

Summit Biking Club By-Laws

Established 2009

ARTICLE I

MISSION STATEMENT

The mission of the Summit Biking Club (SBC) is to promote bicycling in all its forms and skill levels including transportation, recreation, fitness, sport and social interaction.

ARTICLE II

CLUB STATUS

Section 1. The SBC shall function as a not-for-profit organization. The SBC shall maintain the Internal Revenue Code status of 501-c-7 in its own right or as an affiliate member of a 501-c-3 organization.

ARTICLE III

MEMBERSHIP

Section 1. The SBC is a volunteer group. . Membership is open to all adults of the Summit County and surrounding Colorado areas. Membership is attained by paying the appropriate annual dues for individual or family and by signing an appropriate waiver/release membership application. Participation in SBC activities is strongly encouraged. The SBC shall maintain a non-discriminatory admissions policy with membership available to all without regard to race, color, national origin, religion, gender, age, sexual orientation or disability.

Section 2. The Secretary, upon attaining membership status, will provide a copy of these by-laws to each member, either individually or via the SBC Web-site.

ARTICLE IV

OFFICERS and Board of Directors

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

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section 2. Elections of Officers will be held during the Spring months by the Board of Directors (BOD) of SBC in preparation for the June biking season

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

Section 4. The (BOD) shall consist of all current officers (4) and seven other members the officers may designate. The BOD may also designate additional BOD members, as needed, in an “advisory, non-voting” capacity.

All BOD members shall be members of the Summit Biking club (aka: Summit Biking, Inc.)

The BOD shall be the governing body of the SBC, make operational and policy decisions for the SBC and act by majority vote. The BOD shall be presided over by the President or his/her designee. Additionally, the BOD shall insure that the legal affairs of the SBC are in order and that it is adequately protected by liability insurance. The BOD shall not make any single expenditure committing in excess of the lesser of 10% of the SBC's assets or \$250 without a 2/3rd approval vote by the BOD. The BOD 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. BOD will meet for such discussions and vote via meeting, phone or e-mail. Meetings of the BOD must constitute a quorum for any vote to take place. A quorum is 5 BOD members being present.

ARTICLE V

DUTIES OF OFFICERS

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

1. Appoint committees, as may be necessary, upon recommendations of the BOD (IV-4-para 4),
2. Oversee committees' progress
3. Have his/her name on general fund checking account
4. Monthly review of the budget report
5. Hold co-signature authority of all SBC drafts

Section 2. The duties of the Vice-President are but not limited to:

1. Preside in the President's duties during his/her absence.
2. Preside over any social function that may be requested of him/her, approved by the BOD.
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. Assist 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 SBC.
2. Hold co-signature authority of all SBC drafts.
3. Assure all account payables have received authorization and are issued on time.
4. Provide a financial report at each general monthly meeting.
5. Assist 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 VI

GENERAL CHECKING ACCOUNT

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

Section 2. The President and Treasurer shall approve all expenses, unless exceeding Article IV above which states: The BOD shall not make any single expenditure committing in excess of the lesser of 10% of the SBC's assets or \$250 without a 2/3rd approval vote by the BOD.

Section 3. At the discretion of the BOD, an interest bearing account may be established in the same establishment as the checking account.

Section 4. In the event of the SBC's 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 SBC 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 SBC.

ARTICLE VII

Amendments

Section 1. Amendments to these by-laws are permitted.

Section 2. The amendment(s) shall be presented to the BOD and will be approved with a 2/3rd vote of the BOD.

© 2011 Summit Bicycle Club. All rights reserved.