

# BY-LAWS OF ELKO VELO BICYCLE CLUB

AS APPROVED April, 2006

## **Section 1: Acceptance of Membership**

1. Any person desiring to become a member of the ElkoVelo Bicycle Club EVBC shall pay the appropriate dues to the Treasurer and shall submit an application in writing to the Secretary, indicating the applicant's name, U.S. mail address, telephone number, emergency contact, and e-mail address (if any).
2. All applications for membership shall be voted upon at a regular club meeting, not later than the meeting following the receipt of the applicant's dues. The applicant becomes a member upon approval by a majority of those present and voting.

## **Section 2: Types and Privileges of Membership**

1. REGULAR: An individual who pays the required Regular dues and is otherwise eligible and accepted for membership shall be a Regular member.
2. FAMILY: An individual who pays the required Family dues and is otherwise eligible and accepted for membership shall be a Family member. All persons living in the same household who wish to be EVBC members, are related to, or a legal dependent of the person paying Family dues, and are otherwise eligible for membership may also be accepted as Family members. The person paying Family dues shall notify the Secretary of the names and relationship of persons in his/her household, or legal dependents who are to be Family members. Persons living in a Family member's household who are not related to the person paying Family dues are not eligible for Family membership. All Family memberships are concurrent with that of the person paying Family dues.
3. All Members in Good Standing, regardless of type of membership, are eligible to offer motions and to vote upon any matter at club meetings, to serve on the Board of Directors or as club officers, committee chairmen, or committee members, and to participate in all club functions, activities, and operations.

## **Section 3: Dues**

1. All memberships are valid for the calendar year and expire on March 31st of each year. Dues are due and payable on the following April 1st. Dues may be paid in advance to maintain continuous membership. An individual who has not previously been an EVBC member, and who pays the appropriate dues for membership shall be a member for both the balance of the calendar year in which he/she first joined and the following calendar year.
3. The amount of annual dues shall be: \$25.00 for Regular membership and \$35.00 for Family membership.

## **Section 4: Termination of Membership**

1. A member ceases to be a Member in Good Standing on January 1st of each year, unless he/she has previously paid the appropriate dues for the new year. Membership in Good Standing is regained if dues are paid by March 31st of the same year.
2. A former member whose membership has lapsed due to non-payment of annual dues by March 31st of any year may be reinstated as a Member in Good Standing upon payment of dues for the current calendar year and upon approval of the membership as provided in Section 1 of these By-Laws.
3. The membership of any member may be temporarily revoked by declaration of the President or presiding officer at a regular or special club meeting. The revocation

becomes permanent if approved by two-thirds of the members present and voting at the next regular meeting. If the revoked member has paid dues for the current year, such dues shall be refunded pro-rata, less any amount owed to the club by the revoked member.

### **Section 5: Officers**

1. The term of office for each officer shall be one calendar year with a two term limit.
2. One member may concurrently hold two officer positions, except that the President may not hold any other office, nor may he/she be Chairman of the Board of Directors.
3. The President shall preside over all club meetings, and shall ensure that all club business and operations are consistent with the requirements of the Constitution and By-Laws and with the policies established by the Board of Directors and approved by the membership.
4. The Vice-President shall assume the duties of the President, as set forth above, in all cases when the President is unable to do so. Additionally, in the event that the office of the President is vacated for any reason, the Vice-President shall automatically become President for the balance of the President's unexpired term.
5. The Secretary shall record the minutes of each club meeting and meeting of the Board of Directors, read them to the membership at the subsequent regular club meeting, and file them in the club's permanent records. The Secretary shall maintain all club correspondence, documents, and files, including a roster of Members in Good Standing. The Secretary is also responsible for the club's incoming and outgoing mail, including the club's post office box, if any.
6. The Treasurer shall receive all funds paid to the club and deposit them in a financial institution's account as approved by the membership. The Treasurer shall pay all outstanding debts of the club which are approved for payment. The membership may authorize the Treasurer to pay routine recurring debts on a regular basis without subsequent approval. At each regular club meeting, the Treasurer shall report all funds received and payments made since the previous regular meeting, and the current balance of all accounts.

### **Section 6: Election of Officers and Directors**

1. The officers to serve during a calendar year shall be nominated not later than the last day of February of that calendar year, and shall be elected not later than the last day of March of that calendar year.
2. Members of the Board of Directors shall be nominated and elected in the same manner and on the same ballot as officers.
3. A ballot for the election of officers and Directors shall be provided in advance (directly, by U.S. mail, or by electronic means), to all Members in Good Standing in sufficient time to be returned prior to the date of the election. A majority of all members who cast ballots shall be required to elect an officer or Director.

### **Section 7. Removal of Officers or Directors**

1. An officer may be removed from office, or a Director may be removed from the Board of Directors prior to the expiration of his/her term as follows: a Member in Good Standing, at a regular or special club meeting, may offer a motion that an election be held to remove the officer or Director. The motion is carried if seconded and approved by a majority of the members present and voting. The Secretary or the presiding officer will then draw up a ballot for removal, and forward it (directly, by U.S. mail, or by electronic means) to each Member in Good Standing, in sufficient time to be returned prior to the next regular club meeting, during which a vote to remove the officer or Director shall be

conducted. A two-thirds majority of all members who cast ballots shall be required to remove an officer or Director.

2. An officer who fails to attend three consecutive regular club meetings, without informing one of the other officers in advance that he/she will do so, or without otherwise communicating with the club concerning his/her absence, shall automatically forfeit his/her office effective with the close of the third missed regular meeting.

### **Section 8: Officer and Director Vacancies**

1. A membership on the Board of Directors or any officer position, other than the President, which is vacated due to voluntary resignation, or as provided in Section 7 of these By-Laws, or because the officer or Director has ceased to be a Member In Good Standing, or for any other reason may be filled as follows: immediately upon learning of the vacancy, the President shall appoint a Member in Good Standing to fill the vacancy on a temporary basis. The appointment becomes permanent for the balance of the unexpired term if approved by a majority of the members present and voting at the next regular club meeting. In the event that the office of the President is vacated, it will be filled as provided in section 5 of these by-laws.

### **Section 9: Committees**

1. The President may appoint committees and committee chairmen as he/she deems necessary for the efficient conduct of club business and operations. Committee members and chairmen may be removed and committees may be disbanded at the discretion of the President.

### **Section 10: Meetings**

1. Each regular club meeting shall be scheduled and announced in advance, and conducted at a time and location which affords a majority of the members a reasonable opportunity to attend.

2. Roberts' Rules of Order shall govern the conduct of all club meetings.

3. The President shall preside at all club meetings, or in his/her absence, the Vice-President. If neither the President nor the Vice-President are present, the Secretary or the Treasurer shall preside. If none of those officers are present, a club meeting cannot be conducted.

4. Special club meetings may be conducted as follows: The President or presiding officer shall arrange for all Members In Good Standing to be notified (directly, by telephone, or by other electronic means) not less than forty-eight hours prior to the special meeting, of the date, time, location, and purpose of the special meeting. A good-faith effort shall be made to ensure each member actually receives the notification. The meeting shall be held at a location which affords a majority of the members a reasonable opportunity to attend. Business at special meetings shall be limited to that stated in the advance notification to the members.

5. A quorum shall be required to conduct any club meeting, and shall consist of at least five Members in Good Standing.

6. In the absence of the Secretary at any club or Board of Directors meeting, an alternate person shall be designated to record the minutes.

7. The minutes of each club meeting shall indicate the date and location of the meeting, the name and office of the presiding officer, and the name and office (if any) of the person who recorded the minutes. The original copy of the minutes of all club meetings shall be retained permanently in the club files.

8. The minutes of each Board of Directors meeting shall indicate the date and location of the meeting, the name of the presiding Director, the names of each Director in

attendance, and the name and office (if any) of the person who recorded the minutes. The original copy of the minutes of all Board of Directors meetings shall be retained permanently in the club files.

**Section 11: Approval and Revision of By-Laws**

1. The initial approval of these By-Laws shall be carried out at the same time and on the same ballot as the election to ratify the Constitution.
2. Revisions to these By-Laws may be submitted by motion and in writing by any Member in Good Standing at a regular club meeting. If the motion is seconded and carried by the members present and voting, the proposed revision shall immediately become effective on a temporary basis. A ballot to approve the revision shall be provided to all Members in Good Standing (directly, by U.S. mail, or by electronic means) in sufficient time to be returned prior to the next regular club meeting, during which a vote to approve the revision shall be conducted. The temporary revision becomes permanent if approved by two-thirds of the members who cast ballots. The Secretary shall publicize the approved revision to all members, and shall prepare a revised original copy of the full By-Laws for the club files. If the temporary revision fails to gain approval by a two-thirds majority, the revision becomes void, and any action resulting from application of the revision is nullified.