

# **HAPPY TRAILS RESORT 4 – WHEEL DRIVE CLUB**

**A club of four-wheel drive enthusiasts**

## **By - Laws**

### **Article 1 – Name**

The name of this club shall be “Happy Trails Resort 4–Wheel Drive Club”

### **Article 2 – Purpose/Mission**

To provide, for residents (owners and renters) of Happy Trails RV Resort a casual family oriented club dedicated to the safe enjoyment of four-wheel drive activities.

We will be responsible off-road users and not environmental abusers. As responsible four-wheel drivers we will follow the Tread lightly program of off-road travel.

We will strive to protect and preserve the terrain of our area. We will promote good fellowship while operating our vehicles in a safe manner and will protect our land for all generations.

We shall be a non-profit organization. We shall provide social, educational and recreational activities for the membership.

### **Membership**

All owners and seasonal renters (32 days or more) at Happy Trails Resort are eligible for membership in the club, provided that they have a four-wheel drive Jeep equipped with a low range transfer case, at Happy Trails. Members may have guests at club events.

Each member will be expected to participate as much as possible at attending club meetings and runs.

Each member (two per family) will have one vote.

## Guests

**Non-Driver Guests:** Non-Driver Guests are the club member's family and friends. Members are invited to have Non-Driver guests in their own vehicle at club rides & events.

**Driver Guests:** Driver Guests are the club member's family and friends that are not eligible to join the Happy Trails 4-wheel drive club, but wish to drive on a club ride. Driver Guests may drive their own Jeep, provided that the Driver guests have read and abide by the Club's By-Laws and Rules. A member may have only one Driver/guest jeep per ride. The sponsoring member must be present at all times with the guests during the ride and should be directly in front of or behind their Driver guests. The sponsoring member must complete the guest Driver/Jeep Information form prior to the club ride.

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**Associate Members:** Members of the club that have lived in Happy Trails for a minimum of two consecutive seasons and have maintained an active membership in the Happy Trails 4-Wheel Drive Club, that move from Happy Trails and wish to continue their membership in the club may apply to become associate members. Applicants for associate membership will be presented to the club membership for approval, during a regularly scheduled club meeting. Approval requires a majority vote of the members present. Associate members shall contribute money equal to the club dues. They will not have a vote in club decisions nor hold office. Associate Members may not invite driver guests to club rides and events

## Dues

Annual dues of \$10.00 are a requirement for membership in the club. A special assessment may be approved by the membership if additional funds are needed.

## **Officers and Their Duties**

**President:** The president is the chief administrative officer of the club and presides, according to Roberts Rules of Order, at all general and special meetings of the club. Represent the club at all external meetings where club representation is required or invited.

**Vice President:** The vice president shall act in place of the president when the latter is absent or when requested to do so by the president. Additional responsibilities shall be to act as secretary and or treasurer in the absence of either or both of these officers. Chairs trail ride committee.

**Secretary:** The secretary shall record and post minutes of all club regular and special meetings.

**Treasurer:** The treasurer shall be responsible for and account for all club funds. Keep a current roster of club members in good standing.

**Immediate Past President:** The Immediate Past President guides and supports the Executive Team. The primary responsibilities of this role involve serving as a resource for new officers and ensuring continuity with past terms.

**Founding Member:** This position will have a seat on the board of directors and will continue as long as the Happy Trails Resort Four Wheel Drive Club exists. Residency requirements of our by-laws will not apply to this position. The Founding Member guides and supports the Executive Team. The primary responsibilities of this role is to serve as a resource for new officers and ensuring continuity with past terms.

## **Extended Rules for Club Operation**

“Extended Rules for Club Operation” shall be a separate document which may be modified as needed and not requiring amendments to the by-laws.

The executive board shall be responsible for additions, deletions or changes to the “Extended Rules for Club Operation”



# **Extended Rules for Club Operation**

## **Meetings**

There shall be six monthly general meetings of the membership annually, November through April.

Meetings will be held on the second Friday of each month and will be located in the NC-1. The time of the meetings will be 5:00 pm unless time change is posted one week ahead.

The March meeting will be the annual meeting for the election of officers. Newly elected officers terms shall begin with the next season, October through April.

## **Trails**

**Trail Ride Committee:** The Vice President will chair this committee. The committee will meet at appropriate times to establish a schedule of future trail rides and leaders.

**Trail Leaders:** Experienced members of the club should volunteer to act as trail leaders. They should post the intended date, staging place and time, the trail rating, the location of the trail, and all other pertinent information.

**Rating:** The Arizona State Association of 4-Wheel Drive Clubs, Inc. has issued the following rating system to establish the relative difficulty of trails. It was prepared as a benchmark for the novice driver. Recognizing that trails are not constant in their degree of difficulty, the index requires that each trail be rated by the most difficult situation encountered.

**Class 1:** Passable by stock and two-wheel drive vehicles: improved dirt, gravel etc.

**Class 2 – Easy:** High ground clearance required for stock two-wheel-drive pickups, vans, etc. Some mud holes or rocks that would stop most vehicles. Four-wheel-drive makes travel easy where others would have problems.

**Class 3 – Medium:** Four-wheel drive required in places due to terrain and loose traction for safe, easy travel. Low-range gears used occasionally. Street tires are unacceptable.

**Class 4 – Hard:** Four-wheel-drive required, usually in low range. Greatest amount of ground clearance is necessary due to moderate-sized rocks and obstacles. Jacks and winches advised just in case you have a problem.

**Class 5 – Very Hard:** Not advisable for novice drivers without experienced help. Potentially dangerous situations' Maximum ground clearance and lowest gears required. Jacks or winches are indispensable when needed for large boulders, steep inclines, etc.

**Trail Dangers and Risks:**

All club members and guests are advised that they must assume full responsibility for their vehicle and occupants. It is fully understood by each club member and guest that there is some inherent risk associated with 4-wheel drive events, including damage to vehicles, possible injuries & death to the occupants. All club drivers and their driver guests must sign the Sign in Sheet at the beginning of every ride that contains a similar advisement.

**Trail Rides:** The club will attempt to plan at least two rides per month on the second and fourth Thursdays of each month. The normal meeting/staging location will be in the town center parking lot. The start time of the trail rides will be determined by the trail leader and posted one week in advance. Estimated distance (if known) and total time (to and from Happy Trails) will also be posted. **Note:** Time will vary due to number of vehicles, problems encountered, photos, lunch and rest breaks occurred along the way.

**Required Membership:** Club membership is required in order to participate in the trail runs. Membership dues may be paid just prior to a run. All members should be familiar with the by-laws and Extended Rules for Club Operation before taking part in a trail run.

**Name Tags:**

All members taking part in any club activity must display a name tag on their outer clothing. Members found in violation will be fined \$1.00 per occurrence.

## **Equipment and Off-Road Rules:**

- (A) Each vehicle **should** have a First Aid Kit and a Fire Extinguisher.
- (B) Each vehicle **shall** have seat belts for each passenger.
- (C) Each vehicle **shall** be in good mechanical condition. This includes a serviceable spare tire.
- (D) Each vehicle **should** be equipped with the means of retrieving another member's disabled vehicle, i.e. strap, chain, winch or come-a-long, etc.
- (E) Each vehicle **should** be equipped with attachment devices, i.e. tow hooks, draw bar, rings, etc, on the front and rear of the vehicle frame and shall be placed in a manner as to prevent the cutting or fraying of nylon tow straps.
- (F) Littering and the destruction of any areas are not tolerated among the membership.
- (G) Each vehicle **shall** have a CB radio in the vehicle in order to take part in our trail rides. A hand held CB is permissible as long as it is connected to an external antenna.
- (H) To ensure the enjoyment of all members during club events pets must be restrained by a leash no longer than six feet. Members and guests are to keep their pets from presenting a danger or a nuisance to other people or to other pets.
- (I) Each vehicle **should** be equipped with a safety flag. It is recommended the flag be at least 6 by 12 inches and attached as high as practical to the rear portion of the vehicle and flown on an approximately seven foot flexible pole.
- (J) All club members will stay in the order in which they arrive at signup. Club members may not take a place in line until their driver guest arrives.
- (K) Club members that wish to invite a driver guest must be familiar with the guests driving skills. The member must have 4-wheeled with the driver guest on a comparable ride. The member must complete the Guest Driver/Vehicle information form and provide the form to the ride leader at least one week in advance.

# **Extended Rules for Club Operation**

## **ADDENDUM**

### **TRAIL RULES**

It is the goal of the club to insure that all participants of a ride remain safe by working as a team. The trail leader, participants, and the tail gunner should all do their part to insure everyone enjoys the ride without undue risk taking.

It is the responsibility of every club member to review the posted upcoming ride. The member should make a determination if their vehicle and trail driving experience are adequate to complete the trail.

The participant should keep in mind that turning around during the ride, in the back country, requires another vehicle to accompany them back out.

It is very important for the safety of all members that the ride participants stay together as a group and keep the vehicle in front of them and behind them in sight. Keeping in sight prevents taking wrong turns and getting lost. It also allows a member to get rapid response for assistance. It also prevents others from having to turn around and going back to look for you.

During the ride every member should notify the trail leader if they want to stop for pictures, rest breaks or to be directed around or over obstacles. This notification will insure that the club members all stay together.

It is a must to keep the vehicle behind you in sight. If the driver loses sight of the vehicle behind them, they should stop and wait. After a short time, if the vehicle does not appear the driver should notify the trail leader. The trail leader will first attempt to contact the missing vehicle and tail gunner by radio. He may ask you to turn around to check on the welfare of the missing vehicle.

When climbing or descending a steep grade always allow adequate distance between your vehicle and the vehicle ahead of you in case of an emergency. On steep grades vehicles may have to backup or may start sliding down the incline. If your vehicle is too close this could lead to an accident, so remember to leave plenty of room. If you approach a short steep hill stay at the bottom or top,

depending on direction of travel, until the vehicle ahead of you clears the incline, then proceed.

## **TRAIL LEADERS GUIDELINES**

Trail Leaders are club officers and experienced club members that volunteer to organize and lead club rides for the benefit of the club and the membership. Trail leaders are knowledgeable of local trails and routes and have previously driven the trail or may pre-ride the trail prior to leading a club trip.

The ride calendar is established by the ride committee. Ride committees members are the club's trail leaders and is chaired by the club Vice President. The committee meets periodically to determine which trail rides will best meet the wishes and needs of the club members.

After a ride and the leader have been designated, the following are some of the actions necessary to manage a successful trail ride.

### **Prior to the ride day:**

1. Provide ride information to the club webmaster for publication to the membership at least 1 week prior to the ride.  
Include:
  - Ride Name
  - Difficulty
  - Estimated ride time
  - Lunch plan
  - Any pertinent information unique to the ride
2. The Web Master will develop the ride announcement poster. When completed, the trail leader should review the poster for corrections and notify the webmaster when the poster is approved to post on the website.
3. Sign in sheet. Download from the club website (Trail Leaders page) or seek help from club officer well ahead of the ride. Obtain the sign in clipboard from the previous rides leader.

4. First Aid kit: Coordinate with the previous ride leader to take possession of the First Aid Kit to insure availability on the ride, or insure that the Kit is present in a vehicle making the ride.
5. AED: The AED is available for sign out and is located in the Business office. Check out the AED the day before the ride between the hours of 7:30 AM & 11:30 AM or 12:30 PM & 3:30 PM. The office is open Monday through Friday.
6. Prepare the ride detail announcement (Club website Trail Leaders page) to be reviewed at the drivers meeting at the start of the ride.

**Ride Day:**

1. Arrive early to allow time for all drivers to complete the Sign-In Sheet.
2. Identify any Driver guest, verify the (Guest Driver/Vehicle Information) sheet from the member sponsor. If the club requirements are not met, the Driver guest will not be allowed to join the ride.
3. If the trail leader observes a participant's vehicle appearing to be inadequate for the trail they should: advise that member that in their opinion the member should consider not going on the ride and the reason for this advice. It is up to the member to make that final decision.
4. Appoint an experienced Tail Gunner usually another trail leader and if there are 12 or more vehicles, try to appoint a mid-trail leader that is also familiar with the day's route.
5. The trail leaders should introduce themselves, tail-gunner and, if applicable, Mid-point leader. Review the information from the ride detail announcement.
6. Confirm the C. B. radio communication link with the tail gunner prior to departing the assembly point.
7. For the sake of safety and expediency, ride participants are allowed independent travel to the re-group point. However, some of the club members do not or can not have transponders to allow access to the resorts back gates. Also, some members may have less experience and confidence to reach the re-group point. Therefore the trail leader must lead the

remaining members to the re-group point via the front gate located on Bell Road.

8. Trail leader should insure the air down stop can accommodate the entire group, and provide guidance to drivers to facilitate an orderly and safe stop.
9. Announce critical obstacles if special action is required to negotiate the obstacle. Remind drivers to request a spotter if they feel it necessary to safely negotiate the trail.
10. Announce points of interest as the group passes by those points. For instance, mines, abandoned structures, lakes, rivers, wild animals, or anything else that might interest members of the group.
11. The trail leader should make rest stops at least every hour and announce on the radio men to the left and women to the right. Keep in mind the day's overall trip plan to insure the time stopped does not significantly alter the plan.
12. Choose a comfortable stop for lunch that allows opportunities for socializing among the members.
13. On narrow roads the trail leader should communicate with oncoming traffic attempting to reach agreement for passing. ie. (it is better for one vehicle to remain stationary while a larger group passes by). The leader then should announce to the group of any oncoming traffic so appropriate action can be taken. ie. (Uphill driver in a yellow jeep will wait while we pass. Keep up your pace). Uphill traffic normally has the right of way.
14. Announce the air-up location and the end of the ride. Thank all drivers personally, or via radio, for their participation. Thank your tail gunner for their help with the ride.
15. During Air-up, many mechanical steps are taken which can fail. The leader should confirm that no vehicle is left alone at the ride end/ air-up site. If necessary, the ride leader should remain until the last vehicle is secure and has departed the ride end/ air-up site. The ride leader can delegate this activity to an agreeable member

### **After the ride:**

1. Coordinate with the leader of the next scheduled ride to transfer the First Aid Kit, and sign in clipboard, If the next ride's leader is present on your ride, the air-up stop would be a good time to make the transfer.
2. Return the AED to the Business office the day after the ride.
3. Secure the ride sign-up sheet in the clipboard for periodic collection by the club Secretary. Save your ride detail announcement for a possible future ride.

## **TAIL GUNNER**

The tail gunner performs the important task of insuring that the group stays together by doing the following:

Reports to the trail leader when all vehicles are moving following a stop.

Reports to the trail leader when they have completed a major turn or crossed a major intersection.

Reports any unexpected delays to the trail leader.

Reports to the trail leader if the group is being overtaken by faster moving traffic. The trail leader will have everyone pull over and let the faster moving traffic by.