

Cape Cod Cycling Club By-Laws

Established 2009

Article I

Name

The name of the club will be **Cape Cod Cycling Club LLC** herein referred to as “CCCC” or “The Club”.

Mission Statement

The mission statement of CCCC is “All kinds of cycling for all kinds of people.”

Club Objectives

The safe enjoyment of cycling in all its forms is the primary objective of CCCC. CCCC will promote cycling for fun, fitness and as a means of non-polluting transportation.

CCCC members will organize and participate in rides that will benefit the overall mission statement and grow the sport of cycling in the Cape Cod area.

Article II

Club Status

Cape Cod Cycling Club Shall be run and function as a not for profit corporation.

Article III

Membership

Section 1. CCCC is a volunteer group. Membership is attained by paying the appropriate annual dues for individual, household, or youth and signing the appropriate application and waiver.

Section 2. Memberships will be for the calendar year in which they are acquired. The annual dues will be set at the annual meeting of the prior year.

The available levels of membership are:

Full: Available to adults 18 yrs. old and over who pay the full annual dues and sign an application and waiver. Full members have access to all club benefits including participation in rides and special club events, store discounts offered to members, and full voting rights at club meetings.

Youth: Available to young people under 18 yrs. old who sign the appropriate application and waiver. Consent from parent or guardian is required. Youth members have access to all club benefits with the exception of voting rights.

Associate: An associate membership is available to guests and visitors and those who wish to ride with the club for a specific event. An associate member must sign a waiver for each event participated in and will not have access to any club benefits other than participation in the event.

Section 3. Members are required to abide by the USA Cycling code of conduct. Members will be subject to suspension or dismissal for behavior violating the USAC code of conduct or any behavior detrimental to the mission of the club or its members.

Article IV

Officers and Executive Board

Section 1. Club officers shall consist of the following as a minimum:

President

Treasurer

Secretary

Section 2. Election of officers will be held at the annual meeting in November. A nominating meeting will be held at the regular October meeting. Elections are open to all the current full paid membership. Absentee ballots may be obtained from the Secretary and returned before the Annual meeting. The newly elected officers will be seated at the January regular meeting.

Section 3. Officers will be elected to a one-year term. Officers may serve more than one term.

Members are encouraged to run against incumbent officers.

Section 4. The Executive Board will consist of all the current officers and the past President and

Treasurer. The four additional board positions are:

Marketing and Membership

Activities and Events

Racing

Youth Development

The Executive Board will be the governing body of the club and will be presided over by the President. Additionally the Executive board will be responsible for the day to day administrative needs of the club and will insure that the legal affairs of the club are in order including adequate liability protection.

Members of the Board are required to act in good faith for the benefit of the club. All decisions by the board will be decided by majority vote with the following exception: If the board deems a decision or motion, passed by the membership, to be detrimental to the mission or welfare of the club, the board may overturn the decision by a vote of at least 5-2.

The Executive Board shall not make any single expenditure in excess of \$500.00 without majority approval of the membership at an announced regular meeting.

The Executive Board will meet at least two weeks before regular meetings. Upon approval by the board, issues of general interest to the Club will be voted on by the general membership. The Secretary will provide paid members with an agenda, containing a list of issues to be decided, two weeks before the meeting.

Section 5. Any member of The Executive Board may be removed from office by a two-thirds majority vote by members present at a regular meeting. Such a vote must be announced at least two weeks prior to the meeting.

Article V

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 necessary
3. Have his/her name on general fund checking account
4. Monthly review of budget/treasurer's report
5. Holds Co-signature authority of all Club drafts

Section2. The duties of **Treasurer** include, but are not limited to:

1. Balance and maintain the general ledger of the club
2. Holds co-signature authority of all Club drafts
3. Manages Account Payables
4. Provides financial statement for each monthly meeting
5. In conjunction with other officers, will assure appropriate and timely tax reporting is accomplished

Section3. The duties of **Secretary** include but are not limited to:

1. Take minutes of each general meeting
2. Post the agenda for each general meeting in a timely manner
3. Generate and mail correspondences as necessary
4. Assist the President and other board members as necessary

Section 4. The duties of the **Activities and Events Chairperson** include but are not limited to:

1. Organize the kick-off party and end of year party and in season cookouts
2. Organize the Club's participation in local and regional charity events.
3. Form committees and recruit volunteers to help with duties as necessary

Section 5. The duties of the **Marketing and Membership Chairperson** include, but are not limited to:

1. Promote club membership
2. Editor of the quarterly newsletter.
3. Use local press to promote club rides and membership
4. Form committees and recruit volunteers to help with duties as necessary

Section 6. The duties of the **Youth Development Representative** and the **Racing Representative** will be to represent, on the Executive Board, the members involved their respective activities. They will have no specific duties to the Club itself.

Article VI

Meetings

Section 1. **CCCC** will hold monthly meetings on the First Thursday of the month. Location, times and date of each meeting will be announced at preceding monthly meeting.

Section 2. The meetings will be presided over by the President. In the event that the president cannot attend the meeting, the meeting will be presided over by an officer designated by the President.

Section 2. Quorum shall be declared with 13 members present including a minimum of three board members.

Section 3. Meeting times may be changed or meetings may be added as necessary with two weeks' notice.

Section 4. The purpose of the general meetings will be for assigning tasks, reporting progress and solving problems as necessary. The meetings will follow an agenda as proposed below:

1. Treasurer's Report
2. Committee Reports
3. Old business
4. New business

Article VII

General Checking Account

Section 1. CCCC will maintain a checking account at a local bank. The account will carry the authorized signatures of the President and Treasurer

Section 2. All expenses and payables must be approved by the President and Treasurer. Single Expenditures over \$500 must be approved by the membership at a regular meeting.

Section 3. The funds for special subcommittees including, but not limited to the Racing Team and the youth development program will be deposited in the CCCC account but will be recorded in separate ledgers and will not count towards the Club's balance.

Section 4. In the event of the club's dissolution the highest remaining officer will designate a similar non-profit organization to receive the remaining funds of the Club.

Article VIII

Amendments to the By-Laws

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

Section 2. Amendments shall be presented to the current membership for a vote. A passing vote will allow for the amendment to take effect immediately following its acceptance

Article IX

The Amendments

Amendment 1: As adopted in the annual club meeting November 3, 2011. Article IV, section 4 shall be changed to read:

The Executive Board will consist of all the current officers. The board will have up to four additional members, elected at the annual meeting. In the event that less than four members are nominated for board positions, the board will be made up of the officers and the designated nominee(s).

The Executive Board will be the governing body of the club and will be presided over by the President. Additionally the Executive board will be responsible for the day to day administrative needs of the club and will insure that the legal affairs of the club are in order including adequate liability protection.

Members of the Board are required to act in good faith for the benefit of the club. All decisions by the board will be decided by majority vote.

The Executive Board shall have the authority to approve all expenditures of the club drawn on the general checking account.

The Executive Board will meet as necessary to perform the administrative duties of the club. The monthly activities of the board will be presented to the club members at each regular club meeting.

Upon approval by the board, issues of general interest to the Club will be voted on by the general membership. The Secretary will provide paid members with an agenda, containing a list of issues to be decided, two weeks before the meeting.

Amendment 2: As adopted in the annual club meeting November 3, 2011. Article V, section 4 through section 6 shall be eliminated from the by-laws (see amendment 1).