

# Bylaws of the Five Borough Bicycle Club

## I. Name and Location

- A. The name of this organization shall be the Five Borough Bicycle Club (the Club), headquartered in New York City.

## II. Purpose

- A. The purpose of the Club shall be to promote the general interests of bicycling. By means of bicycling trips and related cycling activities, the Club intends to help promote a greater understanding of the world and its people through out-of-doors, educational and recreational travel.
- B. The Club's primary goals are to provide group experiences that develop teamwork and co-operation; to develop good leadership skills through leadership training programs; and to provide an educational opportunity for cyclists to become competent and self-reliant.
- C. The Club is organized in the state of New York exclusively for charitable, educational and recreational purposes.

## III. Membership and Leadership

- A. Anyone who rides a bicycle or has an interest in bicycling is eligible to join the Club and become a member. The Club consists of members who pay annual dues at a rate determined by the Executive Board. Members receive subscriptions to the Club newsletter, and may attend all membership meetings and other membership functions and may belong to committees of the Club. Membership in the Club shall not be denied to any person for reasons of race, creed, national origin, gender, sexual orientation, physical ability or religion.
- B. The categories of membership are as follows:
  1. "Members" are people who have paid the Club dues. Members have voting privileges, and may run for and hold office and instruct bicycle courses, but may not lead trips.

2. "Leaders" are members 18 years of age or older who have been designated as leaders by having passed the Leadership Training Course offered by the Club or, prior to 1991, the Leadership Training Course offered by the Bicycle Committee of the Metropolitan NY Council of AYH (MNYC-AYH). Leaders may lead day or weekend trips.
3. "Co-leaders" are members 18 years of age or older who have been designated as co-leaders by having passed the Leadership Training Course offered by the Club or, prior to 1991, the Leadership Training Course offered by the Bicycle Committee of MNYC-AYH. Co-leaders may lead only when co-leading with a designated leader. Co-leaders may not lead weekend trips.

## IV. Dues and Membership Year

- A. The Club membership year shall be the calendar year, January 1 through December 31.
- B. The annual Club dues are to be determined by the Executive Board based on operating expenses. Any changes must be approved by a majority of the membership voting. Any proposed dues increase must be announced in the newsletter prior to the vote. Dues received from new members after October 1 of any year shall cover the period through the next calendar year. Any monies left in the Club treasury, from dues or other revenue, in case of the dissolution of the Club will be donated to a charity by vote of the Executive Board.

## V. Executive Board

- A. The business of the Club shall be governed by an Executive Board, elected by the membership as follows: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Day Trips Coordinator, Weekend Trips

Coordinator, Special Events Coordinator, Newsletter Editor, Leadership Coordinator, Bicycle Course Coordinator, Program Coordinator and Communications Coordinator.

B. The duties of the Executive Board shall include the following:

1. President: Presides at all meetings, appoints committees, acts as chairperson of board meetings; in general, is responsible for and to the Club in all matters.
2. Vice President: Assumes the President's office and powers in the absence of the President. May head specific phases of Club activity to lessen the President's work.
3. Recording Secretary: Takes minutes of membership and Executive Board meetings. Sends a summary of highlights of all meetings to the Newsletter Editor.
4. Corresponding Secretary: Handles all correspondence for general Club matters; distributes minutes of Executive Board meetings and Club meetings. Is responsible for maintaining a membership list and distributing that list to the membership at least once a year.
5. Treasurer: is responsible for Club finances. Prepares and oversees the budget for the Club. Collects dues. Prepares reports of receipts and expenditures and an annual statement. Communicates relevant information to the Executive Board.
6. Day Trips Coordinator: Coordinates the schedule of day trips; submits the trips to the Newsletter Editor for publication.
7. Weekend Trips Coordinator: Plans, schedules, budgets and implements weekend trips; submits the trips to the Newsletter Editor for publication.
8. Newsletter Editor: is responsible for publishing and distributing the newsletter, including the schedules for day and

weekend trips, repair courses and membership meetings.

9. Leadership Coordinator: Organizes the leadership training course, helps new leaders in getting started to lead rides; maintains a list of current leaders.
10. Special Events Coordinator: Plans and implements bicycling and related recreational events beyond the scope of the Weekend and Day trips Coordinators.
11. Bicycle Course Coordinator: schedules repair courses and seminars and submits the schedule to the Newsletter Editor for publication; approves and trains instructors for the courses.
12. Program Coordinator: Coordinates programs of entertainment and education for the membership at the membership meetings.
13. Communications Coordinator: publicizes and promotes Club activities to NYC media, other clubs and to the public at large.

- C. The officers of the Club are the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The order of succession for presiding over meetings shall be: (1) President, (2) Vice President, (3) Recording Secretary, (4) Corresponding Secretary, and (5) Treasurer.
- D. In the event of a vacancy in the office of President, the Vice President shall become President. In the event of any other vacancy, the Executive Board shall appoint a member to fill the vacant position until the earliest possible date at which a special election of the general membership can be held.
- E. The Executive Board may add to its number by electing to the Board non-voting members at large.
- F. Responsibility for any elected office may be shared by two persons, both duly elected. The two persons shall be counted as one board member for all Executive Board business, including votes and quorums. Regardless of

whether one or both persons are present at a meeting, they shall cast only one indivisible vote, and they shall count only once towards a quorum.

- G. Club officers and the Day Trips, Weekend Trips, and Leadership Training Coordinators must be leaders.

## **VI. Election of Executive Board**

A. A nominating committee to seek board member candidates for the following year shall be appointed by the President. A report of the nominating committee with its list of candidates will be presented at the October membership meeting, and additional candidates may be placed in nomination from the floor at that time. A candidate may not be nominated for more than one Board position.

B. The election will be held by mail ballot mailed to members at least two weeks prior to the November membership meeting. Ballots will also be accepted from members attending the November meeting. Results will be announced before the end of the November membership meeting. The board members so elected shall serve for the next fiscal year, taking office on December 1. A Board member may not serve in more than one Board position.

C. No person may take office as President unless he or she has been a Club member for at least two years or has been a member of the Executive Board for at least six months. The President may serve for no more than three (3) consecutive terms.

## **VII. Executive Board Meetings**

- A. Executive Board meetings will be held at the call of the President not less than six times per year. Board meetings will also be held upon petition by at least three (3) members of the Board or upon petition by at least ten (10) Club members.
- B. For the purpose of conducting business, a quorum shall be a simple majority of the current board members with the exception of

members at large. There shall be no proxy voting.

- C. It shall be the purpose of the Board to implement policy of the Club and to make recommendations to the membership about policy.
- D. Any Club member may attend a meeting of the Board, after advising the President or Vice-President of his/her intention to attend. This member may speak on an issue with the consent of the majority of the Board present.
- E. Removal from office: For gross incompetence, misappropriation of Club funds, consistent failure to perform the duties of office, illegal acts, or violation of Club policy pertinent to his/her position, a board member may be removed by a two-thirds vote at an Executive Board meeting following an announcement of such a vote in the Executive Board minutes of the prior month.
- F. Co-leaders may become leaders by approval of the Executive Board.
- G. Membership in the Club may be revoked for cause by the Executive Board by a two-thirds vote at a board meeting. The member shall be notified of such a vote by mail at least 3 weeks prior to the meeting, and may attend and speak at the meeting.
- H. Leadership privileges in the Club may be revoked for gross incompetence, illegal acts, or violation of Club policy pertinent to leading rides. Leadership privileges may be revoked by a two-thirds vote at an Executive Board meeting. The leader or co-leader shall be notified of such a vote by mail at least 3 weeks prior to the meeting, and may attend and speak at the meeting.

## **VIII. Budget and Finance**

- A. The Club fiscal year shall be from December 1 through November 30 of the following calendar year.
- B. Club funds shall be kept separately from all other monies and deposited in a bank account at the direction of the Executive Board.

- C. Club funds shall be disbursed only with the signature of an officer according to cash policies established by the Executive Board.
- D. The Treasurer will present a full statement of Club accounts at a membership meeting within 60 days of the close of the fiscal year.
- E. The Treasurer will present a statement of Club accounts to the Executive Board at least quarterly.

#### **IX. Standing Committees**

- A. The Club shall have standing committees, as follows: Nominating, Budget and Finance, and Audit.
  - 1. Nominating Committee: Prepares a slate of candidates for the Executive Board, according to procedures outlined in these bylaws.
  - 2. Budget and Finance Committee: Recommends a budget which the Treasurer will present to the Executive Board; plans future finances of the Club.
  - 3. Audit Committee: Examines Club accounts and reviews the Club's financial records, reporting its conclusions to the President.
- B. The chairpersons of these committees shall be appointed by the President.

#### **X. Membership Meetings**

- A. Membership meetings will be held at least six times per year and at other times as called by the President.
- B. Any issue that the Board determines requires a vote of the general membership shall be presented to the membership by mail ballot.

#### **XI. Conduct of Meetings**

- A. To the extent not covered in these bylaws, membership and board meetings shall be conducted according to Robert's Rules of Order Revised.

#### **XII. Amendments**

- A. Amendments to these bylaws may be proposed by mail or in person at any membership meeting by two members acting jointly.
- B. Any amendments that were duly proposed on or before the date of the August board meeting will be announced in the newsletter announcing the September meeting. That newsletter will solicit comments pro and con for inclusion in the next newsletter.
- C. The proposed amendments shall be presented for discussion at the September membership meeting.
- D. All duly proposed amendments shall be submitted to a membership vote by mail ballot, concurrently with the election of Executive Board members, as designated in Article VI (B). No proxy voting shall be permitted.
- E. Amendments shall be adopted if approved by at least 2/3 of the members voting.
- F. Amendments may be proposed and voted on at additional times if the Executive Board deems this necessary.

*These bylaws are adopted as the official bylaws of the Five Borough Bicycle Club on the 1st day of December, 1990. Amended November 17, 2008.*