer service as outlined below
-

Volunteer Service Requirements

- Volunteers must complete a **minimum of four (4) total volunteer hours**
- Volunteer hours must be completed in **increments of at least two (2) hours**

- Hours may be:
 - Completed at a single event, **or**
 - Split across two qualifying events
- MN4WDA will publish volunteer opportunities and required staffing needs in advance for each event

Qualifying Events Include (but are not limited to):

- MN4WDA Spring Swap Meet
 - MN4WDA Spring Convention
 - MN4WDA Booth at the Minnesota State Fair
 - MN4WDA Fall Swap Meet
-

Tracking and Verification

- All volunteer hours will be tracked by MN4WDA
- Volunteer service must be verified by one of the following:
 - Board of Directors member
 - President
 - Vice President

Unverified hours will not be counted toward eligibility.

Distribution Limits

- Volunteers may earn **one (1) rope shackle per calendar year (2025)**

- This limitation ensures recognition is distributed broadly across the membership
 - Rope shackle color selection is based on availability at the time of distribution
-

Leadership Recognition

To promote visibility and encourage volunteer participation, the MN4WDA leadership team will each receive **one (1) rope shackle for use and display purposes only**.

Eligible leadership roles include:

- President
 - Vice President
 - Secretary
 - Board of Directors
 - Managers:
 - Legislative
 - IT
 - Media
 - Merchandising
 - Membership
-

Event Raffle Allocation

The following events will each receive:

- **Two (2) rope shackles**

- **Two (2) Sak-Its**

These items will be raffled as bundled prizes (one rope shackle + one Sak-It per bundle):

- MN4WDA Spring Convention
 - Apple Valley Farms (both events)
 - Derby 4x4 Jeep Show
 - Trail Jam hosted by Iron Rock Off Road
-

Program Administration

MN4WDA leadership reserves the right to:

- Adjust volunteer opportunities based on event needs
- Reallocate rope shackles as availability requires
- Modify or discontinue this program upon depletion of inventory or by Board approval

Appendix K: Officers, Directors, Managers, and Assistants Duties

President

The President shall:

- Serve as the chief volunteer officer of the Association.
- Preside over all general membership meetings and meetings of the Board of Directors.
- Serve as Chair of the Board of Directors.
- Provide general supervision and oversight of the affairs of the Association, subject to the authority of the Board of Directors.
- Execute or countersign contracts, certificates, and other official instruments as authorized by the Board.
- Appoint chairpersons of ad hoc and special committees as authorized by the Board.
- Perform all other duties customary to the office or as assigned by the Board of Directors.

The President shall vote on matters before the Board of Directors **only in the event of a tie**, unless otherwise required by law.

Vice President

The Vice President shall:

- Perform the duties of the President in the President's absence, incapacity, or resignation.
- Serve as parliamentarian to ensure meetings are conducted in accordance with the Bylaws and adopted parliamentary authority.
- Maintain oversight responsibility for Association property and assets.
- Conducts annual inventory of association property
- Temporarily assume the duties of the Treasurer in the Treasurer's absence or inability to serve.
- Perform additional duties as assigned by the Board of Directors.

For administrative coordination purposes, Officers and Managers assigned by the Board shall report through the Vice President unless otherwise specified.

Secretary

The Secretary shall:

- Ensure proper notice is given for all meetings as required by the Bylaws and applicable law.
- Record and maintain accurate minutes of meetings of the membership and Board of Directors.
- Maintain attendance and official records of Officers and Directors.
- Serve as custodian of the Association's governing documents.
- Execute documents requiring the Secretary's signature, excluding checks and financial instruments.
- Perform other duties customary to the office or as assigned by the Board of Directors.

The Secretary reports administratively to the Vice President.

Treasurer

The Treasurer shall:

- Serve as the chief financial officer of the Association.
- Oversee the receipt, custody, and disbursement of all Association funds.
- Ensure accurate financial records and corporate books are maintained in accordance with generally accepted accounting principles (GAAP).
- Provide regular financial reports to the Board of Directors.
- Ensure compliance with all federal, state, and local financial, tax, and regulatory requirements.
- Execute or countersign financial instruments as authorized by the Board.
- Perform other duties customary to the office or as assigned by the Board of Directors.

The Treasurer reports administratively to the Vice President.

Board of Directors

The Board of Directors shall be the governing body of the Association and shall exercise all corporate powers except those reserved to the membership by law or the Bylaws.

The Board shall:

- Consist of six (6) Directors elected by the membership.
- Establish policies, strategic direction, and long-term goals.
- Provide financial oversight and approve the annual budget.
- Oversee fundraising, compliance, and organizational performance.
- Appoint, supervise, and remove Managers and Representatives as necessary.
- Assign Directors to committees and receive committee reports.
- Approve or deny membership applications, affiliations, and formal motions as provided in the Bylaws.
- Meet in accordance with the Schedule of Procedures (SOP).
- Conduct an annual review of the Bylaws, SOP, and budget.

Directors shall not engage in day-to-day operations except as specifically authorized by the Board.

External Representation

Coalition of Recreational Trail Users (CRTU) Representatives

- Up to three (3) individuals may be nominated annually by the Board of Directors and approved by the President.
- Appointments shall comply with CRTU bylaws and ratification requirements.
- Representatives serve at the pleasure of the Board and may be removed at any time.
- Terms are not indefinite and are subject to annual review.
- All CRTU activities and communications shall be reported to the Board of Directors.

CRTU Representatives act solely as liaisons and shall not bind the Association unless expressly authorized.

Minnesota Recreational Trail Users Association (MRTUA) Representatives

Managers and Assistants

Managers and Assistants support operational functions of the Association and are not Officers or Directors. They shall have no independent authority to bind the Association unless expressly authorized by the Board of Directors.

Managers may be nominated by any Director and must be approved by a majority vote of the Board.

Membership Manager

The Membership Ambassador shall:

- Oversee membership engagement and retention efforts.
- Serve as a liaison to business associates, clubs, and individual members.
- Recruit and support business associates.
- Maintain and oversee membership records and data.
- Analyze and report membership trends.
- Provide recommendations to improve membership value and experience.

- Report all membership and public relations activities to the Board of Directors.
-

Legislative Manager

The Legislative Manager shall:

- Support the Association's Lobbyist in legislative and advocacy efforts.
 - Serve as liaison between the Lobbyist and the Board of Directors.
 - Assist in tracking legislation, policy positions, and advocacy priorities.
 - Report legislative updates to the Board.
-

IT Manager

The IT Administrator shall:

- Manage the Association's information technology systems.
- Maintain and administer the Association website and hosting services.
- Administer email, document storage, password management, CRM systems, and communication platforms.
- Ensure continuity, security, and access controls for all digital systems.
- Maintain documentation and provide training to Officers and Managers as needed.
- Ensure all vendor contracts and expenses are approved and paid by the Association.

The IT Administrator reports administratively to the Vice President.

Media Manager

The Media Manager shall:

- Oversee all Association media and communications.
 - Manage social media platforms, print publications, and digital assets.
 - Ensure consistent branding and messaging aligned with Board-approved policies.
 - Coordinate promotional and outreach efforts.
 - Report media activities to the Board of Directors.
-

Merchandising Manager

The Merchandising Manager shall:

- Oversee all merchandising activities, including inventory, vendors, and e-commerce.
 - Ensure merchandising activities comply with Board-approved financial and branding policies.
 - Report merchandising performance and activities to the Board.
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