

STATE COLLEGE CYCLING CLUB - BY LAWS

Article I - General

Section 1 – Name: The name of this organization is the State College Cycling Club, hereafter called the “Club”.

Section 2 – Purpose: The purpose of this Club is to promote the use of bicycles for sport, recreation and transportation at all bicycling skill levels; to develop and promote the use of safe and competent riding techniques; to improve recognition by the community and public officials of the need for safer cycling conditions; and to cooperate with public authorities in the observance of all traffic laws, ordinances and regulations.

Article II – Membership

Section 1 – General: Membership in the Club is inclusive and open to anyone, regardless of gender, age or race. However, any Member who is under the age of 18 must be accompanied by a parent or legal guardian for all Club activities. Submitting a completed Application Form along with a Dues payment entitles one to membership in the Club (Member). All memberships expire at the end of each calendar year.

Any Member shall be entitled to hold elective office in the Club, vote on all issues presented to the membership for a vote, and participate in all Club sponsored (i.e., sanctioned) rides and other events provided the Member (or parent or guardian in the case of Members under eighteen (18) years of age) has executed a liability waiver in a form prescribed by the Board. Additional fees may be associated with some Club sponsored rides or events.

Section 2 – Dues: The dues amount shall be set by the Board and are applicable to the current calendar year.

Article III – Board of Directors

Section 1 - General Powers: The executive body of the Club shall be known as the Board and shall consist of elected Club members. The Board shall have charge of the day-to-day affairs and management of the Club and shall perform necessary actions to carry out the Club’s described purpose.

Section 2 - Directors: The Board of Directors shall consist of seven (7) Club members. The Directors shall be elected by the Members at the Annual Meeting. Each director will be elected to a 3-year term phased such that two Board Members terms expire every 2 years - and three in the 3rd year- in a round-robin manner in order to foster continuity within the Board over time. In order to maintain and foster a viable Board of Directors, each Director must continue to be a Member in good standing by: staying current with Dues payments, participating in Club activities and actively engaging in Board of Directors responsibilities.

Section 3 - Quorum: A majority of the Directors shall constitute a quorum at any meeting of the Board. When a quorum is present, a motion passes when it is supported by a majority of the Directors present, unless provisions of these Bylaws state otherwise.

Section 4 – Elections: Elections for the upcoming ride season shall be conducted annually. Any Club Member may nominate any other Club Member in good standing ahead of time up until the conduct of the election. For a Member to be in good standing, they must be current on their Dues and actively participate in Club activities. New Directors shall be selected from among the nominees based on vote count ordering of those Club Members participating in the elections.

Section 5 - Vacancies: Vacancies resulting from an unfulfilled term of a Board Member shall be filled by a majority vote of the Board of Directors. A Director elected to fill a vacancy shall serve the unexpired term of his or her predecessor.

Section 6 - Action by Unanimous Consent: Any action that may be taken at a meeting of the Board of Directors may be taken without a meeting if a written consent, describing the proposed action, is signed by all of the Board members. Such consent shall have the same force and effect as a unanimous vote.

Section 7 - Removal of Director(s): Any Member may propose that a Director be removed by written request to the Board along with the signature of 10 other Members supporting the removal. The Board shall then notify the membership of the proposal within 10 days of receipt. Proposed removals shall be voted on by the general membership through a voting process determined by the Board. A vote shall be scheduled within 30 days of receipt to either sustain or remove the Director, based on a simple majority vote of the participating members.

Section 8 - Compensation/Reimbursement: Directors shall not be paid compensation or receive any benefits for services provided to the Club. Directors may be reimbursed for authorized expenses incurred by them in the performance of their duties.

Article IV – Officers

Section 1 – Officer Selection: The duly elected Board of Directors shall determine the Club officer roles each year from among their ranks, following the Board elections. The Officers of the Club shall be President, Vice President, Secretary, Treasurer, Ride Coordinator, Social Director with the one remaining director designated “at large”.

Section 2 – Duties: Officer duties shall be as described in the paragraphs which follow:

President – Presides at the scheduled membership meetings and Board meetings; in consultation with the Board, appoints Officers and Committee Chairs; performs other duties specified in the By-Laws; acts as public relations representative; monitors the planning for Club sponsored events; ensures the Club conducts business in a professional manner, acting as point person for Club operations.

Vice President – Assists President in the operations of the Club. Conducts meetings and other necessary duties in the absence of the President.

Secretary – Keeps minutes of Board and membership meetings; files and retains original signed applications and liability waivers. Handles and files all official correspondence and other paperwork for the Club, calling upon other officers and Members to assist in this task as needed. Sees that Club membership is maintained in appropriate bicycling organizations, such as The League of American Bicyclists. Coordinates the election procedure for the Board and the amendment process governing revisions to Club By-Laws.

Treasurer – Receives all applications for membership; records membership applications and dues payments, forwarding originals of all applications to the Secretary for retention; deposits Club funds; keeps the financial records of the Club up to date; maintains invoices and receipts for all financial transactions; submits a financial report at scheduled Board meetings. Works with Board Members to develop an Operating Budget for the upcoming year. Assures the Club maintains insurance and liability coverage for all Club sponsored events.

Ride Director – Acts as director for all Club sponsored rides; works with other Board Members and ride leaders to plan Club sponsored rides; submits required information for dissemination via the website and email; assists with obtaining ride day sign-ups and waiver forms.

Social Director – Plan and schedule social activities for the club. Also coordinate after rides refreshments.

Director at Large – Supports the Board’s mission in a variety of ways over time as needs arise. Assists with obtaining ride day sign-ups and waiver forms. Performs specific duties as assigned by the President and/or the Board.

Article V – Committees

Section 1 – Committee Establishment: Club committees may be formed, as necessary, to assist the Board in carrying out the programs and business of the Club. The President shall, in consultation with the Board, establish all committees, designate their functions and appoint committee chairpersons who shall select their own committee members, if needed.

Section 2 – Committee Duties: Committee activities may include support in areas such as: social media communication and management, website maintenance, Club marketing and advocacy, and community liaison.

Article VI – Membership Meetings

Section 1 – General: General membership meetings of the Club shall be held on a schedule to

be determined by the Board. A minimum of one general membership meeting will be held annually as necessary to conduct elections for those Board Members whose term is expiring. Special Meetings of the membership may be called by the President, or upon demand of a majority of Directors, at such time and place as the President may designate. The meeting time and location should be convenient to the majority of the membership as determined by the Board.

Section 2 – Quorum: The active Members present at any meeting or participating in an election shall constitute a quorum and, except as specified herein, any action of the Club shall be taken by majority vote of the active Members present and voting.

Article VII – Amendments

Section 1 – General: Any Member may propose an amendment to the By-Laws by written request to the Board. The Board shall then notify the Club membership of the proposed amendment within 10 days of receiving the request. A vote shall be scheduled within 30 days of receipt regarding the proposed amendment, with passage based on a simple majority vote of the participating members.

Section 2 – Quorum: Amendments accepted by a majority vote of the participating Members shall pass and be considered effective immediately.

Article VIII – Club Sponsored Events

Section 1 – Club Sanctioned Events: An event shall be considered Club sanctioned when the following conditions are met:

- Any Member wishing to propose Club sanctioning of an event shall present the following information to the Board: date, time, place and type of event; legal and financial requirements as applicable and the name of at least one other active Member who will be involved in the planning and carrying out of the event.
- Following review of the information provided regarding the proposed event, a Board vote shall be taken, and if approved, the event will be recognized as a Club sanctioned event.

The President shall appoint any member, including the proposing member, as chairperson of the event who will name the remaining Members of the event committee and will thereafter report to the Board on the progress of the event plans.

The Board may at any time suspend or revoke Club sanctioning of any event.

Section 2 – Other Events: The Club, its Board and Members will not be responsible for any ride, tour or other event unless it is approved as a Club-sanctioned event.