SERGEANT AT ARMS

Volunteer Officer Role • West Coast 4x4 Adventures

ORDER & CONDUCT | MEMBER STANDARDS | MEETING PROTOCOL | CLUB SECURI

ROLE	Sergeant at Arms	**STATUS**	Volunteer (Unpaid)
REPORTS TO	Club President / Board of Directors	**TERM**	One year (renewable)
EFFECTIVE DATE	October 2026	**CLASSIFICATION**	Officer — Board of Directors

■ **BOARD OFFICER ROLE: The Sergeant at Arms is a voting member of the West Coast 4x4 Adventures Board of Directors. This position is the club's designated enforcer of conduct standards, meeting order, and membership discipline. The role demands fairness, composure, and consistent application of club bylaws and codes of conduct — without bias or favoritism.**

1. POSITION OVERVIEW

The **Sergeant at Arms (SAA)** is one of the most uniquely important officers in the West Coast 4x4 Adventures club structure. While other roles focus on events, finances, or records, the SAA is responsible for something more fundamental: the culture, conduct, and order of the club itself. This officer ensures that every member — from rookies to veterans — is held to the same standard of behavior both on and off the trail.

The Sergeant at Arms maintains order at all club meetings, enforces the Member Code of Conduct, manages the club's formal disciplinary process, oversees the safety and security of club property and events, and serves as a neutral, firm, and fair presence in all matters of member conduct. The role is not punitive in spirit — it is protective. The SAA protects the club's culture, protects members from misconduct, and protects the integrity of the organization for every future member who will join.

> *"A club without order is just a group of trucks. The Sergeant at Arms is the reason our members show up knowing they'll be treated with respect — and held to the same standard in return."*

2. CORE RESPONSIBILITIES

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Meeting Order & Protocol

- Maintain order and decorum at all club meetings, including Board meetings, general membership meetings, and special sessions.
- Ensure all meetings begin and end on time and that discussion follows the agenda as set by the presiding officer.
- Enforce parliamentary procedure during meetings — recognizing speakers in turn, timing discussion periods, and managing interruptions.
- Greet members at meeting entrances, verify membership status of attendees, and manage sign-in and quorum confirmation.
- Manage meeting room or campsite setup for all official club meetings — seating, signage, audio, and materials.
- At the direction of the presiding officer, remove or request the removal of any disruptive individual from a meeting.
- Maintain a log of all meeting attendance and any conduct incidents occurring during official gatherings.

Member Code of Conduct Enforcement

- Serve as the primary enforcement officer for the West Coast 4x4 Adventures Member Code of Conduct.
- Receive, document, and investigate all formal conduct complaints submitted by members, officers, or guests.
- Conduct fair, impartial, and timely investigations — interviewing involved parties, gathering evidence, and documenting findings.
- Present investigation findings and recommended actions to the Board in a written Conduct Report.
- Ensure all conduct proceedings are handled with appropriate confidentiality — protecting all parties until a finding is made.
- Monitor conduct trends across the club and flag emerging behavioral issues to the Board before they escalate.
- Maintain a secure, confidential conduct incident register accessible only to the SAA and Club President.

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Disciplinary Process Management

- Administer the club's formal disciplinary process in accordance with the bylaws and standing conduct policies.
- Issue formal written warnings, probationary notices, and suspension notices as directed by Board decisions.
- Coordinate disciplinary hearings including notification of involved parties, scheduling, and procedural management.
- Ensure all disciplinary actions are proportionate, documented, and consistently applied across all membership categories.
- Maintain the confidential disciplinary record for each member in good standing with the club's records officer.
- Advise the Board on appropriate sanctions, considering member history, severity of conduct, and club precedent.
- Manage the member reinstatement process for those returning from suspension — monitoring compliance with reinstatement conditions.

Event Conduct & Security Oversight

- Attend all major club events as the designated conduct and security officer.
- Brief the Event Coordinator and Trail Master on conduct expectations and SAA protocols before each event.
- Monitor member behavior at events for violations of the Code of Conduct including harassment, reckless driving, alcohol violations, and disrespect to land or other members.
- Address conduct issues on-site with calm, firm, and documented intervention — escalating to event leadership when necessary.
- Coordinate with the Safety Officer when conduct incidents overlap with safety concerns.
- Manage the removal of any member or guest from an event for conduct violations, in coordination with the Event Coordinator and Club President.
- Oversee the security of club property, equipment, and assets at events — flagging theft, damage, or misuse to the Board.

Guest & Visitor Management

- Establish and enforce the club's guest and visitor policy at all meetings and events.
- Greet and register all non-member guests attending club events and ensure they receive a guest conduct briefing.
- Monitor guest behavior throughout events and address any violations of club standards directly.
- Maintain a guest register including contact information, sponsoring member, and event attended.
- Advise the Board on guest-to-membership conversion eligibility based on conduct record during guest participation.

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Club Property & Asset Security

- Maintain an inventory of all club-owned property including flags, signage, banners, trailer equipment, and shared tools.
- Ensure club property is properly secured, stored, and accounted for at the conclusion of every event.
- Report any theft, loss, or damage of club property to the Board and Treasurer immediately.
- Coordinate with the Base Camp Coordinator on security protocols for overnight multi-day events.
- Oversee access to any club storage facilities or shared equipment depots.

3. CONDUCT ENFORCEMENT TIER FRAMEWORK

The Sergeant at Arms administers the following tiered enforcement framework. All actions above a Verbal Warning require Board notification. All actions at Level 3 and above require a formal Board vote:

Level 1	**Verbal Warning**	SAA (independent)	Minor conduct lapse; first-time breach; correctable on-the-spot behavior
Level 2	**Written Warning**	SAA + President notification	Repeated minor violations; disrespectful conduct toward member or office
Level 3	**Formal Probation**	Board majority vote	Serious conduct breach; harassment; reckless behavior; property damage
Level 4	**Suspension (30–90 days)**	Board supermajority vote	Sustained misconduct; threats; significant property damage; repeat Level
Level 5	**Membership Revocation**	Board supermajority + member hearing	Egregious conduct; criminal behavior; irreparable harm to club or member

■■ DUE PROCESS: Every member subject to Level 3 or higher disciplinary action has the right to be informed of the allegations in writing, to present their account to the Board, and to appeal a Board decision within 14 days of notification. The SAA is responsible for ensuring this process is followed without exception.

4. MEETING PROTOCOL DUTIES

At every official WC4x4 meeting, the Sergeant at Arms is responsible for the following sequential duties:

Pre-Meeting (30 min before)	Arrive early; set up meeting space; prepare sign-in sheet; verify quorum list; brief presiding officer on any known conduct i
Member Arrival	Greet members at entry; verify membership status; collect sign-ins; register and brief any guests present; escort unauthor
Meeting Opening	Confirm quorum to presiding officer; call the meeting to order on instruction; announce housekeeping rules (conduct expe

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During Meeting	Monitor conduct and decorum; manage speaking order; time agenda items if requested; handle disruptions promptly and p
Voting Procedures	Manage the voting process — distribute ballots if required, collect votes, confirm count accuracy, announce results at pres
Meeting Close	Formally close the meeting on presiding officer's instruction; ensure orderly departure; secure meeting materials; note any
Post-Meeting	Submit meeting attendance log to Secretary within 24 hours; file any conduct observations; follow up on any flagged issue

5. REQUIRED SKILLS & QUALIFICATIONS

- Active membership in West Coast 4x4 Adventures in good standing for a minimum of 12 months.
- Demonstrated composure, fairness, and professionalism — particularly in tense or conflict situations.
- Strong interpersonal skills with the ability to communicate difficult decisions clearly and respectfully.
- Thorough familiarity with the club's bylaws, Code of Conduct, and standing disciplinary policies.
- Ability to remain neutral and impartial — never allowing personal relationships to influence conduct decisions.
- Confidence to address disruptive behavior directly and assertively, without aggression or intimidation.
- Organizational skills to maintain accurate conduct records, investigation files, and meeting attendance logs.
- Trustworthiness and discretion — conduct matters are sensitive and require strict confidentiality.
- Understanding of basic due process principles — the right to be heard, proportionate response, and consistent application.
- Willingness to attend all Board meetings, general membership meetings, and major club events.
- Physical presence and communication ability sufficient to manage meeting order in group settings of 20–100+ members.

6. PREFERRED QUALIFICATIONS

- Prior experience in a leadership, law enforcement, military, security, or organizational discipline role.
- Familiarity with parliamentary procedure (Robert's Rules of Order) and club governance processes.
- Experience managing conflict resolution, mediation, or formal grievance procedures.
- Background in human resources, organizational management, or compliance roles.
- Prior club officer experience within WC4x4 or another organized off-road, motorsports, or outdoor club.
- Training in de-escalation techniques and effective conflict communication.
- Familiarity with applicable state and local laws as they relate to club liability, trespassing, and member rights.

7. TIME COMMITMENT

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Board Meeting Attendance	2–3 hours	Monthly
General Membership Meeting Oversight	2–3 hours	Monthly
Meeting Setup & Breakdown	1 hour	Per meeting
Conduct Complaint Intake & Review	1–3 hours	As required
Conduct Investigations	2–8 hours	Per complaint
Conduct Report Preparation	1–2 hours	Per investigation
Event Conduct Oversight	Full event day	Per event
Guest Registration & Briefing	30–60 minutes	Per event
Property & Asset Audit	2–3 hours	Quarterly
Disciplinary Hearing Coordination	2–4 hours	As required
Record Maintenance & Filing	1–2 hours	Monthly

Total estimated commitment: **8–15 hours per month** during normal operations, with spikes during active conduct investigations or high-attendance event seasons.

8. AUTHORITY & GOVERNANCE ROLE

Voting Board Member: Holds a full vote on all Board motions and resolutions. May not vote on any conduct matter in which they are a complainant, respondent, or have a direct conflict of interest.

Verbal Warning Authority: May issue Level 1 verbal warnings independently and immediately in response to observed conduct violations, without prior Board approval.

Meeting Removal Authority: At the direction of the presiding officer, may physically escort or formally request the removal of any disruptive individual from an official club meeting or event.

Event Conduct Authority: Has full authority to address and document conduct violations at any club event. May request a member or guest leave an event site pending Board review for serious violations.

Investigation Authority: Authorized to conduct formal conduct investigations including interviewing members, reviewing evidence, and accessing relevant club records — subject to confidentiality protocols.

Recusal Requirement: Must formally recuse from any conduct matter involving a personal relationship, conflict of interest, or prior involvement. The President will designate an acting SAA for that matter.

Asset Security Authority: Authorized to restrict access to or secure club property when theft, damage, or misuse is suspected, pending Board review and resolution.

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9. WHAT THIS ROLE BRINGS TO THE CLUB

■ CULTURAL SAFETY	Every member knows there is a designated officer who will take misconduct seriously and act fai
■■ CONSISTENCY	Standardized enforcement ensures no member is above the Code — protecting fairness for all.
■ MEMBER TRUST	Members bring concerns forward when they trust the process — a strong SAA makes that possil
■ MEETING EFFICIENCY	Well-run meetings with clear order get more done in less time — everyone leaves with decisions
■ CLUB PROTECTION	Proper discipline procedures protect the club from liability when conduct issues escalate.
■ CULTURE PRESERVATION	The SAA ensures the WC4x4 values of respect and community are upheld by every generation c

10. HOW TO APPLY

The Sergeant at Arms is filled by member election at the annual general meeting or by Board appointment in the event of a mid-term vacancy. Given the conduct authority of this role, candidates are encouraged to demonstrate their commitment to fairness and club values throughout their application.

Step 1 — Express Your Interest
Contact the Club President at president@westcoast4x4adventures.com with the subject line "SAA Application – [Your Name]." Include a brief statement of your interest and qualifications.

Step 2 — Submit a Statement of Intent
In 300–500 words, describe your relevant experience, your approach to fair and consistent conduct enforcement, and how you would represent the club's values in this role.

Step 3 — Informal Board Interview
Shortlisted candidates will meet informally with the President and at least one other Board member. The conversation will focus on real-world conduct scenarios and your judgment approach.

Step 4 — Member Vote or Board Appointment
At the annual general meeting, eligible candidates are presented to the full membership for a vote. In the event of a mid-term vacancy, the Board may appoint an interim SAA by majority vote.

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Application Deadline: Rolling — applications accepted until the position is filled.
Questions? Contact the Club President or any Board member at your next club meeting or via email.

This position description is approved by the West Coast 4x4 Adventures Board of Directors and is subject to annual review. All disciplinary actions taken under this role are governed by the club bylaws and Member Code of Conduct. West Coast 4x4 Adventures is committed to fair, consistent, and respectful conduct enforcement for all members.

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