

B Y- L A W S OF ARLINGTON HEIGHTS BICYCLE CLUB

ARTICLE I- NAME

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

ARTICLE II - PURPOSE

The purpose 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 for 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 to the membership chair via U.S. mail or online. The Membership Chairperson will process applications.

Section 4 Member Conduct: The Board reserves the right to restrict or rescind an individual's membership for unsafe riding, ill manners, violation of club rules, or other improper behavior. Such restriction requires a unanimous vote of the board.

(Section 4 passed at membership meeting in March, 2021.)
(This section incorporated into by-laws in March, 2021 and posted.)

ARTICLE IV - DUES

The dues for each adult member or household of the AHBC shall be determined annually by the Board. 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 financial year of the AHBC shall correspond with the calendar year. The riding year for the purpose of tracking miles ridden 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, three members at large, and two committee chairpersons. One of the board members shall also serve as Ride Chair.

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.

Section 3 Secretary: The secretary shall conduct the correspondence of the AHBC, issue notices of and keep minutes of all meetings of the AHBC, post minutes on the club website, 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 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 \$500 may be signed by the treasurer or president. Checks of \$500 or over must be signed by the treasurer and either the president or secretary.

Section 5 Members at Large: A review of the AHBC financial records of the prior fiscal year shall be conducted annually in November of each year. The President shall appoint two (2) club members 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 in February, 2013.)

(This article incorporated into by-laws in 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.

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

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

Section 8 Ride Chair: The ride chair is responsible for ensuring that ride leaders are secured for all levels of club rides and that rides are posted on the calendar on the website. The ride chair may also serve as statistician.

(Section 8 passed at membership meeting in March, 2021.)

(This section incorporated into by-laws in March, 2021 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 at 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. at the 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. 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.)

Special posts shall include Membership Chair, Program Chair, and Webmaster and may also include Banquet Chair, Progressive Dinner Chair, Newsletter Editor(s), Safety Advocate, Statistician, and Publicity Chair.

Section 1 The Membership Chair is responsible for collecting membership applications, maintaining a current membership roster, and sending all collected dues to the treasurer.

Section 2 The Program Chair is responsible for obtaining speakers for club meetings and for posting program details on the club website.

Section 3 The Webmaster is responsible for maintaining the content and organization of the club website.

Section 4 The Safety Advocate is responsible for promoting safe bicycle riding. Duties could include sending emails about safe riding technique, writing a blog on the AHBC website, contributing newsletter articles, and/or helping to ensure that club ride leaders are running safe rides.

Section 5 The Statistician is responsible for retaining all ride sign-in sheets and keeping a record of miles ridden by each club member.

Section 6 The Publicity Chair is responsible for using social media and traditional media to promote the club and its events and mission throughout the community.

(Sections 1-6 passed at membership meeting in March, 2021.)

(These sections incorporated into by-laws in March, 2021 and posted.)

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 an amendment meeting, provided that a notice of such meeting is

sent via email containing a summary of the proposed amendments. Proxy voting may be arranged upon request by members in good standing by contacting the secretary three days prior to the amendment meeting.

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 commonly used rules of parliamentary procedures, and “Roberts Rules of Order Revised” shall be the general guideline for the AHBC in all questions 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-members who choose to participate in a club ride must be 18 years of age or older.

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

(This article incorporated into by-laws in 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. Riders who do not sign are not considered participants in the AHBC activity.

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

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

No competing ride will be posted to the ride calendar or announced by any other means for the following events: the Bike Swap, the Arlington 500, the 4th of July parade, the annual picnic, the progressive dinner, or any other official club event.

(This article passed at membership meeting on October 28, 2015.)

ARTICLE XIV - DISSOLUTION

Section 1 Dissolution of AHBC requires a majority vote of the Board, followed by proper notification of a special meeting of the membership. At this meeting, the Board shall present an explanation of reasons for dissolving the club and recommended use of remaining assets. The Board shall answer questions and facilitate member discussion. After such discussion, a vote of 2/3 of the members present is required to dissolve the club. Proxy voting may be arranged upon request by members in good standing by contacting the secretary three days prior to the special meeting.

Section 2 Upon the decision to dissolve AHBC, the treasurer, after paying all liabilities, shall disburse remaining assets of the club as determined at the special meeting.

(This article passed at membership meeting in March, 2021.)

(This article incorporated into by-laws in March, 2021 and posted.)

Revision log:

March 2021 - Full revalidation; revisions to Articles I, III, IV, V, VII, VIII, IX, X, XI, XIII; added new Article XIV

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

June 2010 - Revised Article I

February 2006 - Added new Article XII