

By-laws of the Westerville Bicycle Club, Inc.

Article I – NAME

This organization shall be known as “The Westerville Bicycle Club Inc.” herein called the Club.

Article II – AIMS

- A. The Club will strive to increase the knowledge, pleasure, and participation in the sport of bicycling by providing regularly scheduled events.
- B. The Club will strive to promote and encourage interest in bike safety, and actively encourage the planning and development of safe biking facilities.
- C. The Club will maintain an affiliation with the League of American Bicyclists (L.A.B.)

Article III – MEMBERSHIP

- A. Anyone who owns or rides a bicycle or who is interested in promoting bicycling is eligible for membership.
- B. For membership purposes, a “family” is defined as one or two adults and children living at the same address.
- C. Members have the responsibility to ride safely, behave in a mannerly fashion, and participate in as many bicycling activities as they feel capable of undertaking.
- D. Members under age eighteen (18) are required to have parental permission to join the Club and participate in rides.

Article IV - DUES

Club dues will be established for Individual and Family memberships as determined by the Executive Committee. Dues are to be paid before membership in the Club is established. Dues are due April first of each year. Dues paid in December or later will constitute paid membership for the next club year.

Article V – MEETINGS

Regular business meetings will be held each month from September through April. All official Club business will be conducted at these meetings. During the summer months, business meetings may be called as necessary by the Club President. Official Club business is that which involves Club policy or significant expenditures of club monies. In addition, Club members may bring up issues to be discussed at regular meetings.

Article VI – ORDER OF BUSINESS

- A. To the extent practicable, meetings will be conducted using Roberts’ Rules of Order
- B. The order of business at regular meetings shall be:
 1. Attendance Sign-in

2. Reading of the minutes of the previous meeting
3. Treasurer’s Report
4. Vice-President’s Report
5. Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment
10. Program

Article VII – QUORUM

A quorum of members for the purpose of conducting official Club business shall consist of ten (10) members who are eligible to vote (those members over 18) of which not less than four (4) are officers. Once a quorum is established, action on any issue must be by vote of more than fifty percent (50%) of those attending the meeting.

Article VIII – OFFICERS

- A. Officers must be eighteen (18) or older and have been a Club member for twelve (12) consecutive months. The following officers shall be elected by the membership:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Ride Director
 6. Advocacy and Education Director
 7. Dry Run Tour Director
- B. Each elected officer is charged with these specific duties:
 1. President
 - a. Call for, set the agenda, and preside over Club meetings.
 - b. Insure that all officers carry out their duties.
 - c. Appoint Chairpersons of all standing committees other than the Ride Committee, Advocacy and Education Committee, and Dry Run Tour Committee.
 2. Vice-President
 - a. Arrange for all club meetings as required.
 - b. Assist the President as requested and delegated.
 - c. Perform duties of the president in his/her absence.
 - d. Act as committee coordinator to insure that the various committees carry out their duties and responsibilities.
 3. Secretary

- a. Record and maintain minutes of business conducted at each membership meeting.
 - b. Perform necessary correspondence duties required by the President.
 - c. Preside over meetings in the absence of both the President and Vice-President.
4. Treasurer
- a. Be responsible for keeping funds and perform bookkeeping tasks.
 - b. Receive dues and keep proper record of them.
 - c. Pay bills as received.
 - d. Maintain and report on monthly financial statements.
 - e. Prepare a proposed budget for the year.
 - f. Keep an inventory of club property and location.
5. Ride Director
- a. Appoint members to a Ride Committee and serve as its chairperson.
 - b. Develop, schedule and coordinate all rides for the year.
6. Advocacy and Education Director
- a. Appoint members to an Advocacy and Education Committee and serve as its chairperson.
 - b. Develop, coordinate and institute educational and advocacy programs and events.
 - c. Coordinate communication of advocacy and education programs to club members, elected official and the public at large.
7. Dry Run Tour Director
- a. Appoint members to a Dry Run Tour Committee and serve as its chairperson.
 - b. Organize, coordinate and administer the Dry Run Tour.
 - c. Recruit, develop, and execute sponsorship programs.
 - d. Establish schedules, routes, and other tour needs.

Article IX – ELECTIONS

- A. Elections of Club officers shall be held in October.
- B. A Nominating Committee composed of the officers and two members selected by the President will present a slate of candidates to the membership at the September meeting. Nominations will also be taken from the floor at the time of the September and October meetings.
- C. Voting members of the Club must be eighteen (18) or older.
- D. Officers' terms begin at the close of the October meeting at which they are elected.

- E. Offices made vacant before the end of an officers' term shall be filled by appointment by the President with the approval of the Executive Committee.
- F. Officers are limited to four consecutive terms in a single office except for the Dry Run Tour Director, Ride Director, Advocacy and Education Director who may continue to serve as long as elected by the membership of the club each year.

Article X – STANDING COMMITTEES

- A. The following will be considered Standing Committees for the Club:
 - 1. Membership Committee
 - 2. Advocacy and Education Committee
 - 3. Social and Special Programs Committee
 - 4. Ride Committee
 - 5. Dry Run Tour Committee
- B. The Chairperson of each committee other than the Ride Committee, Advocacy and Education Committee and the Dry Run Tour Committee will be appointed by the president and will work directly with the Vice-President to carry out their duties and responsibilities. Chairpersons will recruit committee members as needed.

Article XI – EXECUTIVE COMMITTEE

The Executive Committee will consist of officers and the chairpersons of each standing committee.

Article XII – AMENDMENTS

Amendments to this constitution may be proposed by any member and may be incorporated into this constitution by a two-thirds (2/3) vote of the voting membership present at the regular monthly meeting. Amendments must be introduced or read at a regular meeting and voted upon at the following regular meeting.

Revision: October 2015