

Note: Since about 1997, I have attempted to secure up to date by laws. Jim Carpenter had an old copy, which I post here, with subsequent amendments. Since that time, I have the belief that they had previously been changed to include separate offices of Secretary and Treasurer and that dues had been changed to \$10 per household per year, with renewal due each year before or by January 31st of the year.

Al Petri, Jr., Secretary, 2000, 2001, 2002, 2003

## DOWNRIVER CYCLING CLUB BY-LAWS

**ARTICLE I: NAME AND PURPOSE** This club shall be known as the Downriver Cycling Club and shall be a non-profit Michigan Corporation. The purpose of this club shall be to promote fun and fitness through bicycling, to participate in the recreational, travel and transportation use of bicycles and to promote educational and legislative efforts for the safe and effective use of bicycles. The club shall participate in whatever activity its governing body decrees pursuant to the above goal, such as contributions to charitable causes, community programs, educational programs, etc.

### ARTICLE II: OFFICERS

There will only be three (3) permanent officers of the Downriver Cycling Club (hereafter DCC) - President, Vice President and Secretary/Treasurer. Other officer positions may be added from time to time, at the discretion of the governing body and the election of the general membership. Examples of the non-permanent officers might include: Touring Chairman, Racing/Fitness Chairman, Membership Chairman, Program Chairman, etc.

The responsibility of the President will be to preside over all DCC meetings, direct and coordinate the club activities pursuant to its stated purpose. the President will have the power to make decisions independent of the governing body and general membership, depending upon the circumstances. Should the office of the President become vacant, the position will be filled by the Vice President until a new President is elected. A current President can be relieved of his office only by a three-quarter (3/4) majority of the general membership at a special meeting called for that specific purpose. The President may not vote in matters requiring a quorum decision, except to break a tie.

The responsibility of the Vice President will be to serve in the absence of the President and also, to aid the President in the pursuit of that office's stated duties.

The responsibility of the Secretary/Treasurer is to record the minutes of each scheduled club meeting. This officer shall also record important documents, send notices of special meetings and shall be responsible for the club's financial records. The Secretary/Treasurer shall also give a monthly financial report as necessary at any scheduled DCC meeting and a complete summary at the end of the calendar year.

Non-permanent officers have power and responsibility as their specific offices require as defined by the club's governing body. Again, the Secretary/Treasurer and non-permanent

officers have the power to act on their own in the club's interest, but only on the advise and council from the President. No person shall hold the office of President and/or Vice President for more than two (2) consecutive years.

Unexcused absences by an officer at two (2) consecutive meetings may cause termination of office, to be decided at the discretion of the governing body to replace the vacant position.

### ARTICLE III: THE EXECUTIVE COMMITTEE

The Governing body of the club shall be the Executive Committee, which shall consist of the current officers, both permanent and non-permanent and interested, although non-voting, members.

The responsibility of the executive committee will be to oversee all DCC activities, propose a fiscal year budget, Present said budget to the membership for review at the July General Membership Meeting, Publish the budget in the newsletter prior to August, Present the budget for approval or amendment at the August General Membership Meeting. The budget will include funds for the club's day to day operations and for specific scheduled activities and events that are consistent with the club's stated purpose.

There must be at least three-quarters (3/4) of the current Executive Committee present at a given meeting in order to constitute that meeting as "official" and, in the event of disagreement, voting quorum (over one half [1/2]) of the Executive Committee in attendance shall have the final say.

Policies recommended by the Executive Committee must be approved by the general membership at the next regularly scheduled general membership meeting.

The Executive Committee shall meet at a place of their choosing, as they deem necessary. Because of the open forum format (that is, available to non-voting general membership), the meeting time and place must be made known to the general membership at least two (2) weeks before the actual meeting takes place. This notice may be by announcement at the General Membership Meeting, by placing notice in the DCC newsletter, and/or by use of the DCC-email list, or any other adequate method of notification.

### ARTICLE IV; ELECTIONS

The election of officers shall be held at the scheduled December general membership meeting with the new officers assuming their responsibilities at the following January general membership or executive committee meeting.

Both permanent and non-permanent officers' terms of office shall be one (1) calendar year.

Any adult club member eighteen [18] years or older in good standing may run for any office in the club.

Voting privileges are restricted to member's fifteen years and older.

#### ARTICLE V: MEMBERSHIP AND DUES

A member in good standing is considered to be any person who has paid their current dues.

Membership dues are ~~\$5.00~~<sup>1</sup>\$10.00 per person or per household and entitle a member (or household) to be in good standing for twelve (12) months. Thus renewals become due on the anniversary date of joining rather than at the beginning of the calendar year. The Executive Committee reserves the right to change the amount of the above stated annual dues fee as circumstances warrant.

Upon payment of dues, new members shall receive a membership packet.

#### ARTICLE VI; MEETINGS

The rules contained in the current edition of **Robert's Rules of Order Revised** shall govern DCC in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the DCC and any other special rules of order DCC may adopt.<sup>1</sup>

General membership shall be held the first Thursday of each month at a place designated by the Executive committee. The order of business<sup>2</sup> shall be as follows:

1. Call to order and Introductions of *Guests and New Members*
2. President's report (as appropriate)
3. Secretary/Treasurer's report
4. Non-permanent officers' reports (as appropriate)
5. Old business
6. New business
7. Evening Program
8. Adjournment

Because the primary focus of the General Membership meeting is the evening program, discussion and voting on recommendations of the Executive Committee should be limited in both time and scope. If, for instance, there is a disagreement between the general membership and an Executive Committee recommendation, it is the duty of the President (as presiding officer) to table the specific matter under consideration and send it back to the Executive Committee for further review.

As previously mentioned, Executive Committee meetings take place at their discretion and the order of business shall be as follows:

1. Call to order
2. President's report (as appropriate)
3. Secretary/Treasurer's report
4. Non-permanent officers' reports (as appropriate)
5. Old business
6. New business
7. Adjournment

#### ARTICLE VII : MISCELLANEOUS

The Downriver Cycling Club's fiscal year shall be effective September 1 through August 31 of the following year.

Specific money transactions for the club may only be transacted by those authorized to sign on its accounts. The authorized signers may or may not be current officers (but must be in good standing) pending approval by the Executive Committee and the general membership.

The By-Laws may only be amended by two-thirds (2/3) of the members present at a general membership meeting. Announcement of intent to amend the By-Laws will be made both at a general membership meeting and in the newsletter. The announcement must be made one month prior to the vote. Complete wording of the amendment must be published in the newsletter prior to the vote. No By-Law shall be voted on that is in conflict with the club's stated purpose.

<sup>3</sup>The official color of the club is yellow with the auxiliary color of green.

Amended October, 1990

<sup>1</sup> Amended March 1, 2001 ARTICLE V: MEMBERSHIP AND DUES Changed dues from \$5 to \$10

<sup>2</sup> Amended September 7, 2003 ARTICLE VI; MEETINGS, changed agenda of order of business for General Membership meetings, removed requirement of monthly Executive Committee Meetings

<sup>3</sup> Amended December 6, 2007 ARTICLE VI – MEETINGS, added paragraph adopting Robert's Rules of Order

