

Constitution of the Suffolk Bicycle Riders Association, Inc.

Article I Name of the Organization.

Section 1: The name of this organization shall be the: SUFFOLK BICYCLE RIDERS ASSOCIATION, INC.

Article II Purpose of the Organization.

Section 1: To teach Members about bicycle mechanics, bike safety, the joy of bicycle touring, cycling as part of a physical fitness program and bicycle awareness for non-participants.

Section 2: To learn and teach about bicycles, the art of cycling and to enjoy a mutual appreciation and compatibility during bicycle tours that may include camping and racing.

Section 3: To organize events exclusively for charitable causes, with net earnings contributed to those causes.

Article III Membership of the Club.

Section 1: Membership shall consist of individuals who wish to participate as Members by abiding by the Constitution and by-laws of the Club. Individuals under the age of 18 will be considered members if sponsored by a parent or legal guardian, subject to SBRA rules and guidelines for persons under the age of 18. (Sep '11)

Section 2: The Club may not discriminate in admitting Members according to their age, race, nationality, color, sex, creed or religion.

Section 3: Each Member of the Club shall receive a membership card signed by the Membership Chairperson, which shall entitle the holder to all the benefits of the Club.

Section 4: A membership list of all Members shall be maintained by the club and the list will not be used for commercial purposes. A copy of the list may be requested by any Member by submitting a written request with the reason for wanting the list to the Executive Board at any club meeting, by presenting the request to the Club's Recording Secretary. The Executive Board by the next club meeting may either deny or grant the request for access to the list to that member. Also the list shall exclude the names of those Members who have filed a written request to keep their information private. (Jun '07)

Section 5: An individual membership level of Honorary Lifetime Membership shall be awarded to active members who have five years of current and continuous membership and have attained the age of 75 years. (Nov '09)

Article IV Officers of the Organization

Section 1: The Officers of the Club shall be the President, Vice President of Operations, Vice President of Administration, Secretary and the Treasurer.

Section 2: The Members shall elect all Officers at the November meeting. A majority of a quorum shall be necessary to constitute the election of an Officer. Each Officer shall serve the term of one (1) year, or until his successor is elected, except as specified in Article V of this Constitution. At the expiration of his term, any Officer may be re-elected. No Member shall be entitled to hold more than one office at the same time. In the event that a tie would result from the voting of any office, a new election shall be held at the same meeting, upon an entirely new ballot, in an endeavor to dissolve the tie.

Section 3: At the regular meeting of the Club held in September of every year, the President shall appoint a Nominating Committee consisting of three (3) Members, whose duty it shall be to make nominations of the Officers and Directors whose names shall be presented at the October meeting. Those nominated shall be candidates at the November meeting. In addition to the nominations thus made, nominations may also be made from the floor at the October and November meetings by Members in good standing. All elected Officers and Directors shall take office at the January meeting following their election.

Article V Executive Board

Section 1: There shall be elected annually from the active membership of the Club, Seven Members who shall meet with the Officers of the Club to formulate plans and decide all purposes and procedures of the Club and perform the functions of the Finance Committee. (Nov '09)

These Seven Directors, together with the Officers of the Club, and the Past President, shall constitute the Executive Board. Additional Directors may also be added from other past Presidents with the consent of the Executive Board. (Nov '09)

The Directors shall be entitled: Advocacy Director, Education/Safety Director, Membership Director, Ride Director, Social Director, Webmaster Director and Web Editor Director. (Nov '09)

Section 2: Directors shall be elected at the annual meeting and shall serve terms of one year.

Section 3: (Feb '07)

Section 4: Vacancies occurring among the members of the Board shall be filled by election by the Executive Board, such Officers or Board members to serve only until the next annual meeting.

Section 5: All Executive Board meetings are to be announced at either a prior General Membership meeting or via notification on the website. Executive Board meetings are open to attendance by General Membership as a guest to the meeting. Guests do not count toward the meeting quorum but have the right to the floor when acknowledged by the presiding officer of the meeting. Guests will not have voting privileges at the Executive Board meeting. Minutes of an Executive Board meeting will be provided to a General Membership individual when requested in writing. (Apr '09)

Section 6: Five (5) Members of the Executive Board shall constitute a quorum for the transaction of business. In the absence of the President and Vice-President, the quorum present may choose a chairman for the meeting. If a quorum is not present, a lesser number may adjourn the meeting to a later date.

Section 7: The duties of the Executive Board of the Club shall be to consider, promote and transact the business of the Club subject to the instructions of the Club at a business meeting and to perform the functions of a Finance Committee.

Article VI Meetings

Section 1: The Club shall meet regularly every month at the place designated by the Executive Board.

Section 2: The regular December meeting shall be the annual meeting for hearing reports and budget requests from all the Officers and Standing Committees.

Section 3: Special meetings may be called by the Executive Board at such times as are thought advisable. Such special meetings may transact only such business as is specified in the call, and special meetings may not supersede regular meetings except when especially provided for.

Article VII Amendments

Section 1: Any proposed amendments to this Constitution may be submitted in writing at any regular meeting of the Club. Such proposed amendments must be signed by at least three (3) active Members of the Organization before being submitted to the meeting, and shall be read to the meeting by the Recording Secretary.

Section 2: After such notice, and the publication in the next newsletter of the intent to amend, it shall be voted upon at the following meeting with no less than 10 days between the dates of publication of the amendment and the meeting at which the voting takes place. It shall become a part of the Constitution only if approved by a two-thirds majority of the Members present and voting at said meeting. (May '14)

By-Laws I Dues

Section 1: The annual dues shall be \$40.00 per member. Membership for all members will run annually from March 1st thru the following February 28th. Renewals of all memberships will take place between December 1st and February 28th. Members joining after February 28th will have a membership that runs thru the current year ending on February 28th. For the year of 2014 all members will pay their membership dues on the current renewal date for memberships expiring thru August 31st, 2014. All members renewing from September 1st, 2014 on will be grandfathered in under the new membership dates of March 1st, 2015. All members will therefore be responsible to pay their membership dues for 2015 between December 1st, 2014 and February 28th, 2015. Members not making payment by February 28th will be considered new members upon reinstatement. No dues will be required from members under the age of 18. The monthly Newsletter will be electronically delivered by email link. Effective October 1, 2011 for new members or upon renewal. (Mar '24)

Section 2: The annual dues are payable on or before the expiration of the 12 month period.

Section 3: Reinstatement shall be by payment of the current year's dues.

By-Laws II Duties of Officers

Section 1: PRESIDENT. The President shall be the chief executive officer of the club. He or she shall preside at all meetings of the Members and of the Board of Directors, shall have general management of the affairs of the Club, and shall see that all orders and resolutions of the Board are carried out. He or she shall serve as a member of all Standing Committees, except the Nominating Committee. He or she shall have the authority to sign Club checks.

Section 2: VICE PRESIDENTS. There will be two vice presidents with separate duties and responsibilities: The Vice President of Operations is responsible for all meetings, overseeing all club events and any special initiatives the board puts forward. The Vice President of Administration is responsible for the daily

business of the club in regard to the web site, ride postings, general membership and any issues arising during the course of club business. Both Vice presidents will also perform such other duties as the board and/or president prescribe. During the absence of the president the operational VP shall have all powers and functions as the president. Then followed by the Administrative VP. (Nov '09)

Section 3: TREASURER. The Treasurer shall collect all monies due the Club, have care and custody of all funds, shall deposit said funds in the name of the Club, and be responsible for the dispersal of all Club funds as may be ordered by the Executive Committee, taking proper vouchers for such disbursements. He/She or the President may sign checks, notes and orders of payment of money. He shall render to Executive Committee at its regular meetings, or whenever they may require it, an account of all his transactions as Treasurer and of the financial condition of the Club. He/She shall have an audit of the accounts of the Club made by a committee appointed by the President and present such audit in writing at the annual meeting. He/She shall act as insurance liaison.

AUDIT COMMITTEE. This committee shall be comprised of three (3) non-Executive Board members appointed by the President.

Section 4: SECRETARY. The Secretary shall keep the minutes of the meetings of the Board of Directors and also the minutes of the meetings of Members. He/She shall have charge of such books and papers as the Board may direct. He/She shall keep a Membership Roll containing the names, alphabetically arranged, of all persons who are members of the Club, showing their place of residence and the time when they became members. This responsibility shall fall under the Membership Subcommittee. The Secretary shall attend to the giving and serving of all notices of the Club. The Secretary shall attend to such correspondence as may be assigned to him or her.

By Laws III Duties of the Directors

The Directors shall have the responsibility for overseeing the committees assigned to them and reporting back to the President. Each Director shall meet with his/her various subcommittees, who shall state their budget requests and needs, start-up monies for their events, and report to the rest of the Executive Board prior to the December meeting. These shall be summarized in the annual budget presented in December and begun in January.

Section 1: ADVOCACY DIRECTOR shall be responsible for the operation of the following committees:

L.A.B. Government Representative
L.A.B. Representative
Paumonok

Section 2: EDUCATION/SAFETY DIRECTOR shall be responsible for the operation of the following committees:

Education

Section 3: MEMBERSHIP DIRECTOR shall be responsible for maintaining the records of all active members, their start and termination dates and all payments received for membership. In addition, the director will be responsible for the active recruitment of new members and the retention of existing members. (Apr '09)

Section 4: RIDE DIRECTOR shall be responsible for the operation of the following committees:

Bike Boat Bike
Charity Ride
Railroad Ride
Ride Chairperson

Section 5: SOCIAL DIRECTOR shall be responsible for the operation of the following committees:

Awards
Holiday Party Chairperson
Picnic Chairperson

Section 6: WEBMASTER DIRECTOR shall be responsible for maintaining and overseeing the SBRA website, assign specific duties and access levels to committee members and be responsible for the placement of information as directed by the board. (Apr '09)

Section 7: WEB EDITOR DIRECTOR shall be fully responsible for all content as published on the club website and shall delegate any and all responsibilities for editing and publishing of articles, rides and special notices. All club mass emails will be overseen by the web director. The Web Editor Director will work in conjunction with the WebMaster in the maintenance and daily control of the functionality of the website. (Nov '09)

By Laws IV Committees

Section 1: Committees shall be appointed by the President.

Section 2: The Standing Committees are as follows:

ADVERTISING: This committee shall be responsible for collecting monies from current advertisers in the newsletter and submitting requests for renewal of ads. It shall be responsible for soliciting new prospective advertisers.

AWARDS: This committee is responsible for developing guidelines for awards. This committee shall present awards at the appropriate times. The Ride Chair shall be a permanent member of this committee.

BIKE BOAT BIKE: This committee shall be responsible for the management of Bike-Boat-Bike (the Club Fundraiser) annual ride. This committee reports to the Ride Director.

CHARITY RIDE: This committee shall be responsible for organizing and overseeing the charity event.

EDUCATION: This committee is responsible for creating educational programs for the community and local schools.

HOLIDAY PARTY: This committee shall organize and oversee the annual holiday party in December.

L.A.B. (League of American Bicyclists) (see L.A.B.) Government Representative.

L.A.B. Government Representative: This position is appointed by the Executive Board to serve a term that coincides with the structure of L.A.B.

NEWSLETTER: The editor-in-chief shall publish a monthly newsletter consisting of: a ride calendar, advertising, and any/all articles of interest to Club Members, shall deliver to printer final document to be printed, and send to the Membership by the beginning of the next month.

PAUMONOK: He/She shall be responsible for attending and representing SBRA at all Paumonok meetings. At our monthly meeting, he/she shall report all actions and information presented at these meetings.

PICNIC: This committee shall organize and oversee the annual picnic.

PUBLIC RELATIONS: This committee shall be responsible for promoting the Club and all Club events.

QUARTERMASTER: He/She shall be responsible for keeping accurate records all items purchased by SBRA, the location of same, and, if borrowed, to whom and date of return.

~~**LIBRARIAN:**~~ This position eliminated due to obsolescence. (Nov '09)

SWEIZY'S EASY MEMORIAL MONTAUK R.R. CENTURY RIDE (2003): This committee shall organize and oversee the annual Montauk 100 mile ride, including plans with the Long Island Railroad.

RIDES COMMITTEE: He/She shall be responsible for the creation of a monthly ride schedule, including a staff of monthly ride coordinators and support people, including the Map Chairperson and Ride Statistician Chairperson. He/She shall maintain ride leadership records. Monthly Ride Coordinators shall be responsible for submitting a list of rides to the newsletter editor. Ride Chairman will serve as a permanent member of the Awards Committee.

SAFETY: This committee is responsible for creating and directing the Club Safety program.

SUNSHINE: This committee shall be responsible for sending out cards for special occasions to our membership. Chair is also responsible for making announcements of special occasions available for public knowledge by publishing this information in the newsletter.

By Laws V QUORUM

Section 1: All business may be transacted by Members attending regularly scheduled meetings.

By Laws VI ORDERS OF BUSINESS

Section 1: The order of business at all meetings of the association shall be as follows:

1. Meeting called to order
2. Reading of minutes of previous meeting
3. Correspondence

4. Reports of officers and committee chairmen
5. Unfinished Business
6. New Business
7. Program (addressed and entertainment)
8. Adjournment

By Laws VII PARLIAMENTARY AUTHORITY

Section 1: Robert's Rules of Order, revised, shall be the parliamentary authority of this club.

By Laws VIII AMENDMENTS

Section 1: Any amendment to these by-laws may be proposed at any regular meeting, to be adopted by a majority vote at the following business meeting, if, in the meantime, the proposed amendment has been published in the newsletter.

By Laws IX HELMETS

Section 1: Wearing a helmet is mandatory on all SBRA rides. Persons arriving to participate in the event with no helmet will not be officially signed in, nor given maps. The ride leader has the authority to reject any person not meeting these requirements.

By Laws X BUDGET

Section 1: The Executive Board shall prepare the next annual budget in July to be voted on at the August meeting. The Fiscal year will run from August to July. (Sep '11)

Section 2: Fiscal responsibilities of the Club Membership. All those responsible for spending money shall use the following procedure: Keep an organized record of expenses with receipts and income. An updated financial sheet shall be submitted quarterly.

Section 3: Upon completion of the Committee's function, at a date no later than the January Meeting, all monetary balances shall be returned to the SBRA treasury.

Section 4: The Finance Committee shall be responsible for overseeing the fiscal responsibility of the Club. All Officers and Directors have the responsibility for overseeing each of their committees with budget allotments. If the need exists to exceed the budgetary allotment of a specific committee, that committee shall go to their respective Executive Board. The President shall be apprised of all additional budgetary expenditures by the Treasurer.

By Laws XI AUDIT COMMITTEE

Section 1: The Audit Committee will examine the Treasurer's books and submit a report to the President and the Finance Committee on a biannual basis or as