

# Riverbend Cycling Club By-Laws

Established 2005

## ARTICLE I

### MISSION STATEMENT

**Riverbend Cycling Club** has a primary mission to promote cycling in the Riverbend area of Southwestern Illinois transforming the Riverbend into a bike friendly community.

### CLUB OBJECTIVES

Cycling safety will always be the primary objective for members of the RCC.

RCC members will participate in and organize rides that benefit its overall mission and ultimately grow the sport of cycling in the Riverbend Area.

## ARTICLE II

### CLUB STATUS

**Section 1. The Riverbend Cycling Club (RCC)** shall function as a not for profit organization.

## ARTICLE III

### MEMBERSHIP

**Section 1.** The RCC is a volunteer group. Membership is attained by paying the appropriate annual dues for individual or family and by signing an appropriate waiver/release membership application. Participation in club activities is strongly encouraged.

**Section 2.** The Secretary will provide a copy of these by-laws to each member.

## ARTICLE IV

### OFFICERS and EXECUTIVE COMMITTEE

**Section 1.** Officers shall consist of the following as a minimum:

President

Vice - President

Secretary

Treasurer

**Section 2.** Elections of Officers will be held at the **October** meeting. A nominating Committee will be appointed by the President in the month of **July** to seek out volunteers to run for office. Ballots will be provided to the current paid membership in **September**. The ballots are to be received by the Secretary prior to the monthly meeting scheduled for the month of **October**. The newly elected officers will be seated at the **November** meeting.

**Section 3.** Officers will be elected to a one-year term. Officers may serve no more than two consecutive terms in any office.

**Section 4.** The Executive Committee shall consist of all current officers and other members the officers may designate. The Executive committee shall be the governing body of the Club, make operational and policy decisions for the Club and

act by majority vote. The Executive Committee shall be presided over by the President or a designee.

Additionally, the Executive Committee shall insure that the legal affairs of the Club are in order and that it is adequately protected by liability insurance.

The Executive Committee shall not make any single expenditure committing in excess of \$250 without the majority approval of the membership at a general assembly meeting as provided under Article V.

The Executive Committee must approve any Committees or Project Groups recommended by any officer and concur in the appointment of Committee or Project Chairperson, approve establishing separate committee or project accounts, including designation of signatory authority as required.

Upon approval by the Executive Committee, issues of general interest to the Club may be voted upon by the general membership. The Secretary with appropriate instructions shall prepare ballots for this purpose. This provision shall not apply to the election of officers or amendment of these By-laws.

## ARTICLE V

### MEETINGS

**Section 1.** The RCC shall hold a meeting monthly. Locations, dates and times for each general meeting will be announced at the preceding monthly meeting.

**Section 2.** Quorum shall be declared with a minimum of two officers present.

**Section 3.** Meeting times or locations may be altered as needed, to allow for maximum participation. Changes will be announced in advance, with a minimum one-week notice.

**Section 4.** Special meetings can be called by any of the Officers.

**Section 5.** Purpose of the general meeting will be for **assigning tasks, reporting progress** and **solve problems** as may be required. The meeting is to follow an agenda as proposed below:

- 1. Treasurers report / Presentations of Bills**
- 2. Committee reports**
- 3. Old Business**
- 4. New Business**
- 5. Closing**

**Section 4.** Attendance will be recorded at each meeting.

## ARTICLE VI

### DUTIES OF OFFICERS

**Section 1.** The duties of the **President** include, but are not limited to:

1. To preside over all general meetings
2. Appoint committees as may be necessary
3. Oversee committees progress
4. Have his/her name on general fund checking account
5. Monthly review of the budget report
6. Holds CO-signature authority of all Club drafts

**Section 2.** The duties of the **vice-president** are but not limited to:

1. Preside in the Presidents duties during his/her absence.
2. Conduct any social function that may be requested of him/her
3. Assist the President as may be necessary.

**Section 3.** The duties of the **Secretary** are but not limited to:

1. Take minutes at each general meeting and / or special meetings
2. Check for mail on regular basis and process to the person for which it is addressed.
3. Generate and mail all correspondence.
4. Assists the President as may be necessary.
5. In conjunction with the Treasurer will assure appropriate and timely tax reporting is accomplished.

**Section 4.** The duties of the **Treasurer** are but not limited to:

1. Balance and maintain the general ledger of the Club.
2. Holds CO-signature authority of all Club drafts.
3. Assures all account payables have received authorization and are issued on time.
4. Provides a financial report at each general monthly meeting.
5. Assists the President as may be necessary.
6. In conjunction with the Secretary will assure appropriate and timely tax reporting is accomplished.
7. This office may be combined with the Secretary.

## **ARTICLE VII**

### **General Checking Account**

**Section 1.** The RCC shall maintain a checking account at a local FDIC bank. The account is to carry authorized signatures of the President and Treasurer.

**Section 2.** All expenses shall be pre-approved by the President and Treasurer.

**Section 3.** At the discretion of the board, a savings account may be established in the same establishment as the checking account.

**Section 4.** In the event of the clubs dissolution the highest remaining officer shall nominate a committee of a minimum of two people, but not to exceed three. Each committee member shall nominate three not-for-profit organizations of his or her choice. The nominations will be presented to the current membership for a vote. A money order or cashiers check will be issued to the elected organization equal to all remaining funds of RCC after all outstanding accounts payable have been satisfied.

The secretary and treasurer will then close the books as necessary. At such time, it shall be the responsibility of the treasurer or, if necessary, another officer to notify all appropriate agencies as to the dissolution of the Club.

### **ARTICLE VIII**

#### **Amendments**

**Section 1.** Amendments to these by-laws are permitted and shall be reviewed during a general assembly meeting for discussion, and grammatical composition.

**Section 2.** The amendment(s) shall be presented to the current membership for a vote. The final vote tabulations will be counted during the next scheduled general assembly meeting. A passing vote will allow the amendment to take effect immediately following its acceptance and confirmation by the President.

