

Break-Away Bicycle Club

Bylaws

Updated: April 28, 2019

Article I. Purpose

The purpose of Break-Away Bicycle Club is to promote the bicycle as not only an excellent form of exercise and commuting, but more importantly, as an avenue to fun and camaraderie. We will welcome all new members with enthusiasm and make them feel that their participation is important to the achievement of our goals. We will also encourage new ideas and new ways of doing things because we realize that this will keep our club strong and successful.

Article II. Membership

Section A: Eligibility

Any Person interested in furthering the goals of the club and having completed and signed the membership form and having paid the annual dues may become a member.

Section B: Dues

- Annual membership dues are as follows:
- Cost of membership determined by vote of membership.
- January 1st through December 31st is a membership year.
- Membership dues paid after September 30th include the following year's membership.

Section C: Voting

- Each member is entitled to cast one vote.
- Each Family Membership shall be limited to two voting members.
- A voting member is one who is or will be at least 16 years old during the calendar year and has paid in full the current year's membership fee.

Section D: Limitation of Authority

No action by any member, committee or officer shall be binding upon or constitute an expression of the policy of the club until it has been approved by the membership.

Section E: Termination

A membership may be revoked if a member exhibits unbecoming conduct. First, the member shall receive a verbal reprimand by the President. If the member does not reform, he/she shall receive a written reprimand from the President. Finally, if reform still does not occur, a notice of a "termination of membership" shall be published in the monthly newsletter. The membership of that person may be then terminated by a majority vote of the membership at the next general membership meeting. At said meeting, said member shall be allowed to present statements to the club in an effort to retain membership.

Article III. Officers

Section A: Determination of Officers

Officers shall be elected annually at the year's final general membership meeting by a majority vote of all members present at that meeting. A member may vote in proxy form, duly signed, and given to an officer if he/she cannot attend the meeting.

The President shall choose a nomination committee of three members at the general September meeting who shall collect and organize the nominations to be presented to the members for their vote at the year's final general membership meeting. Any member wishing to make a nomination shall contact one of the members on the committee. Nominations from the floor will also be accepted at the year's final general membership meeting.

The newly elected officers shall take office effective January 1st of the following year and their term shall run until December 31st of that same year.

Section B: Responsibilities of Officers

President:

- Shall preside over all general meetings and officer's meetings.
- Shall be responsible for keeping track of the club's physical inventory.
- Coordinate club activities.

Secretary:

- Shall perform the duties of the President in his/her absence.
- Shall take the minutes of the general membership and officer's meetings.
- Shall handle the mail at the PO Box.
- Shall file and maintain all membership records.
- Shall file and safeguard important papers (i.e. incorporation, insurance, tax statements, release forms, etc.).
- Shall type and distribute letters, forms, and notices.

Treasurer:

- Shall be responsible for the safeguarding of the club's funds.
- Shall handle the disbursement of the funds.
- Shall handle the checking account, statements, and receipts.
- Shall compile an annual financial report for the Internal Revenue Service.
- Shall be subjected to a yearly audit by two club officers and/or directors.
- Shall submit an annual budget for membership approval by the end of February for the current fiscal year.
- Shall perform the duties of the Secretary in his/her absence.
- Shall be responsible for paying dues to national and state affiliate organizations.

Section C: Termination and/or Vacancies of Offices

An officer may be impeached for unbecoming conduct or for nonperformance of duties. In such a case, the officer shall be approached by one of the other officers (President shall approach the Secretary or Treasurer, Secretary shall approach the President) with first a verbal reprimand. If improvement does not occur, the officer shall then receive a written reprimand. Finally, if improvement still does not occur, a notice of an impeachment vote shall be published in the monthly newsletter. The officer may be impeached by a majority vote of the

membership at the next general membership meeting. At said meeting, said officer shall be allowed to present statements to the club in order to retain his/her position. If the officer is removed, the vacancy shall be filled by nominations from the membership and by a majority vote of the membership at the next general membership meeting.

All other vacancies shall be filled by nominations from the membership and by a majority vote of the membership at the next general membership meeting.

Article IV. Directors

Section A: Determination of Directors

The director's positions shall be filled on a volunteer basis. Directors shall be approved by the officers (President, Secretary, and Treasurer). Directors may create committees as outlined in Article V.

Section B: Directors and Responsibilities

Racing Director:

- Oversees all racing events.
- Shall develop and maintain a set of guidelines for racing.
- Works with any member who wants to put on a club approved race.
- Organizes competitive events.
- Acquires all proper permits for events.

Touring Director:

- Oversees all touring events.
- Shall develop and maintain a set of guidelines for touring.
- Shall work with any member who wants to put on a club-approved tour.
- Shall keep track of club miles and determine awards.

Quick Release (Newsletter Editor):

- Shall write, publish, and help with distribution of the newsletter.

Advocacy Director:

- Shall support and promote the interests and purpose, as stated in Article I, of these Break-Away Bicycle Club Bylaws.

Safety and Education Director:

- Shall promote bicycle safety and education in the community and throughout the club.

Publicity Director:

- Handles public relations.
- Shall see to the promotion of club activities and special events through mass media.
- Shall be in charge of club jerseys, t-shirts, and any other promotional items.

Website Director:

- Shall be in charge of maintaining and updating website on a regular basis.

Article V. Committees

Section A: Determination of Committees

Committees may be formed as needed. Committees shall be formed on a volunteer basis. Committee members and chairpersons shall be approved by the officers (President, Secretary, and Treasurer).

Article VI. Meetings

Section A: General Membership

- Meetings shall be held once a month March through October.
- The president may call a special meeting of the membership at any time he/she may deem it necessary.

Section B: Officer's Meetings

- Any officer may call a meeting of the officers at any time he/she may deem it necessary.

Section C: Committee Meetings

- Any committee may meet at any time its director or chairperson may deem it necessary.

Section D: Parliamentary Authority

- The current edition of Roberts' Rules of Order shall be the final authority in all questions of parliamentary procedures.

Section E: Majority Vote

- Majority vote of members in attendance is needed for regular club business requiring a vote.

Article VII. Finances

Section A: Funds

- The club shall not operate for profit.
- All money paid to the club shall be placed in a general operating or dedicated fund.
- Money unused from the current year's budget shall be carried to the following year.
- Funds shall be used to accomplish the objectives and purposes specified by these bylaws.

Section B: Fiscal Year

- The fiscal year of the club shall close on December 31st.

Section C: Distribution upon Dissolution

- Upon dissolution, no funds shall be distributed to the members of the club but shall be distributed to one or more organizations serving the purpose and goals for which this club was formed.

Section D: Club Expenditures

- Any non-budgeted expenditures of up to \$50 must be approved by at least one officer.
- Any non-budgeted expenditures of between \$50 and \$300 must be approved by at least two officers.
- Any non-budgeted expenditures of over \$300 must be voted on by the membership at a general membership meeting.

Section E: Charity Policy

- The Break-Away Bicycle Club may adopt one major charity donation each calendar year.
- The charity chosen shall promote the purpose of the Break-Away Bicycle Club Bylaws as stated in Article I.
- The charity to be adopted shall be voted on at the final meeting of each year.
- After a charity is chosen, the membership will then vote on an amount to be donated from the balance in the club account at the end of that year after all invoices have been paid in full.
- The amount donated cannot exceed any amount that causes the balance of the club account to drop below \$2000.
- Funds donated to the club for specific purposes are excluded from this distribution.
- Smaller charity donations may be made throughout the year upon approval of the officers and members as voted on at a general membership meeting.

Article VIII. Club Miles

Section A: Determination of Club Miles

- Only current (membership dues for the year paid) member's mileage will be counted.
- Must be a club organized ride.
- The ride must be easily accessible to the majority of the club members.
- Only the mileage of the route as set by the Ride Leader is counted.
- The member must sign in and out on the ride's release form (sign-up sheet).
- Notice must be given in the monthly newsletter prior to a special ride.

Article IX. Amendments and Revisions

Section A: Procedure to Amend or Revise Bylaws

- The bylaws may be amended or revised as needed, by a majority of the members voting at any general membership or special meeting, providing the notice of the meeting includes the proposals for amendments.
- Any proposed amendment shall be submitted to the membership to be voted on at the next general membership meeting.