

Schaumburg Bicycle Club Bylaws

Established 1999

Amended 2011, 2013, 2019

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 President shall not serve more than two consecutive terms.

The **Vice President/Ride Co-coordinator** shall post bicycle rides and events that are open to the public on the website and to the email distribution list. 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 Board and shall preserve all documents, correspondence, reports and communications of the Club. Among his/her 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 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 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.

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. They will maintain the Official Membership Roster and Membership Directory. 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. They will keep all current Membership Application Forms in a secure location.

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 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 - 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 January 1 through December 31 of the following year. 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 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 the 4th Wednesday of each month if possible, excluding November and December.

- (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, as needed. 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 via email or Club 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) Officers and/or Directors shall constitute a quorum. For general meetings, a quorum shall be 10% of the total membership as recorded by the secretary. Note of explanation: With 75 paid members, 5% would be just 4 members for a quorum...to make changes to the Bylaws. This seems low, but since meeting attendance is much lower than the 75 or so members, we don't want to restrict ourselves too much. Officers suggest changing this to 10%. Thus, a quorum would be at least 8 members; hopefully more would be present at any meeting that involves a by-law change.
- (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 requiring a vote shall be by a majority of those present and voting, a quorum being present. Only qualified members, as specified under "Membership," may vote. The official membership roster 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 or voice vote, with the results being decided by a simple majority of all votes returned, as specified. The terms of elected Officers and Directors starts on the first day of the year (January 1) and on the last day of the year (December 31).

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 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 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.