

The Constitution of the Brookridge, Inc. dba JF Off-road consists of three parts, titled and described as follows:

Part 1, Certificate of Incorporation

The Certificate of Incorporation, as filed (November 13, 2009) with the Commonwealth of Massachusetts, indicated the Corporation to be a Nonstock Corporation as follows. This Corporation is nonprofit and shall not have or issue shares of stock or make distributions.

Part 2, BYLAWS

The Bylaws establish the basic rules for the government of the Corporation. It is recommended that these Bylaws be amended only after competent legal advice.

Part 3, STANDING RULES

Certain of the Bylaws provide degrees of latitude and where desirable and appropriate, the Association has adopted from time to time policies pertaining to such opportunities for latitude.

Part 1:

The State of Massachusetts

*OFFICE OF THE SECRETARY OF COMMONWEALTH

*State House, Boston, Massachusetts 021330

William Francis Galvin, Secretary of the Commonwealth *Federal Identification #27-1305550

ARTICLES OF INCORPORATION

1.0) The name by which the Corporation shall be known is: Brookridge, Inc. dba JF Off-road

2.0) The purposes for which the Corporation is formed are as follows:

2.1) This Corporation is organized within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended and its purpose is to own, lease, or otherwise control land that may be set aside for educational or recreational purposes, especially off highway vehicle use, but also for snowmobiling, hiking, camping, mountain biking and other recreational activities enjoyed by the active members of the communities we serve as well as to promote, aid, and educate Off Highway Vehicle Operators.

2.2) In furtherance of the foregoing charitable and educational purpose, the Corporation is organized to:

2.2.1) Solicit and accept by subscription, gift, grant, donation, bequest, devise, or otherwise, money and property of any kind from any member of the general public and from any firm, association, trust, foundation, or Corporation, including any municipal, state, or national governmental unit or instrumentality thereof for the above purpose.

2.2.2) Aid, work with, and participate in the activities of other organizations, individuals and public entities engaged in similar purposes; and to be a partner in any enterprise which the Corporation would have the power to conduct itself.

2.2.3) Provide facilities, personnel and funds in order to achieve, and to assist public agencies and other private nonprofit agencies and combinations thereof to achieve, the purpose of the Corporation.

2.2.4) Make grants of all or part of the funds and property of the Corporation in furtherance of the charitable and educational purposes of the Corporation.

3.0) The Corporation shall have multiple classes of members these classes are designated as follows:

- A) Probationary Members
- B) Voting Members
- C) Honorary Members
- D) Guest Members

4.0) Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the Corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the Corporation, or of its directors or members, or of any class of member, are as follows:

4.1) The Corporation is organized exclusively for charitable and educational purposes and shall not be operated for profit. No part of the earnings of the Corporation shall be used to the benefit of, or be distributed to, any member, trustee, or officer of the Corporation. However, the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of one or more of its purposes. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

4.2) The Corporation shall have any and all additional powers necessary or incidental to the foregoing powers but not inconsistent with the powers of a Corporation incorporated not for profit under the provisions of Commonwealth of Massachusetts, including but not limited to the following:

4.2.1) The Corporation may apply for and receive from any source or sources outright, in trust or otherwise, by gift, devise, bequest or otherwise, and hold cash, securities and real and personal property to the extent from time to time authorized by law.

4.2.2) The Corporation may retain, may buy or otherwise acquire, may renovate, improve, sell, lease, convey or otherwise dispose of, and may invest and reinvest its assets in, any property whether real or personal, within or without Massachusetts including without limitation any stock, obligations, or other securities of any Corporation, association, or business trust, investment trust, or investment company, provided, that none of the assets of the Corporation shall be given or loaded directly or indirectly to any Director or member.

4.2.3) The Corporation may work and cooperate with and through other entities, groups, organizations, officials, agencies, public or private, and individuals concerned with the purposes of this Corporation.

4.2.4) The Corporation may borrow or lend money for any of the purposes of the Corporation and From time to time, without limits as to amount, to draw, make, accept, endorse, execute, hold and issue promissory notes, drafts, bills of exchange, warrants, bonds, debentures and other negotiable or nonnegotiable instruments and evidences of indebtedness; to secure the payment of any thereof and of the interest thereon by mortgage upon pledge, conveyance or assignment in trust of the whole or any part of the property of the Corporation, whether at the time owned or thereafter acquired, and to sell, pledge or otherwise dispose of such bonds or other obligations for its corporate purposes.

4.2.5) The Corporation may make contracts, incur liabilities, borrow money, make and endorse bonds, notes and other evidences of indebtedness, and mortgage, pledge or create any security interest in any real or personal property, all on such terms as its Board of Directors may determine.

4.2.6) The Corporation may raise funds for the furtherance of the Corporation's activities by solicitation and receipt of gifts, bequests, sponsorships, grants, and members dues, and fees, and in any other manner allowed by the Bylaws of the Corporation and permitted by the laws of the Commonwealth of Massachusetts and consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law) and the Treasury Regulations promulgated thereunder.

4.2.7) The Corporation may make payments and distributions in furtherance of one or more of its purposes to any organization.

4.2.7.1) Which is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the Corresponding provision of any future United States Internal Revenue law)

4.2.7.2) To which contributions are deductible under Section 170(c)(2) of said Code (or the corresponding provision of any future United States Internal Revenue law).

4.2.7.3) The Corporation may also make contributions to carry out the purpose of this Corporation to the State of Connecticut, any political subdivision of the foregoing, or to the United States but only for exclusively public purposes.

4.2.8) The Corporation may carry out all or part of the foregoing objects as principal, factor, agent, or otherwise, either alone or in conjunction with any person, firm, trust, association, or Corporation, and in any part of the world; and in carrying out its purposes and for the purpose of attaining of furthering any of its objects, to make and perform contracts of kind and description, and to do anything and everything necessary, suitable, convenient or proper for the accomplishment of any of the purposes or the attainment of any one or more of the objects herein enumerated or incidental to the power herein provided, or which shall at any time appear conducive to or expedient for the accomplishment of any of the purposes or for the attainment of any of the objects hereinbefore enumerated.

4.2.9) In general, the Corporation may carry on any other activities in connection with any of the foregoing, and have and exercise all the powers conferred by the laws of the Commonwealth of Massachusetts upon Corporations not for profit formed under the General Statutes of Commonwealth of Massachusetts as now in force and acts amendatory thereof and supplemental thereof, and to do any or all of the things hereinbefore set forth to the same extent as natural persons might or could do.

4.2.10) The foregoing specified objects and purposes shall be subject always to the provisions set forth below, the enumeration of which shall not, be construed to exclude or limit by reference any object or purposes which this Corporation is empowered or exercise:

4.2.10.1) The Corporation shall have no capital stock, and its business, objects, and purposes shall not be conducted directly or indirectly for profit.

4.2.10.2) It shall not:

4.2.10.2.1) Engage, otherwise than as an insubstantial part of its activities, which are not in furtherance of one or more of the educational and charitable purposes for which, it has been formed.

4.2.10.2.2) Subject the private property of the members to the payment of corporate debts to any extent whatever.

4.2.10.3) Notwithstanding any other provision of these Articles, carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) and contributions to which are deductible under Section 170(c)(2) of said code (or the corresponding provision of any future United States Internal Revenue law).

4.2.11) If any term or provision of these Articles of Organization is contrary to law or otherwise invalid or unenforceable, it shall be deemed stricken here from and the remaining terms and provisions shall not be affected thereby, but each such remaining term and provision shall be given effect to the fullest extent permitted by law.

4.2.12) Except as otherwise required by law, these Articles of Incorporation may be amended from time to time by the affirmative vote of at least two-third of the members. However, no such amendment shall authorize or permit the Corporation to carry on any activity prohibited by the terms of section 4.2.10 hereof.

4.2.13) The Corporation may at any time merge or consolidate with any other Corporation organized for charitable or educational purposes if such Corporation is exempt from Federal Income Tax, under Section

501(c)(3) of the Internal Revenue Code of 1986, (or the corresponding provision of any future United States Internal Revenue law).

4.2.14) Subject to applicable provisions of the law, the Corporation may, any time, dissolve by the affirmative vote of at least two-third of its members, provided that upon such dissolution all the assets of the Corporation, (after paying or making provision for the payment of all debts and other obligations) shall be contributed to a Corporation or entity or Corporation or entities, organized and operated exclusively for charitable, educational, or scientific purposes as shall at that time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, (or the corresponding provision of any future United States Internal Revenue law) as the Board of Directors shall determine.

Part 2 - BYLAWS:

1.0) Name, Purpose, Location, Corporation Insignia and Fiscal Year.

1.1) Name and Purpose - The name of the Corporation will be "Brookridge, Inc. dba JF Off-road". The purposes of the Corporation are as follows: Enjoyment of four wheel drive vehicles and the activities associated with this type of vehicle. To own, lease, or otherwise control land that may be set aside for recreational purposes, especially off highway vehicle use, but also for, snowmobiling, hiking, camping, mountain biking and other recreational activities enjoyed by the active members of the communities we serve.

1.2) Location -The principle meeting place of the Corporation may vary per announcement at the previous meeting. The semiannual meetings of the members are to be held in the state of Connecticut. The Board of Directors may change the location of the meeting effective on notification of the membership of the Corporation. Notice of meeting changes must be posted at least one (1) week in advance, on the Corporate Information Line, or all regular members must be notified by electronic mail at least six days prior to the new meeting date or by telephone call at least 24 hrs prior to the meeting date.

1.3) Corporate Insignia - The Board of Director's may adopt and alter the Corporate Insignia after considering the comments of the general membership.

1.4) Fiscal Year - The fiscal year of the Corporation, unless voted otherwise by the Board of Director's, will end on December 31st.

2.Membership –

2.1. Membership qualification requirements - Membership approval shall be contingent upon completion of a membership application and requirements which can be requested by email at bod@jonfund.net

Once application is completed and submitted to the membership director, it will be reviewed by the Board Of Directors and acted upon within 30 days. Applicant must meet certain requirements for process to be completed – run requirements must be met and references will be checked. Upon board approval, applicant will be informed, dues will be collected and welcome packet will be sent.

2.1.1 Voting members shall be required to possess a four wheel drive vehicle with functional low-range to be eligible for membership.

2.1.2 Current voting members who are between vehicles shall remain voting members so long as they are in pursuit of another four wheel drive vehicle with low-range that meets JF Off-road vehicle requirements. Their annual membership renewal will be at the discretion of the Board Of Directors.

2.2. Classes; Rights - The classes rights, privileges, qualifications, obligations, and manner of election or appointments of the members of the Corporation are as follows:

2.2.1.The Corporation shall have four (4) classes of members, namely:

2.2.1.1.Voting Member.

Any person at least eighteen (18) years of age and sponsored by a Voting Member in good standing, after completing a Probationary Period (see Article), shall be eligible to become a Voting Member. A Voting Member is included in determining the presence of a quorum, and shall be entitled one (1) vote on matters that come before the membership, shall be eligible for election as an Officer or Director-at-large of the Corporation, and shall have the right to sponsor new members.

2.2.1.1.1. A Voting Membership is considered a "Family Membership", that is members of the Voting Members immediate family are considered members of JF Off-road as well and can enjoy the benefits of membership, such as trail rides, meetings, and other events, as well. JF Off-road considers immediate family to include spouses and children residing together in the same housing unit.

2.2.1.1.2. A Voting Membership is allowed only one (1) vehicle at a time on any JF Off-road trail ride.

2.2.1.2. Probationary Members. Probationary Period –

All new members will be considered Probationary Members until completing a 90 day probationary period and attending a minimum of two (2) club sanctioned events (meaning meetings or other sanctioned events with at least 1 being a club trail run) A Probationary Member shall not be included in determining the presence of a quorum and shall not be entitled to vote upon any matter submitted to the members for action.

2.2.1.3. Honorary Member - An Honorary Member shall be a person deserving of special recognition. Honorary Memberships may be granted at the discretion of the Board of Directors. An Honorary Member shall not be included in determining the presence of a quorum and shall not be entitled to vote upon any matter submitted to the members for action. An Honorary Member shall be exempt from paying Yearly Dues. All persons being considered for Honorary Membership are subject to review by the Board of Directors.

2.2.1.4. Guest Members - Guest Membership is considered a one-time, short-term membership for trail runs or special events. Guest memberships shall not exceed one week. Guest Members approval may be subject to the Board of Director's approval. Additional dates may be granted to a Guest Member at the Board of Directors discretion. Guest Members are subject to dues, but at a rate per event, to be determined by the Board of Directors. A Guest Member shall not be included in determining the presence of a quorum and shall not be entitled to vote upon any matter submitted to the members for action. See SR-3 Guest members must meet the same eligibility requirements for trail runs and events as regular members, including rig requirements, age and an approved membership application.

2.3. Membership Standing - A member in good standing shall be in compliance with the Bylaws, Standing Rules and practices of the Corporation, shall have completed his or her Probationary Period, and shall not be in default in the payment of dues or other accounts payable. Defining "good standing" more clearly.

2.4. Member Conduct: No member shall place himself or herself in a position that would give the appearance of representing the Corporation or imply that the Corporation endorses a particular product, service or issue without the express endorsement or permission of the Board of Directors. All members must adhere to the Social Media terms of use (attached as Appendix B) when using any JF Offroad represented social media and the published Run Requirements (attached as Appendix C) when on any JF Off-road sponsored trail run.

2.5. Transfer of Membership. Membership in the Corporation shall not be transferable, and may be terminated by voluntary withdrawal or expulsion. See Section 5 for Disciplinary procedure.

3.0 - Fees and Dues

3.1) Dues - Annual dues will be charged to all members every April 1st. Dues are payable at or before the Regular Membership meeting to the treasurer of the Corporation and are nonrefundable. All dues collected will be deposited to a bank account in the Corporation's name.

3.1.1) When a new member joins the club in the last quarter, that member will pay the pro-rated dues amount for that quarter in addition to the annual dues for the following membership year.

3.2) Each member is responsible to reimburse the Corporation for fees paid in advance by the Corporation on behalf of the membership, unless otherwise voted on by the Board of Directors. These fees are not refundable unless the cost can be transferred to another member or person(s) assigned by the Corporation.

3.3) Bank Account - The President, Vice president Treasurer will be the only officers with access to this account. Their signatures will be on file at the bank of account. The signatures will change each year as change of office dictates.

3.4) Reporting of Statement -A treasurer's report will be presented in hard copy at every scheduled Board of Director's meeting and made available for review by members at all regular club meetings. A yearly treasurer's report will be read and presented in writing to the regular membership at the last meeting of the fiscal year.

4.0) Meetings:

4.1) Location - The location for each meeting will be posted on the Corporate Information Line.

4.2) Announcements - Announcements will be posted on the Corporate Information Line.

4.3) Member Meetings - Member meetings are to be held in a central location, at a minimum of twice annually as determined by the BOD and communicated to the membership with 30 days notice.

4.3.1) Attendance - All members must attend as many of the regular member meetings as possible.

4.3.1.2) - Missing all regular membership meetings in any twelve (12) month period, membership may be subject to review by the Board of Directors.

4.3.1.3) Any Officer or Directors of the Corporation who misses more than two (2) Board of Directors Meetings during a twelve month period may be subject to review by the Board of Directors.

4.4) Special Meeting of Members - Special Meeting shall be held at locations conforming to Sections 1.2 and 4.1. A Special Meeting may be called for any purpose designated by the President or the Board of Directors or may be called by the Secretary upon written application of any three (3) or more regular members.

4.5) Excused Absence - Absences will be allowed for work or family matters. When possible advanced notification of absenteeism is requested.

4.6) Call and Notice of Meetings

4.6.1) Regular Membership Meetings - No call or notice shall be given for regular meetings of members held at the regular meeting time, place, or date. If the time, place, or date is changed from last notification each regular member shall be notified.

4.6.2) Special Meeting of Members - Each member will be notified giving date, location, time, and business to be conducted at the meeting in a timely and appropriate manner either by telephone or posting on the Corporate information line.

4.7) Quorum at any Regular or Special Membership Meeting - The presence of 10 members in good standing including at least one half of the members of the Board of Directors shall constitute a quorum. Any meeting without a quorum may be adjourned to a later date by a majority of the members present.

5.0) Disciplinary Actions:

5.0.1) Members can face disciplinary action should their actions or behavior be so harmful as to warrant them.

5.0.2) Actions requiring discipline will be divided into two categories. 5.0.2a) Minor club infractions

5.0.2b) Cause

5.1) Minor Club Infractions

5.1.1) Minor infractions of club policy include;

- 5.1.1.1) Causing dissent or disruption in the club via the website, FaceBook page, e-mail or any other means.
- 5.1.1.2) Refusal to follow the JF Off-road Social Media terms of use
- 5.1.1.3) Use of JF Off-road systems, working groups or information (membership lists/mail lists) or any use other than official Brookridge, Inc. dba JF Off-road sanctioned business- without prior BOD approval in writing.
- 5.1.2) Cause –
 - 5.1.2.1) Any JF Off-road member can be expelled from Brookridge, Inc. dba JF Off-road for CAUSE, Cause shall be defined as;
 - 5.1.2.1.1) Any act that would cause serious harm/injury to the club as a whole,
 - 5.1.2.1.2) Specific acts,
 - 5.1.2.1.3) Defaming the club,
 - 5.1.2.1.4) Defaming club members,
 - 5.1.2.1.5) Making threats against the club,
 - 5.1.2.1.6) Making threats against club members
 - 5.1.2.1.7) Deliberately causing any physical harm to a club member or their property
 - 5.1.2.1.8) Deliberately causing any physical harm to club property
 - 5.1.2.1.9) Acts by a member that would undermine the financial status, or general welfare of Brookridge, Inc. dba JF Off-road
 - 5.1.2.1.10) Sharing any [was private] club data without BOD knowledge or approval
 - 5.1.2.1.11) Using any [was private] club data for purposes outside the normal operation of the club without BOD knowledge or approval.
 - 5.1.2.1.12) Any unlawful act according to Federal or State and local laws that would defame, cause physical harm, distress, or other injury to Brookridge, Inc. dba JF Off-road, Inc. or its members –
 - 5.1.2.1.12a) Member Causing Bodily Injury - Any member knowingly causing bodily injury by means of any act will forfeit their rights to membership permanently.
 - 5.1.2.1.12b) Any act by a member while on a club sanctioned run that violates local, state or federal law, including;
 - 5.1.2.1.12c) Operating a vehicle while under the influence of alcohol, or drugs,
 - 5.1.2.1.12d) Damage to life, limb or property, trespassing, illegal use or possession of a weapon
 - 5.1.2.1.12e) In the event that an incident included in section 5.1.2.12 through 5.1.2.12d occurs during a club sponsored trail ride or event the member will be asked to leave unless there is a concern regarding safety, in which case the member will be asked to leave when it is safe to do so. The event leader should use their own discretion with regards to involving authorities regarding the incident.
 - 5.1.2.2) Other reasons for expulsion
 - 5.1.2.3) Non payment of Dues - Any member may be expelled for not paying their dues within 30 calendar days of the due date, based solely on the Treasurer's records.
- 5.2) Remedies
 - 5.2.0) If a JF Off-road VOTING BOD member is a direct party to any action they are required to recuse themselves from any voting regarding the incident.
 - 5.2.1) A majority vote of the Board of Directors is required to decide any disciplinary action.
 - 5.2.1.0) For minor infractions of club policy/or rules members shall receive a written warning detailing the incident via e-mail.
 - 5.2.1.1) If a second incident occurs, the member may be removed from any working groups they may be in at the discretion of the BOD and group leader. All Club social media access can be suspended for one week at the discretion of the bod.
 - 5.2.1.2) In the instance of a third offense, The BOD will suspend membership privileges for one month (private FaceBook page access, events, any and all club benefits)
 - 5.2.1.3) In the instance of offenses repeated after resumption of membership privileges the member will be expelled from JF Off-road immediately for cause.
 - 5.2.5) Procedure for Expulsion from Brookridge, Inc. dba JF Off-road for CAUSE
 - 5.2.5.1) A written complaint from the aggrieved party or parties will be submitted in writing to the Board of Directors.
 - 5.2.5.1a) The complainant/s must be member/s in good standing with JF Off-road.
 - 5.2.5.1b) All respondent member privileges will be suspended until the disposition of the issue is determined

- 5.2.5.1c) A two-thirds (2/3) vote, of the Board of Directors, is required to determine pertinence of the complaint.
- 5.2.5.1d) The Board of Directors will then advise the accused member of the complaint in writing.
- 5.2.5.1e) The accused member will be given one week to submit a response to the complaint, in writing, to the Board of Directors.
- 5.2.5.1f) Should the accused not respond within a week, the BOD will vote on the disposition of the case.
- 5.2.5.1g) If there is no decision from the Board of Directors the member will have their membership privileges restored.
- 5.2.5.1h) The respondent member can request documentation of the incident or incidents and interview any witnesses to the incident with a BOD member present.
- 5.2.5.1i) The BOD hearing the case can interview any witnesses brought by the defendant, and request any and all documentation not in it's possession that supports the defendants case.
- 5.2.5.2) The member will be advised of the BOD decision via mail, and e-mail within one week of the decision.
- 5.2.5.3) Decisions by the Board of Directors are final
- 5.3) Relinquishing of Corporation Status - Any member expelled from membership relinquishes all Corporate status. Including but not limited to:
 - 5.3.1) Removal of Corporation insignia from vehicle.
 - 5.3.1.1) The expelled member will be asked to remove the Corporate Insignia. Note: No member of the Corporation will climb on, damage or remove the insignia from the expelled member's vehicle(s).
 - 5.3.1.2) Verification of the removal of the Corporate insignia(s) is required by an officer of the Corporation.
 - 5.3.2) Registration by Corporation for any shows and runs.
 - 5.3.2.1) If any payment for Corporate runs or dues were made by the expelled member before the expulsion date, the expelled member will forfeit such payments to the Corporation.
 - 5.3.3) Any Corporate affiliation or benefits obtained by membership.

6.0) Reinstatement of Membership:

6.1) Return to Active Membership

6.1.1) After Expulsion for Non-Payment of Dues and an absence from membership of one (1) year or less a member may return to active membership by payment of all past dues and fees. Additionally, paying a reinstatement fee equal to annual dues at the time of reinstatement, and pending a review by the Board of Directors.

6.2) Membership Privileges of Expelled Member - Any expelled member allowed to return to active membership shall receive all regular member privileges upon completion of the reinstatement process.

6.3) Membership Privileges of Expelled Member for Expulsion by Unlawful Act - Any member causing injury by means of an unlawful act shall forfeit his/her rights to membership permanently.

7.0) Board of Directors

7.1) Composition of Board - The Board of Directors shall be composed of the elected Officers of the Corporation and the Directors-at-large. The number of Directors-at-large shall be based on a vote by the regular membership at an annual meeting, but shall not be more than 50% of the number of Officers rounded to the next highest number.

7.2) Powers of the Board of Directors - The affairs of the Corporation shall be managed by the elected Officers of the Corporation, who shall have and may exercise all the powers of the Corporation, except those powers reserved to the Members by law or these Bylaws.

7.3) Officers' Titles and Qualifications - The officers of the Corporation shall be a President, a Vice President, a Treasurer, a Clerk, a Membership Director, Trails Director and an Education Director. All officers shall be members of the Corporation in good standing. A member may not hold more than one office at one time, nor may two members of the same family hold office or run for office at the same time. The Officers shall be elected biennially, by members in good standing, at the Annual Meeting of Members in April.

7.3.1) The vice president may hold temporary office as the president of the Corporation while still maintaining the office of vice president if the president's office is vacated for any reason.

7.3.2) Any officer who declines or is ineligible to stand for reelection to his/her office shall become automatically a candidate for election as a director.

7.4) Board of Directors - Number and Qualifications - The voting membership, at the Annual Meeting in April, shall fix the number of elected Directors-at-large to serve for the following year and shall elect the number of Directors so fixed. At any Special Meeting the regular members may increase the number of elected Directors, but not more than 50% of the number of Officers rounded to the next highest number, and shall elect new Directors to complete the number so fixed, or they may decrease the number of elected Directors but only to eliminate vacancies existing by reason of death, resignation, removal, or the disqualification of one or more elected Directors. Directors shall be members of the Corporation in good standing for at least one year.

7.5) Tenure of Officers and Directors - Each Officer, and elected Director, shall hold office until the next Annual Meeting of Members and successors, if any, are elected. The term of any Officer or Director shall terminate if he dies, ceases to be a Regular Member of the Association, is removed, or disqualified.

7.5.1) All Officers of the Corporation shall have a term of office of two (2) years.

7.5.2) All Directors-at-large of the Corporation shall have a term of office of one (1) year.

7.6) Vacancies on the Board of Directors - A vacancy in any position on the Board may be filled for the uncompleted term by a member in good standing, nominated for the BOD in the year that the position becomes vacant, either by appointment by the Board, or by a Special Meeting of Members called to elect a replacement. The order of selection will be by the number of votes received by said member during the election process. If the nominee(s) do not want to fill the position(s), at the discretion of the BOD the position(s) may remain open or a member in good standing may be selected from the membership.

7.7) Suspension and Removal of an Officer or Director - An officer, or a Director, may be suspended or removed (a) with or without cause by a majority of votes at a Special Meeting of Members called for that purpose, or (b) with cause by a majority of votes at a Special Meeting of the Board of Directors. An Officer or Director may be removed with cause only after reasonable notice and opportunity to be heard.

7.7.1) Any member of the BOD, Officer or Director, who has been removed from Office for due cause, may not seek election to the BOD for a period of at least two years.

7.8) Resignation An Officer or Director - An Officer or Director may resign his office by his written resignation given to the President, Vice President or Treasurer. Such resignation shall be effective upon receipt.

7.9) Chairman of Board of Directors - If a Chairman of the Board of Directors is elected by the Board, he/she shall preside at all meetings of the Board except as the Officers and Directors shall otherwise determine, and shall have such other power and duties as may be determined by the Board.

7.10) President - The President shall be the Chief Executive Officer of the Corporation, and subject to the control of the Board of Directors shall have general charge and supervision of the affairs of the Corporation. The President shall preside at all Meetings of Members, and if no Chairman of the Board of Directors is elected, at all meetings of that Board, except as the members of that Board otherwise determine.

7.11) Vice President - The Vice President shall exercise all the powers and duties of the President during the absence of the President or in the President's inability to act. The Vice President will have such other duties and powers as designated by the Board of Directors.

7.12) Treasurer - The Treasurer shall be the Chief Financial Officer and the Chief Accounting Officer of the Corporation and shall be in charge of its budget, financial affairs, funds, securities, and valuable papers and shall keep full and accurate records thereof. The Treasurer is required to present, at all Board of Directors Meeting, copies of the Treasurer's Report for review and acceptance by all members of the Board of Directors. The Treasurer will have such other duties and powers as designated by the Board of Directors.

7.13) Clerk - The Clerk shall record and submit records of all proceedings of the Regular Members and of the Board of Directors Meetings to the Treasurer to be archived in a book or series of books kept for that purpose, which book or books shall be kept within the State at the Principal Office of the Corporation, or at the Office of its Treasurer, and shall be open at all reasonable times to the inspection of and Regular Member. Such book or books shall contain records of all meetings of the Corporation and the original, or attested copies of the Articles of Organization and Bylaws and the names of the Members, Officers, and Directors, and the address of each.

7.14) Membership Director - The Membership Director shall be responsible for coordinating all activities related to membership recruitment and renewals. The Membership Director shall maintain an up-to-date membership list including membership status (probationary, good standing, or any other member class as defined by these bylaws) for corporate records. The Membership Director will have such other duties and powers as designated by the Boards of Directors.

7.15) Trails Director - The Trails Director's duties shall include but are not limited to the following: Maintain a yearly trail schedule for the club. Oversee the Trail Command System (TCS) operations and maintain order in the TCS forum. Coordinate the TCS schedule, a TCS member list, and maintain the working standards of the TCS. Along with TCS, member, and BOD organize trail work and repairs. Oversee the Land Use forum; maintain GPS logs, data, and maps with help of TCS, Land Use members, and other members. The Trails Director will have such other duties and powers as designated by the Board of Directors.

7.16) Education Director - The Education Director shall be responsible for coordinating all activities related to education and training members in activities related to but no limited to : Safety, land use, CPR certification, vehicle recovery, etc. The Education Director will have such other duties and powers as designated by the Board of Directors.

7.17) The Directors-at-Large will have such other duties and powers as designated by the Board of Directors.

7.18) Committees - The Board of Directors may elect or appoint one or more committees and may delegate to any such committee or committees any or all of its powers. Any committee to which the powers of the Board of Directors are delegated shall consist solely of Officers and Directors. Unless the Board otherwise designates, committees shall conduct their affairs in the same manner as is provided in these Bylaws for the Board. The members of any committee shall remain in office at the pleasure of the Board.

7.19) Regular Meeting of the Board of Directors - Meetings of the Board are to be held quarterly, at a minimum, at a place and time as the Board may determine.

7.19.1) Board of Directors Meetings- the Board of Directors may hold an additional meeting each month, or as requirements dictate.

7.19.1.1) Voting on Corporate matters will require a quorum of the elected Officers of the Corporation being present.

7.20) Special Meeting of the Board of Directors - Special Meetings of the Board may be held at time and place called by the Chairman of the Board or the President or by any two or more Members of the Board. (See Section 7.21.2)

7.21) Call and Notice of Meetings of the Board of Directors –

7.21.1) Regular Meetings - No Call or Notice shall be required for Regular Meetings of the Board, provided that reasonable notice:

7.21.1.1) Of the first regular meeting following the determination by the Board of the times and places for Regular Meeting shall be given to absent members,

7.21.1.2) Specifying the purpose of a Regular Meeting shall be given to each Member if either contracts or transactions of the Corporation with interested persons or amendments to these Bylaws are to be considered at the Meeting and,

7.21.1.3) Shall be given as otherwise required by law, Articles of Organization or these Bylaws.

7.21.2) Special Meetings - Reasonable notice of the time and place of Special Meetings of the Board shall be given to each member. Such notice need not specify the purpose of a meeting, unless otherwise required by law, the Articles of Organization, or these Bylaws, or unless there is to be considered at Meeting:

7.21.2.1) Contracts or transactions with interested persons,

7.21.2.2) Amendments to these Bylaws,

7.21.2.3) Removal or suspension of an Officer or a Director.

7.21.3) Reasonable and Sufficient Notice - Except as otherwise expressly provided, it shall be reasonable and sufficient notice to an Officer or Director to send notice by email at least seventy-two (72) hours before a meeting to their usual or last known business or residence address or to give notice to them in person or by telephone at least twenty-four (24) hours before the meeting.

7.22) Quorum - At any meeting of the Board of Directors, a majority of the elected Officers of the Corporation then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

7.23) Action by Vote - When a quorum is present at any meeting of the Board of Directors, a majority of the Officers present and voting shall decide any question, unless otherwise provided by law or these Bylaws.

7.24) Action by Writing - An action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the members of the board consent to the action in writing and the written consent is filed with the records of the meetings of the Board. Such consents shall be treated for all purposes as a vote at a meeting.

7.25) Election of Officers and Directors - The election of officers and directors will be conducted at the Annual Membership Meeting on the last Sunday of April from nominations conducted on the Corporate Information line, beginning on January 31. Nominations may also be accepted during the elections meeting. The newly elected Board of directors will assume the duties of office on June 1st of the same year. The meeting shall be conducted in two (2) stages, with the Officers being elected in the first stage and the Directors in the second stage. Candidates for Officers who fail to get elected may, at their option, become candidates for election as Directors-at-large. There shall be provided ample opportunity for nominations from the floor for all elective offices but each nomination from the floor shall receive a seconding vote by a Voting Member in good standing, to be accepted as a candidate for election. When only one candidate stands for election as an Officer, election may be by voice vote. When two or more candidates stand for election as an Officer voting shall be secret written ballot. If the numbers of candidates for election as Directors equals the number of Directors to be elected, election may be voice vote either individually or as a group as the majority of the Regular Members present may decide. When the number of candidates for election as Director exceeds the number of Directors to be elected, voting shall be by secret written ballot and election will be ranked by the number of votes each candidate receives. The newly elected Board of Directors will work with the exiting members of the Board of Directors for the remainder of the term to observe methods of operation.

7.25.1) Elections for Officers shall be staggered as follows: Election for President, Clerk, Membership Director and Trails Director shall be held in odd years (2007, 2009, etc.). Election for Vice President, Treasurer and Education Director shall take place in even years (2008, 2010, etc.).

8.0) Execution of Papers - Except as the Board of Directors may generally or in particular cases authorize the execution in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted, or endorsed by the Corporation, shall be signed by the President or the Treasurer. Any recordable instrument purporting to affect an interest in real estate, executed in the name of the Corporation by two of its Officers, of whom one is the President, or the Vice President, and the other is the Treasurer, shall be binding on the Corporation in favor of the purchaser or other person relying in good faith on such instrument notwithstanding, any inconsistent provisions of the Bylaws, resolutions, or votes of the Corporation.

9.0) Personal Liability - The Members, Directors, and Officers of the Corporation shall not be personally liable for any debt, liability, or obligation of the Corporation. All persons, Corporations, or other entities extending credit to, contracting with, or having any claim against, the Corporation, may look only to the funds and property of the Corporation for the payment of any such contract or claim, or for payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the Corporation.

10.0) Amendments - These Bylaws may be altered, amended, or repealed in whole or in part by vote of a majority of the Board of Directors, then in office, except with respect to any provision thereof which by law or these Bylaws, requires action by the Members. Not later than time of giving notice of the Annual or Special Meeting of Members next, following the making, amending, or repealing by the Board of Directors of any Bylaws, notice thereof stating the substance of such change shall be given to all Regular Members. The Regular Members may alter, amend, or repeal any Bylaws adopted by the Board of Directors, or otherwise adopt, alter, amend, or repeal any provision, which by law or these Bylaws requires action by the Members.

The original Bylaws were voted on and accepted on as subscribed to in writing by the members of the Board of Directors of Brookridge, Inc. dba JF Off-road on this 15th day of April 2020.

Part 3 - Standing Rules

Section SR-2, Membership Classification and Monthly Dues

VOTING MEMBERS:

- 1) Dues may only be changed by a majority vote of those present at a quarterly club meeting, providing a quorum is present.
- 2) A Regular Member shall be a person possessing a valid State Vehicle Operator's License of any grade. Such Members shall be entitled to all the privileges of the Corporation. Regular Members in good standing may be elected to office. Any Member whose State Vehicle Operator's License is revoked for other than normal termination, or State Vehicle Operator's License remains expired for more than six (6) months, shall be automatically reviewed by the Board of Directors at the next meeting of the Board of Directors to determine membership status of said member. Yearly dues must be paid in full by the Regular Membership Meeting in the month of April. No exceptions will be allowed.

Honorary Member: Yearly Dues: \$0.00

An Honorary Member shall be a person performing exceptional, and above and beyond duties for the Corporation. Said Members shall be entitled to all the privileges of the Corporation. Honorary Members in good standing may be elected to office, subject to membership requirement. All persons being considered for Honorary Membership are subject to review by the Board of Directors.

Section SR-3, Dues and Collection

1) All Dues shall be paid in full and in a timely manner. (See Part 2, Bylaws, Section 5.3.1, Non Payment of Dues.)

2) Members who have fallen behind in the payment of their dues forty-five (45) days or more shall be sent a written notice of that fact by the Treasurer and allowed ten (10) additional days to make payment or a reasonable explanation for non-payment of dues, and warned that if payment is not received within the extension of time allowed (10 days), that such member will be dropped from membership for nonpayment of dues, unless he requests, as provided in paragraph 3 following, the waiver of said dues because of personal difficulties.

3) Members who wish to have their dues waived for the current term, because of personal difficulties, shall so advise a member of the Board of Directors, preferably in writing, and the letter shall be in confidence, said Director shall transmit the information with his recommendation to the Board of Directors at the next meeting of the Board. The Board shall take such action as it deems appropriate, and the member of Board conveying the request shall so advise the Member.

4) Members who wish to resign in good standing and avoid payment of dues, may do so by notifying the Treasurer in a timely manner before the due date of the next payment of dues. Members failing to so notify the Treasurer shall be liable for the entire amount of the dues.

Section SR-4, Financial Controls

As a first order of business each newly elected Board of Directors shall prepare and adopt a Budget of Estimated Receipts and Disbursements for its term of office. Such Budget shall be presented to the Membership, at the November Meeting of Members, for review and action. The Membership may reduce line items but may not increase them.

Section SR-6, Preserving the Counsel of Past Officers

Any Officer who has served two or more successive terms in an elected office, and who declines to seek term in that office, shall be nominated automatically as a candidate for election as a Director, and if elected may assume an additional title as Emeritus (President, Treasurer, Vice-president, etc. as appropriate). Such Officers may decline the nomination as candidate for Director, and nothing in this section shall be construed as preventing such Officer from seeking nomination for election to a different office.

Section SR-7, Parliamentary Procedure

Conduct during meetings of the Brookridge, Inc. dba JF Off-road, will be orderly and all members will be required to be recognized by the Chairman of the meeting or the person having the floor before talking or making any comments about an existing topics.

Section SR-8, Discretionary spending

The President, Vice-president and Treasurer may make expenditures not greater than \$250.00 without an express vote of the Board of Directors so long as that expenditure is in agreement with the stated goals of the Corporation.

Section SR-9 Online voting –

When an issue comes to pass that requires a vote of the entire membership of JF Off-road, as determined by the JF Off-road BOD, Club Bylaws, Articles of Incorporation or applicable Laws) this vote can be held via means of an online poll. Members may also request an online vote on a question - what motions may be voted on in this manner lies within the discretion of the JF Off-road BOD.

Quorum –

A quorum is assumed to exist for a membership vote. If the final response (vote tally) is less than the required quorum for club meetings, then the vote is void. Where the entire membership's response is required then that response shall be no less than 2/3 of the total number of members in good standing.

Restrictions

General elections for club officers may not be voted upon in this way.

Disciplinary actions against any member may not be voted upon in this way.

Dues changes may not be voted upon in this way.

Procedures for an online vote –

Notification –

A formal 1 week notice shall be given by the Board of Directors prior to a vote on any motion. This formal notice shall be presented via the corporate e-mail system 1 week or more before the vote will be posted,

Discussion –

At the time of notification a forum for the posting and discussion of the issue being voted upon will be added to the private Face Book group. Only discussion of the vote will be allowed, any other comments shall be censored. At the end of the discussion, the forum thread for discussion will be locked, and no further discussion allowed.

Voting –

At that time the discussion is closed, a message will be posted containing a standard FaceBook poll requiring answers as dictated by the question being voted upon - this poll will remain live for one week, after which time the message containing the poll will be locked, and the votes tallied.

Voting results –

Votes shall be tallied on the due date by The Membership Director and Treasurer. A vote will be considered complete and enforceable when the votes are counted.

Appendix A - Membership Application Membership Application

Full Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone w/area code: _____

Cell w/area code: _____

E-mail address: _____

Emergency contact (name & phone): _____

Date of Birth (mm-dd-yyyy): ____ - ____ - _____

Occupation: _____

I would like to pay by (paypal) (check)

Are you a previous member? (Y) (N) if so from (dates)? _____

I am a member of other clubs (Y) (N) if so, what other clubs? _____

How did you find out about JF Off-road? _____

Please describe your truck (if you are not sure about tire size and have not added larger tires, please enter "stock"): Make: _____

Model: _____ Year: _____

Tires Size: _____

Modifications: _____

(Circle one)

Lockers/Traction devices: None Front Rear Both

Winch: Yes No

On Board Air: Yes No

CB Radio in Truck: Yes No

Signed _____ Date _____

Please e-mail your completed application to – membershipdirector@jonfund.net

Appendix B – JF Offroad Social Media Policy

PLEASE READ THIS PAGE CAREFULLY DO NOT BREEZE THROUGH IT. YOU WILL BE EXPECTED TO ADHERE TO THESE GUIDELINES. THE STATEMENT, "I ONLY SKIMMED THE DISCLAIMER PAGE" WILL NOT BE TOLERATED AS AN EXCUSE FOR SOCIAL MEDIA VIOLATIONS. GENERAL LEGALESE: Considering the real-time nature of all social media, it is impossible for us to review messages or confirm the validity of information posted. Please remember that we do not actively monitor the contents of and are not responsible for any messages posted. We do not vouch for or warrant the accuracy, completeness or usefulness of any message, and are not responsible for the contents of any message. The messages express the views of the author of the message, not necessarily the views of this club or any entity associated with this club. Any user who feels that a posted message is objectionable is encouraged to contact us immediately by email. We have the ability to remove objectionable messages and we will make every effort to do so, within a reasonable time frame, if we determine that removal is warranted. This is a manual process, however, so please realize that we may not be able to remove or edit particular messages immediately. You agree, through your use of social media, that you will not use social media to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise a violation of any law. You agree not to post any copyrighted material unless the copyright is owned by you or by JF Offroad, or Brookridge, Inc.. Although JF Offroad does not and cannot review the messages posted and is not responsible for the content of any of these messages, we at JF Offroad reserve the right to delete any message for any or no reason whatsoever. You remain solely responsible for the content of your messages, and you agree to indemnify and hold harmless JF Offroad, members of JF Offroad. JF Offroad also reserves the right to reveal your identity(or whatever information we know about you) in the event of a complaint or legal action arising from any message posted by you.

1. Advertisements, chain letters, pyramid schemes, and solicitations are inappropriate use of social media and will be deleted without warning.
2. All posts must be civil, friendly, and not contain any profanity or references to profanity.

3. All posts must have some point to them and some value.
4. This is not a bar. You can't say whatever you like.
5. Moderators have a free reign here. If they don't like it, it will be deleted..
6. Repeat offenders will be banned regardless of member status.

We are a family group - like it or not. We believe in freedom of expression, and the first amendment. However we are not providing social media for that freedom. We have rules. They must be honored. If you can not accept them, please do not make use of JFO social media.

Posting Guidelines Many of us learn in grammar school about "free speech" and "freedom of expression", a concept stemming from the first amendment to the United States Constitution. Unfortunately, most people have never read the first amendment and fewer still understand how it applies to our rights. In a nutshell, the first amendment prohibits the US government from passing laws restricting our right to free speech. It does not restrict an organization or business from enacting and enforcing standards. JF Offroad is a community of off-road vehicle owners and enthusiasts. We have standards in our communications and we have a strong belief in the ability of forum members to "self-regulate" and to stay within the bounds of those standards. Due to the nature of volunteer staffing, we are sometimes slow in enforcing them. Still, we have a strong commitment to providing an environment that we consider civil and "family friendly". We will insist on adherence to our principles. It is not an easy task to define where "the line" that shouldn't be crossed lies. However we'll do our best to provide an example. Consider the following types of discussions and topics:

1. Technical Discussions regarding engines, suspensions, accessories and so on
2. Discussions related to off road vehicle use
3. Comments about the club or about a recent run
4. Setting up a run with fellow club members
5. Buying and selling vehicles and parts
6. Posts about pets, music, beverages, software, where off-roading is not the primary subject.
7. Topics which, when opened, contain nothing after the sentence "Ha ha, made you look."
8. Posts criticizing moderators.
9. Highly divisive, controversial issues such as religion, gun control, politics, etc. There are more appropriate forums for this.
10. Discussions about human or other mammalian anatomy and bodily functions.
11. Posts with the sole goal of inciting controversy - flame wars, etc.
12. Posts containing directions to, or revealing ANY wheeling location legal or illegal
13. Posts containing explicit (even if thinly veiled) profanity and/or pornography
14. Topics about activities which would result in incarceration.

From the list above, it would probably be agreed by anyone that items 1 through 5 are totally acceptable. It would also probably be agreed by most reasonable people that items 12 through 14 are not. What about items 6 through 11? This is the "gray zone" - the area where different people have different levels of tolerance.

In JF Offroad social media forms, items 6 through 14 will be removed without warning or notice and at the moderators' discretion. In addition, we don't allow commercial advertising on our website or in social media without prior approval. This would include promotions of businesses and other clubs regardless of whether you are being compensated or not. Unfortunately, determining which side of "the line" a given post falls is not always so simple. Forum moderators have the difficult task of making that judgement call. Hopefully they'll make the decision that is considered "correct" by 95% of the community, but they're human and they will occasionally make mistakes. If you feel that the moderators of a particular forum are making too many mistakes, please contact us with specific details. Do not post complaints or criticisms about others or about the club. Do not post moderation questions on the forum. These posts will be deleted and no explanation will be given. Our goal is to provide the best possible environment for most off road enthusiasts. We want your visit to jonfund.com to be rewarding and sincerely appreciate your adherence to our rules. Have fun and drop us a line with any ideas for improvement or just to say "Hello!"

Appendix C – JF Offroad Run/Rig Requirements

Rig Requirements

For safe wheeling JF Off-road expects that your truck will have a minimum amount of safety equipment. Our sport can sometimes be dangerous. While the main reason for these requirements is your safety a secondary reason is consideration of others. We also require some paperwork from everyone in the club, these items are mandatory, with out them you will not be allowed to wheel. A signed waiver for drivers and riders, Members who have waivers on file will not be required to provide one. Members, passengers or guests without a waiver on file will be asked to sign prior to the run. The Trail Guide and Safety coordinator will carry extra forms if you need one. Next, because of our insurance requirements, you must provide the club with current valid insurance information, this is either; A copy of your valid insurance card with policy number, policy holder's name, the vehicle, and expiration date or, A copy of your insurance policy with that information or Valid proof of insurance in the state of origin - we realize some states handle proof differently, eg NY & CT use an insurance card, MA puts it on your drivers License. Keep in mind in order for the club to maintain the club's insurance we must ask you for this. This information will be kept confidential, and only provided to our insurance company if it is requested.(eg an audit) PLEASE REVIEW OUR INFORMATION PAGE HERE! We also require that your rig is properly equipped with the following equipment and that the equipment is securely mounted in your vehicle. JF Off-road maintains the right to disallow any vehicle not considered properly equipped for a run.

- > Seatbelts for all occupants
- > A spare tire within 10% of your rig's tire size securely attached to the vehicle
- > Jack capable of lifting your truck (HiLift preferred)
- > Jack board, foot or base to support jack on soft ground
- > Lug Wrench
- > Front AND Rear tow hooks, tow shackles, or tow rings rated for 1.5 times the weight of your vehicle
These must be properly secured to the vehicle.
- > Tow strap (20' min.)
- > Properly secured battery
- > Shovel
- > Fire extinguisher
- > Extra fluids (oil, water and gas)
- > CB radio
- > First Aid kit

The following list includes items that are of less importance but might get you out of a jam one day when you need them the most. You know your vehicle and its reliability so please pack accordingly.

- > Tool Kit
- > Spare Parts (hubs, ignition, belts, axels, assorted hardware)
- > Garbage bags (for packing out more than you pack in)
- > Ax or saw
- > Air pump or compressor
- > Tireplug kit
- > Transercase fluids & differential fluids
- > Winch
- > Survival kit
- > Lunch
- > Camera

When wheeling with the JF Off-road you will need to wheel responsibly. Please control your vehicle in such a way that it shows your respect for the environment. Airing down your tires is an excellent example of this. In addition to helping your vehicle perform better off road, low air pressure in your tires will help the landscape maintain its integrity.

Always keep the truck behind you in your rear view mirror. If they disappear then you should stop. This keeps everyone together in one safe group.

Headlights should be on low beam at all times during a run in the interest of additional safety.

Pack out MORE than you pack in. We know you will be exemplary in making sure that all of your food wrappings and so forth are brought back out of the woods but what about that soda can that someone left

there three months ago? Ideally we will pick those up, too. (A note on cigarette butts - please make sure that they make it back to your truck and not on the ground.)

Appendix D – Trail Guide

JOB DESCRIPTION:

1. First one in, last one out
2. Must be there all day or event
3. Explain and enforce the rules of use, drivers meeting
4. Basic safety final authority for non-club runs & private runs
5. Knowledge of boundaries and limits, ie wetlands
6. Key holder may need to collect payment & waivers, turn over to treasurer
7. Verify attendance
8. Coordinate arrival & departure times
9. Act as responsible representative of JF Offroad
10. Capable of being a trail guide

This document was last amended August 23, 2023, page 4, Part 2 - Bylaws, section 2.1