

Schaumburg Bicycle Club Bylaws

Established 1999

Amended 2011, 2013, 2019, 2025

Mission Statement

The mission of the Schaumburg Bicycle Club is to promote safe, utilitarian and recreational use of the bicycle; to support advocacy groups as they promote cycling education to the motorist, the cyclist, and the general public; and to provide an opportunity for all to improve their bicycling skills by socializing with other bicyclists.

Board Members

The **President** shall be the Club's chief executive who shall be responsible for the overall direction of the Club's activities, for maintaining the quality of all programs and for ensuring that the membership's aspirations for the Club are attained. Among the President's specific duties shall be to preside at all Club and Board meetings.

The **Vice President/Ride Coordinator** shall post bicycle rides and events that are open to the public on the website and to the email distribution list. The Vice President/Ride Coordinator shall fulfill the duties of the President should the President be unable to do so.

The **Secretary** shall keep a full and complete record of the proceedings of all meetings of the Club, the Board and shall preserve all documents, correspondence, reports and communications of the Club. Among the Secretary's specific duties shall include summarizing meeting minutes for publication via the email distribution list; giving all notices required by law or these Bylaws; and maintaining these Bylaws and any amendments thereto.

The **Treasurer** shall be the chief financial officer of the Club and shall be responsible for the security of the Club's funds and other assets. Among the Treasurer's specific duties shall include receiving, depositing, accounting for and disbursing all Club funds, or authorizing others to do so, as provided for by these Bylaws and the Board, maintaining all financial records; making all legally-required filings; notifying the membership when dues payments are due and collection of same; presenting a brief financial report at each Board meeting; and filing with the Board a written Annual Financial Report for each fiscal year outlining the financial condition of the Club and summarizing the previous year's transactions and events.

The **Membership Director** shall be appointed by the elected Board and shall minimally serve as a voting role at Board meetings. This person may hold other positions in the club. The Membership Director will maintain the Official Membership Roster and Membership Directory. The Membership Director duties shall include receiving, depositing membership fees, maintaining a record of membership fees collected, and notifying the membership when membership fees payments are due. The Membership Director shall update and maintain the Membership Application Form and is responsible for its distribution and will keep all current Membership Application Forms in a secure location.

Indemnification

All Board Members or other duly elected persons of the Club, their heirs, executors and administrators shall be indemnified by the Club against all cost, expenses and amounts or liability therefore, reasonably incurred by or imposed on them in connection with any action suit, proceeding or claim to which they may be made a party or become involved by reason of an act of omissions or commission of their duties.

Membership

Membership is open to individuals, and families. Membership implies agreement of the Club's mission statement of and the Bylaws of the Club. Each adult member must submit a signed membership form and appropriate membership fee.

Classes of Membership:

- (a) Individual Adult - a person 18 years of age or over.
- (b) Individual youth - a person under 18 whose application must be sponsored by a parent or guardian.
- (c) Family - one or two parents and their child or children under 18 living together as a unit.

Dues

Dues shall be reviewed annually by the Board. Any recommendations for change shall be presented to the membership for approval. The Board shall determine the renewal policy. The period of all memberships shall be one-year beginning January 1 and ending on December 31. New memberships received after September 30 will be effective immediately and continue through the entire subsequent membership period.

Loss of Membership

- (a) Membership shall automatically lapse for non-payment of dues and be automatically reinstated upon payment thereof.
- (b) A member may be expelled for any cause deemed against the interest of the club by a vote of the Board. Prior to any expulsion a three member ad hoc investigating committee shall be appointed by the President. Written notice including the charges, findings of the investigating committee and the time and place of the hearing shall be delivered in person or by registered mail to the member concerned not less than ten days prior to any determination. At the hearing, the member concerned will have an opportunity to respond to the charges. The Secretary shall prepare minutes of the proceedings and enter it in the Club Records. Any party desiring a stenographic record of the proceedings and the evidence introduced thereon may, at that party's expense, employ a stenographer to report and transcribe the same.

Meetings and Voting

- (a) Annual Member Meeting: The annual meeting of the membership shall be held annually for the purpose of installation of the Board, reports of committees and retiring Officers and such business as shall be necessary. Typically, the Annual Member Meeting will be held on the 4th Wednesday of October from 5:30pm to 7:30pm at the Schaumburg Barn.
- (b) Regular Member Meetings: There shall be a regular meeting of the members 3 times per year. Typically two of these meetings will in conjunction with social events, such as a January winter party, and the July picnic. The other meeting shall typically be scheduled on the 4th Wednesday of April. Typically, the April member meeting will be held from 5:30pm to 7:30pm at the Schaumburg Barn.
- (c) Special Member Meetings: Special meetings of the members may be called by a majority of the Board. The object of the special meeting shall be stated in the notice and no other business transacted. The time and location of special meetings shall be determined by the Board.
- (d) Board Meetings: Meetings of the Board shall be held when the President deems it necessary at times and locations determined by the President, with at least one board meeting prior to May 30 each year. It shall be the duty of the Board members to attend these meetings. Member may attend these meetings at the invitation of the Board, but only the Board members may vote. Upon direction of the presiding individual, any person not a Board member may be excluded from the deliberations when deemed necessary.
- (e) Notice of Meetings: Notice of Member meetings will be given via email or at a Club member meeting. Notice of Board meetings will be given to Board members via email or at a Board meeting.
- (f) Rules: Robert's Rules of Order, Newly Revised may be followed but are not mandatory and departures from such Rules shall not invalidate any actions.
- (g) Quorum: For Board meetings, three (3) Board members shall constitute a quorum. For

member meetings, a quorum shall be 10% of the total membership as recorded by the secretary. Note of explanation: Since member meeting attendance is much lower than a quarter of membership, we don't want to restrict ourselves too much. Assuming 75 members, a quorum would be at least 8 members; hopefully more would be present at any meeting that involves a significant Bylaw change.

(h) Voting:

(i) Those members of the Club qualified to vote at member meetings and elections shall be Individual Adult Members, Individual Youth Members and adults who are a part of a Family Membership, as specified under "Membership".

(ii) All actions requiring a vote shall be by a majority of those present and voting, a quorum being present. The official membership roster as recorded ten (10) days prior to any membership meeting, shall be the list of eligible voters for that meeting. Election of Board members shall be by ballot or voice vote, with the results being decided by a simple majority of all votes returned, as specified. The one-year terms of elected Board Members starts on the first day of the year (January 1) and ends on the last day of the year (December 31).

Budget

The incoming Board shall review previous year's finances and plan any needed adjustments for the current year by May 30 and make copies of financial spreadsheets available to members upon request.

Disposal of Assets

Upon dissolution of the corporation, the Board of Directors shall, after paying all debts, dispose of the assets of the organization. Assets shall be distributed to other organizations that have the purpose of promoting bicycle access, safety or education.

Date of Enactment

These Bylaws shall become effective upon approval and upon that date all previous Bylaws, amendments and resolutions are repealed.

Amendments

These Bylaws may be amended by a majority of the membership at any member meeting at which a quorum is present, provided that written notice of the proposed amendment is given at least fifteen (15) days prior to the meeting.