

BY-LAWS
OF
ARLINGTON HEIGHTS BICYCLE CLUB
ARTICLE I- NAME

The name of this organization is the Arlington Heights Bicycle Club (AHBC) in the State of Illinois.

ARTICLE II - OBJECT

The object of this club is:

- to promote cycling safety programs and to acquaint others with proper traffic regulations;
- to advance and strive for improvement and betterment of all public facilities and services for bicyclists;
- to encourage bicycling for its contribution to individual health and ecological improvement;
- to distribute information about bicycling to interested parties and organizations;
- to foster good will and friendship between cyclists and residents; and
- to cooperate with municipal officials or other public organizations for the general welfare of all cyclists.

ARTICLE III - MEMBERSHIP

Section 1 **Eligibility:** Any person who has an interest in cycling shall be eligible to membership.

Section 2 **Class of Membership:** There shall be two (2) classes of membership.

- a. Adult membership, minimum age 18.
- b. Household membership, to include all adult and youth members at a common address. Adult members only are eligible to vote.

Section 3 **Admission of Members:** Application for membership shall be submitted in writing and mailed to the membership chair or submitted in person at a scheduled AHBC meeting. The Membership chairperson will process applications.

ARTICLE IV - DUES

The annual dues for each adult member or household of the AHBC shall be \$15 per annum. Dues are payable at the time of initial membership application. New memberships received after September 1st are considered paid in full for the following year of membership.

Membership renewals must be submitted by March 31st of each year. Any member or household who does not pay renewal dues by May 31st shall be dropped from the membership and email list.

ARTICLE V - FISCAL YEAR

The fiscal year of the AHBC shall commence on the 1st day of November and end on the 31st day of October.

ARTICLE VI - MEETINGS

- Section 1 Regular meetings: Regular meeting shall be held as determined by an annually prepared schedule.
- Section 2 Election meetings: The annual meeting for election of officers shall be at the regularly scheduled October meeting.
- Section 3 Special meetings: Special meetings shall be called by the President or any Board member as necessary. Notice for such meeting shall be to the membership via email not less than three days before the date of said meeting. All notices shall state the purpose of the special meeting.

ARTICLE VII - OFFICERS AND BOARD

The officers of the AHBC shall be four (4) in number: President, Vice-President, Secretary and Treasurer. In addition, there shall be three (3) Members- At -Large, plus one (1) Chairperson each for the Bicycle Swap and Arlington 500 ride. The AHBC Board consists of the four officers, and three members at large, and two committee chairpersons.

- Section 1 President: The president shall be the chief executive of the AHBC, charged with the duty of supervising all of its functions. The president shall be ex officio, a member of all committees.
- Section 2 Vice-President: In the president's absence or in the event of his or her inability to act, the vice-president shall perform the duties of the president. The vice-president may also serve as the ride chair.
- Section 3 Secretary: The secretary shall conduct the correspondence of the AHBC, issue notices of and keep minutes of all meetings of the AHBC, be the custodian of the records, keep the current copy of the by-laws and discharge other duties as may be assigned to the secretary, by the president.
- Section 4 Treasurer: The treasurer shall collect all membership dues and shall have the care and custody of all funds and inventory of property of the AHBC. The treasurer shall propose an annual budget for Board approval at the January Board meeting and shall report finances at each regularly scheduled Board meeting. The treasurer shall provide the president with copies of bank statements on a quarterly basis for review. The treasurer shall deposit all funds in the name of the AHBC in such bank or banks as may be designated by the officers. Checks under \$250 may be signed by the treasurer or president. Checks of \$250 or over must be signed by the treasurer and either the president or secretary. The bank signature cards should indicate this policy.
- Section 5 Members at Large: A review of the AHBC financial records shall be conducted annually in November of each year of the prior fiscal year. The President shall appoint two (2) Members- At- Large to perform the review. A written report shall be given at the next regular meeting and will include a 12 month summary of income, expenses and

donations. Copies of the report shall be available to members in attendance.

(This article passed at membership meeting on February, 2013.)

(This article incorporated into by-laws on February, 2013 and posted.)

Section 6 Bicycle Swap Chairperson: The swap chairperson coordinates planning of the annual event including arranging for the venue; renting necessary equipment; publicity; and coordinating volunteers to run the event.

Section 7 Arlington 500 Chairperson: The 500 chairperson coordinates planning of the annual event including arranging for the venues; selecting ride routes; obtaining rides supplies; publicity and coordinating volunteers to run the event.

(Articles 6 & 7 passed at membership meeting in January, 2015.)

(This article incorporated in by-laws on January, 2015 and posted.)

ARTICLE VIII - ELECTION OF OFFICERS

Section 1 A nominating committee shall be appointed at the discretion of the president. The nominating committee should attempt to get a least two candidates for each of the four offices.

Section 2 The slate selected shall be presented at the regularly scheduled meeting prior to the election meeting (i.e. September meeting).

Section 3 Additional nominations may be received from the floor at either the election meeting or prior to it.

Section 4 By October 1st, the membership shall be advised via email of the proposed slate, additional nominations (if known) and the election meeting date, time and place.

Section 5 A simple majority vote of qualified members present at the election meeting shall serve to elect the officers and board members at large. Proxy voting may be arranged upon request by members in good standing by contacting the secretary three days prior to the election meeting.

ARTICLE IX - COMMITTEES, SPECIAL POSTS OR REPRESENTATIVES

Committees, special posts or representatives shall be appointed by the president as may be required to meet specific schedules for efficient operation of the AHBC. Any scheduled, planned or recommended activity or project shall be reviewed by the board prior to presentation to the membership. (Certain of these activities or projects may be restricted to members age 18 or over unless accompanied by responsible adult, as determined by the AHBC board.)

ARTICLE X - AMENDMENTS

The by-laws of the AHBC may be amended or revised by the affirmative vote of at least two-thirds (2/3) of the members present at the amendment meeting provided that a notice of such meeting is sent via email containing a summary of the proposed amendments.

The by-laws will be reviewed at least every two (2) years by an appointed committee.

ARTICLES XI - PARLIAMENTARY AUTHORITY

Meetings of the AHBC shall be conducted by the rules of parliamentary procedures and “Roberts Rules of Order Revised” shall be the authority for the AHBC in all question of parliamentary law not covered by the AHBC’s by-laws.

ARTICLE XII - MINORS AS RIDERS

The AHBC welcomes minor riders to participate in all bicycle riding activities with the club as long as they are accompanied at the event by their parent, guardian or other participating adult club member authorized to take responsibility for the minor. A minor is anyone under the age of 18.

Adult club members may sponsor an unaccompanied minor to participate in any non-bicycling activity. The parent or guardian of the minor child must supply written notification to a board member of AHBC that another named adult is responsible for the minor’s participation in the AHBC event. Notification must be supplied prior to participation in that event. In addition, both parents and/or guardians of the minor child and the minor child must have a current signed waiver on file. The waiver is part of the membership application.

With no exceptions, non-member who choose to participate in a club ride must be 18 years of age or older.

(This article passed at membership meeting on January, 2006.)

(This article incorporated into by-laws on February, 2006 and posted.)

ARTICLE XIII - CLUB ACTIVITIES

All ride participants must sign in person an AHBC ride sign-in sheet prior to the beginning of the ride.

(This article passed at membership meeting on January, 2013.)

(This article incorporated into by-laws on January, 2013 and posted.)

No competing ride will be posted to either the ride calendar or group-wise site for the following events: the Bike SWAP, the Arlington 500, the 4th of July, the annual picnic, the progressive dinner. (This article passed at membership meeting on October 28, 2015)

Revision log:

December 2015 - Revised Article XIII

January 2015 - Revised Article VII and added Sections 6 & 7

February 2013 - Added new Article VII, Section 5

January 2013 - Full revalidation and added new Article XIII