

Revised March, 2014 - BICYCLE CLUB OF LAKE COUNTY BYLAWS

ARTICLE I NAME

The official name of the organization shall be BICYCLE CLUB OF LAKE COUNTY.

ARTICLE II ADDRESS

The Bicycle Club of Lake County shall maintain a permanent mailing address.

ARTICLE III MISSION STATEMENT

The purpose of the Bicycle Club of Lake County shall be to promote camaraderie and safe, responsible bicycling through a variety of activities. These activities include recreational activities and educational activities to promote awareness of the value of bicycling as a sporting event and as a means of transportation.

ARTICLE IV MEMBERSHIP

Persons with an interest in bicycling are eligible for membership in the Bicycle Club of Lake County upon submission of an application and payment of annual dues.

A. Membership classifications are as follows:

a. **Individual** – Any person eighteen (18) years of age or older is eligible. An individual member is entitled to one (1) electoral vote.

b. **Family** – A family membership is available to spouses or domestic partners and their children under twenty- one (21) years of age. A family membership is entitled to two (2) electoral votes.

c. **Junior** – Any person under eighteen (18) years of age whose parent(s) is/are not member(s) of the Bicycle Club of Lake County can become a junior member. A junior member is entitled to one (1) electoral vote. A parent or legal guardian must sign the statement of release yearly.

B. Membership standings:

All memberships will be on a Calendar Year basis. Those memberships that start January through August will expire on December 31 of that year. Those memberships that start September through December will expire on December 31 of the following year. All renewals are due on January 1.

A member shall be considered in good standing if his/her dues are paid in full, unless the Executive Board makes an exception. A member shall be considered delinquent if their dues are not paid by their renewal date. If dues are not paid within sixty (60) days after their renewal date the member shall be removed from the active roster and must reapply for membership.

Any person under eighteen (18) years of age may participate on any Bicycle Club of Lake County ride or activity only with a parent or legal guardian as his/her sponsor for that event. The sponsor shall be responsible for and must ride with the person being sponsored.

ARTICLE V DUES

Annual dues amounts shall be determined by the Executive Board.

ARTICLE VI OFFICERS

The elected officers of the Bicycle Club of Lake County shall be President, Vice-President, Secretary, and Treasurer. The officers shall be members in good standing. Terms of office shall be one (1) year, commencing January 1 and terminating December 31. The officers' duties shall be as follows:

A. **President:**

1. Preside over all general meetings.
2. Preside over all executive board meetings.
3. Review the work of all other officers and committees.
4. Represent the Bicycle Club of Lake County at other bicycle related functions and events.
5. Responsible to the Executive Board.
6. Appoint committee chairs for those committees not designated by the bylaws.
7. Appoint an Advocate Chairperson.
8. Create ad hoc committees, define duties, and appoint members and chairs, as needed.
9. Ensure the club has a venue for its meetings.

B. Vice-President:

1. Assume the duties of the President in his or her absence.
2. Accept any duties assigned by the President.
3. Chair the Rides Committee.
4. Responsible for providing a schedule of club rides to the membership, and communicate as suitable to at least 90% of the membership.
5. Responsible to the President.

C. Secretary

1. Assume the duties of the President in his/her absence and the Vice-President's absence.
2. Handle all correspondence for the Bicycle Club of Lake County, including those items for the President's or Executive Board's signature.
3. Record and maintain minutes of all Executive Board meetings.
4. Responsible to the President.

D. Treasurer:

1. Establish and / or maintain a bank account with proper authorization for issuing checks.
2. Keep accurate records of income and expense.
3. Prepare and submit to the Executive Board members a quarterly financial report including current bank balance and financial statement showing income and expenses for the quarter and year to date. Quarters are defined as ending March 31, June 30, September 30, and December 31.
4. Issue and sign checks in accord with the budget or as authorized by the President and Executive Board.
5. Responsible to the President.
6. Prepare an Annual Budget to be submitted to the Board for review at the November Board meeting.

ARTICLE VII EXECUTIVE BOARD

The Executive Board shall consist of five (5) members, those being the four (4) elected officers (President, Vice-President, Secretary, and Treasurer) and a fifth board member elected by the Officers. The newly elected Executive Board (four members) shall make its first item of business, the appointment of the fifth member, to be called the Invitational Chair (term of one year).

The Executive Board is responsible for long range planning and for emergency actions as deemed necessary by the President, as well as the normal leadership and decision making for the Bicycle Club of Lake County. Executive Board members shall attend the majority of Executive meetings. The Executive Board shall meet a minimum of four (4) times per year.

The Executive Board meeting also may be called into session at any other time by the President or any two (2) members of the Executive Board.

The Executive Board shall have final authority in all circumstances concerning the Bicycle Club of Lake County and all actions shall be by a quorum. Proxy voting shall be allowed by phone, in writing, by email or by other suitable means.

Each member of the Executive Board is responsible for articles to be published in the newsletter. These articles should be prepared and submitted to the Newsletter Editor by the deadline s/he has established.

The Executive Board shall approve an annual budget at its November board meeting.

ARTICLE VIII ELECTION OF OFFICERS

A Nominating Committee consisting of at least three (3) person(s) shall be appointed by the President and approved by the Executive Board. The Nominating Committee shall then prepare a slate of candidates who are members in good standing of at least one (1) candidate for each office.

Nominees shall be announced at the fall general meeting, additional nominations of members in good standing may be made from the floor at this meeting.

The nominees will be announced via e-mail or other suitable means and the voting will take place at the general meeting before the end of the calendar year.

Voting for contested elections shall be by secret ballot and the BCLC officers shall count ballots in presence of the membership. Officers shall be elected by a simple majority of valid ballots and the results shall be announced via the club mailing list and during the following general meeting.

In the event of a tie, a new vote for that office(s) shall be immediately held until the tie is resolved.

The officers shall be elected annually and may not hold more than one (1) office concurrently.

In the event of a vacancy during a term of office, the Executive Board shall appoint a replacement for the remainder of the term. This appointee must be a member in good standing.

ARTICLE IX COMMITTEES

Standing committees shall be appointed by the Executive Board and special committees shall be appointed by the President of the Executive Board.

Standing Committees may include:

1. **Rides Committee** – Chaired by the Vice-President, establishes weekly and special club rides as dictated by the needs and interests of the general membership. The committee will include the Recumbent and Tandem Directors.
2. **Programs Committee** – Plans programs for the general meetings and secures a place to hold these meetings.
3. **Social Committee** – Plan and hold an annual Holiday party and any other special event(s) as deemed of interest to the general membership
4. **Invitational Ride Committee** – Study the feasibility of holding, and if deemed feasible, plan and hold an annual invitational ride to be open to the general public. The Invitational Ride Committee shall be chaired by the fifth board member. A budget for the invitational ride shall be prepared and submitted to the Executive Board.
5. **Publicity Committee** – Shall publicize the monthly meetings in local newspapers and other means to encourage membership to the club.
6. **Membership Committee** – Shall keep records of the members in good standing including address, phone number, email address, and join date. Shall notify members when they need to renew. A club membership roster shall be distributed each calendar year.
7. **Email listserv manager** – shall manage the BCLC email listserv for its members
8. **Advocacy Committee** – shall promote the interests of bicyclists and keep club members advised of factors impacting bicyclists.
9. **Social Media Director** – Shall publish a periodic communication piece for distribution to all club members, and manage the BCLC website.

ARTICLE X GENERAL MEETINGS

The Bicycle Club of Lake County shall hold at least 4 general member meetings per year. The meeting schedule and location shall be posted on the BCLC website. Generally, the meetings will be held during the fourth week of the month and will be announced in advance at the previous club meeting or newsletter and through social media.

ARTICLE XI NEWSLETTER

The name of the newsletter for the Bicycle Club of Lake County shall be “The Quick Release”. The Social Media Director will oversee the editing and publishing of “The Quick Release”. The newsletter shall be published at least 6 times per year. The newsletter will be available to the membership at the club website as well as through email distribution list and social media.

Policies on the content of the newsletter shall be approved by the Executive Board.

ARTICLE XII AFFILIATE MEMBERSHIPS

The Bicycle Club of Lake County shall maintain affiliate memberships with other bicycling related organizations as deemed appropriate by the Executive Board by a simple majority vote.

ARTICLE XIII BUDGET

The budget shall be proposed by the President and approved by the Executive Board on or before November 30th for the fiscal year.

The fiscal year shall be the calendar year. The Executive Board may amend the annual budget by a simple majority vote.

ARTICLE XIV DISSOLUTION

The Bicycle Club of Lake County shall cease to exist if the membership falls below that necessary to maintain the Executive Board (a minimum of five (5) members in good standing). Upon dissolution, all accounts held in the name of the Bicycle Club of Lake County shall be closed. Any funds that remain shall be donated to bicycling advocacy organizations as decided by the Executive Board of the Bicycle Club of Lake County.

ARTICLE XV AMENDMENTS

These bylaws may be amended by a simple majority of the members that are present at any general membership meeting, providing the proposed amended bylaws have been made available to the membership at least one week in advance of the meeting.