

# **KNOX REVOLUTION WOMEN'S CYCLING CLUB**

## **BYLAWS**

### **I. NAME**

The name of this organization shall be **KNOX REVOLUTION WOMEN'S CYCLING CLUB** ("Club"). The official colors of the organization shall be orange and purple.

### **II. PURPOSE**

The purpose of the Club shall be to promote interest and participation in cycling, particularly among women; to make available to cyclists of all abilities to participate in cycling activities; to promote health and fitness among women; to provide education to club members with regard to cycling safety and bicycle maintenance; to promote and plan group rides, and other recreational cycling activities; and to encourage and promote amateur cycling among its members consistent with the provisions of a not for profit corporation incorporated in the State of Tennessee.

### **III. MEMBERSHIP**

Anyone supporting the purposes of this organization, and in accordance with the bylaws, is eligible for membership. Any person of at least 18 years of age may obtain a single membership status. A person of less than 18 years of age may obtain single membership status with the written permission of a parent or guardian.

### **IV. REVENUES AND EXPENDITURES**

**Dues:** Club dues shall be set by the Executive Board upon recommendation of the Finance Committee. Yearly dues are payable at the time of membership of each calendar year.

**Other Income:** The club may derive income from fees for events, from contributions, from individuals and/or businesses, from fees for members' assistance in conducting events held by other organizations, and other activities consistent with section 501(c)(7) of the Internal Revenue Code.

**Expenditures:** The only revenue expenditures that may be approved by the Executive Board are for website maintenance costs, event insurance, Post Office Box

rent, expenses of the Event Committee, purchase and provision of educational services and materials, and miscellaneous expenses consistent with purposes of the Club and section 501(c)(7) of the Internal Revenue Code. All other expenditures must be voted on and approved by the members.

## **V. OFFICERS**

The following officers shall be elected by the membership: (1) President; (2) Vice-President; (3) Secretary; (4) Treasurer; and (5) Events Coordinator. These officers, together with the appointed chairpersons of permanent club committees, shall constitute the Executive Board.

Officers receive complimentary membership for the year(s) active in service and one year following the year(s) of service.

Duties of the President: The President shall preside at all meetings, appoint temporary committees, appoint chairpersons of permanent committees to serve until the next election unless replaced, and chair Board meetings.

Duties of the Vice-President: The Vice-President shall preside in the absence of the President and assume the President's office if the office is vacated.

Duties of the Secretary: The Secretary shall keep minutes of club and executive meetings, maintain the order of club membership records, and report minutes of club meetings to the club membership via the website maintained by the Club.

Duties of the Treasurer: The Treasurer shall be responsible for club finances, maintain a budget, collect and record dues, pay bills, and prepare reports of receipts and expenditures. An Annual Treasurer's Report shall be posted on the Club website in the second month following the end of the Club's fiscal year.

Duties of the Events Coordinator: The Events Coordinator shall coordinate and appoint leaders for all club rides and events. In the absence of both the President and Vice-President, the Events Coordinator shall assume the powers of their offices.

## **VI. ELECTIONS**

Election of club officers shall be held annually in December. Nominations shall be taken prior to the December meeting. A list of candidates will be e-mailed to members and/or posted on the club website prior to the election meeting. Additional names may be placed in nomination from the floor immediately prior to the election. A plurality vote shall be necessary to elect. Newly elected officers shall assume their offices immediately after the election. The President shall only cast a vote in the event of a tie. Upon knowledge of an office vacancy, other than the office of the President, that office shall be filled at a regular or special meeting by majority vote of the members present

until standard election guidelines can be followed. The elected person shall assume the position for the remainder of the existing term.

## **VII. MEETINGS**

Regular meetings shall be monthly on the first Monday of each month or as determined by the President to allow the best presentation of a particular program or activity. Special meetings may be called by the President whenever required upon two-week written notice to the entire membership. The annual meeting shall be held at some time during the month of December at the discretion of the Executive Board. The President may call an Executive Board meeting at any time by contacting the members of the Executive Board and any other interested persons. No official business other than that which can be conducted by the Executive Board may be conducted at the Board meeting.

## **VIII. ORDER OF BUSINESS**

The order of business at regular meetings shall be:

1. Welcome and introduction of new members and visitors
2. Approval of minutes of previous, regular, special, and/or Board meetings.
3. Reports of officers and committees
4. Announcement of club rides, special meetings, programs, etc.
5. Unfinished business
6. New business
7. Adjournment

The President may change the order of business in order to accommodate special circumstances.

## **IX. COMMITTEES**

The permanent committees of this organization shall be:

Finance Committee: The Finance Committee shall be advised by the Treasurer and chaired by the Vice-President. It shall have as its duties the planning and supervising of fund raising, the annual audit of financial records and the preparation of an annual budget to be presented to the membership at the November meeting for the following calendar year.

Membership Services Committee: The Membership Services Committee shall be advised by the Secretary. Its duties shall be to administer the club website; to distribute group e-mails to be sent to all members carrying news of club activities; to recruit new members; and to promote the club and its activities.

Events Committee: The Events Committee shall be advised by the Events Coordinator, and its duties shall include to schedule, plan, publicize, and conduct events and rides sponsored by the club.

Education Committee: The Education Committee shall be advised by the President, and its duties shall be to instruct all new members in the rules for safe riding, and to cooperate with authorities and others in the promotion of bicycle safety education in the community, consistent with section 501(c)(7) of the Internal Revenue Code.

## **X. QUORUM**

A quorum of the members for the purpose of conducting club business shall consist of those members present at any regular or special meeting announced to the entire membership. Members may be represented by a written proxy. Proxies and ballots for all scheduled votes such as elections of officers shall be made available on the Club website and/or via the Club e-mail service prior to the appropriate monthly meeting.

## **XI. AMENDMENTS**

Amendments to the Charter and Bylaws may be proposed in writing by any member at a regular meeting and shall be incorporated into these Bylaws after a two-week written notice has been sent to the entire membership and if approved by a two-thirds vote of the members present at the next regular meeting (or special meeting called by the President with a two-week written notice to the entire membership) counting all votes cast by mail or by written proxy.