

# Schaumburg Bicycle Club By-Laws

Established 1999

Amended 2008

## 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.

## Executive Committee shall consist of elected 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 Executive Committee meetings. The President shall not serve more than two consecutive terms.

The **Vice President/Ride Co-coordinator** shall post all rides submitted to him/her on the website, listserv and to the newsletter editor. He/She 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 Executive Committee and shall preserve all documents, correspondence, reports and communications of the Club. Among his/her specific duties shall include maintaining the official membership roster, summarizing meeting minutes for publication in the Newsletter; giving all notices required by law or these By-Laws; and maintaining these By-Laws 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 his/her specific duties shall include receiving, depositing, accounting for and disbursing all Club funds, or authorizing others to do so, as provided for by these By-Laws and the Executive Committee; 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 Executive Committee meeting; and filing with the Executive Committee 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, said Annual Financial Report to be published in the Newsletter.

A **Board Member at Large** shall be appointed by the elected Board and shall minimally serve as a voting role at Board meetings. This person may hold other volunteer positions in the club.

## **Indemnification**

All Officers, Directors 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, families or businesses. Membership implies agreement of the Club's mission statement of and the By-Laws of the Club.

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 - includes one or more adults and their children under 18.

## **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 April 1 through March 31 of the following year. New memberships received after September 30 will be effective immediately and continue through the entire subsequent membership period beginning on April 1.

## **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 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. The Secretary shall prepare a transcript of the proceedings and enter it in the Club Records.

## **Meetings and Voting**

(a) Annual 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.

(b) Monthly Meetings: There shall be a meeting of the members on \_\_\_\_\_ of each month if possible.

(c) Special 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.

(d) Board Meetings: Meetings of the Board shall be held once each month, if possible. It shall be the duty of the Officers and Directors to attend these meetings. Board Meetings may be held on other occasions when the President deems it necessary. Any member may attend these meetings but only the Officers and Directors may vote. Upon direction of the presiding individual, any person not an Officer or Director may be excluded from the deliberations when deemed necessary.

(e) Notice of Meetings: Notice of meetings will be given in the Club newsletter, in a calendar of events or at a membership 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 Board Meetings, three (3) Officers and/or Directors shall constitute a quorum. A quorum for all general meetings shall be 5% of the total membership as recorded by the secretary.

(h) Voting:

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

(ii) All actions except elections of Officers and Directors shall be by a majority of those present and voting, a quorum being present. Only qualified members, as specified under "Membership," may vote. A list of members in good standing shall be maintained by the Treasurer and or Secretary. Such list, as recorded ten (10) days prior to any general membership meeting, shall be the list of eligible voters for that meeting. Election of Officers and Directors shall be by ballot only, with the results being decided by a simple majority of all votes returned, as specified

## **Budget**

The incoming Board shall draft and approve an annual budget no later than May 30 and make copies 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 By-Laws shall become effective upon approval and upon that date all previous By-Laws, amendments and resolutions are repealed.

## **Amendments**

These By-Laws may be amended by a majority of the membership at any membership 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. All amendments will be published in the next edition of the Newsletter.