

BY-LAWS OF THE PRAIRIE CYCLE CLUB
Approved/Adopted at Annual Membership meeting held on 4 December 2011

ARTICLE I – Name and Purpose

The name of this organization shall be the PRAIRIE CYCLE CLUB, a not-for-profit organization. The Prairie Cycle Club is a social club whose members partake in and promote various kinds of recreational bicycling

ARTICLE II – Board of Directors

Section 1. Composition

The Board of Directors shall consist of the Officers of this Club.

Section 2. Meetings of the Board of Directors

A Meeting of the Board of Directors may be called by any Director upon appropriate notice to each Director. One half of the Board shall constitute a quorum.

Section 3. Authority

During Meetings of the Board of Directors, the Board shall have the authority to make programming, policy, and financial decisions on behalf of the Club, provided such decisions are within the purpose and capabilities of the Club. Each Director present at such Meetings shall have one vote, and any decision shall require a majority vote of the Directors present.

Section 4. Reports to the Membership

Decisions made by the Board of Directors shall be reported to the full Membership of the Club, on the club website and in any published newsletter, and if appropriate, by other means.

ARTICLE III – Officers

Section 1. Titles and Duties

The Officers of this Club shall be a President, a Treasurer, a Secretary, an Activities Director, a Website/Newsletter Editor, a Membership Coordinator, and a Publicity Director. The President and Treasurer shall not be the same person. Individuals holding multiple positions shall only have one vote at Board of Director meetings.

Section 1a. President

The President shall

- a. Preside at Membership meetings and at Meetings of the Board of Directors.
- b. Serve on the Board of Directors.

Section 1b. Treasurer

The Treasurer shall

- a. Maintain the financial records of the Club.
- b. Manage the monetary assets of the Club as directed by the Board of Directors.
- c. Provide timely financial reports to the Club as appropriate, including at least one Club financial summary annually and other financial reports requested by the Board of Directors.
- d. Serve on the Board of Directors.
- e. The Treasurer shall preside at Member and Board meetings in absence of the President. If the Treasurer cannot preside, the President shall designate an interim.

Section 1c. Secretary

The Secretary shall

- a. Prepare and maintain records of Membership Meetings and Meetings of the Board of Directors.
- b. Notify the Membership of Membership Meetings.
- c. Inform the Membership as necessary of actions taken at any meetings of the Membership and of the Board of Directors.
- d. Maintain the official Records of the Corporation.
- e. Manage Club correspondence and affiliations with other parties.
- f. Serve on the Board of Directors.

Section 1d Activities Director

The Activities Director shall

- a. Encourage and promote Club sponsored activities.
- b. Maintain and coordinate a schedule of activities related to the purpose of the Club, and inform the Membership of the schedule as appropriate.
- c. Serve on the Board of Directors

Section 1e Website/Newsletter Editor

The Newsletter Editor shall

- a. Gather information related to the purpose of the Club.
- b. Prepare and distribute to the Membership in a timely manner information related to the purpose and activities of the Club, via the club website and published newsletters. The website shall include any published newsletters, and, after Board of Directors approval, minutes of Membership and Board meetings. (The Board of Directors can vote whether the Website/Newsletter Editor shall prepare and distribute a newsletter.)
- c. Serve on the Board of Directors.

Section 1f. Publicity Director

The Publicity Director shall

- a. Coordinate efforts to publicize and promote the Club and activities related to the purpose of the Club, provided such efforts are within the purpose and capabilities of the Club.
- b. Serve on the Board of Directors.

Section 1g. Membership Coordinator

The Membership Coordinator shall

- a. Maintain the club's membership rolls, and turn over any membership dues to the club treasurer
- b. Serve on the Board of Directors

Section 2. Term and Election of Officers

The term of each Officer shall be from the time of election until the next election. Officers may be re-elected for additional terms. However, the President may not serve as such for more than three consecutive years, and the Treasurer may not serve as such for more than three consecutive years. Two members of the Club are required to nominate a candidate for Office, one to nominate and another to second the nomination. Nominations shall be made at the Annual Membership meeting (described in Article V, Section 1). Each Officer shall be elected by a majority vote of the members who vote at the Annual Meeting.

Section 3. Vacancy of Office

The Treasurer shall assume the interim office of the President in the event of resignation by the President prior to the completion of a full term until an interim can be designated by the Board. The President may appoint a member on an interim basis to fill a vacancy in one of the other Club offices.

Section 4. Removal of Officers

Any officer elected or appointed may be removed by the persons authorized to elect or appoint such officer whenever in their judgment the best interests of the Club will be served thereby.

ARTICLE IV – Membership

Section 1. Qualifications

Any party interested in supporting the Purpose of the Club, will, upon payment of dues, become a Member. Membership in the Club is not transferable or assignable.

Section 2. Dues

Dues shall be specified by the Board of Directors

Section 3. Period of Membership

The Period of Membership begins when club dues are paid. Memberships beginning before September 1 of a calendar year shall end on March 15 of the next calendar year. Memberships starting on or after September 1 of a calendar year shall end on March 15 of the second following calendar year. However, the Board may designate that memberships purchased at designated PCC events or after a designated date in any calendar year continue through March 15 of the second following calendar year.

Section 4. Privileges of Membership

- a. Each Member shall have one vote at each Membership Meeting.
- b. The privilege of the floor shall be extended to any voting Member at any Membership Meeting.

Section 5. Termination of Membership

- a. A Member may resign at any time. No part of Dues shall be refunded to a resigning Member.

ARTICLE V – Membership Meetings

Section 1. Annual Meeting

- a. The Annual Meeting of the Membership shall be held in December of each year at an appropriate time and place to be specified by the Board of Directors. Notice of the December Annual Meeting shall be on the club website, in any club newsletter, and by email prior to that Meeting.
- b. The Annual Meeting shall include the election of Officers.

Section 2. Special Meetings

Special Meetings of the Membership may be called as appropriate by the Board of Directors. Notice of a Special Meeting shall be on the club website, in any club newsletter, and by email prior to that Meeting.

Section 3. Voting

In order to vote at the Annual Membership Meeting a Member must be present at the Meeting and cannot authorize any other party to cast a vote by proxy or other method. Special meetings may held by means of an electronic forum accessible to all members.

ARTICLE VI – Committees

Section 1. Standing Committees

The Standing Committees shall be:

- Membership (chairperson to be the Membership Director).
- Ride Activities (chairperson will be the Activities Director).
- Public Relations (chairperson will be the Publicity Director).
- Meeting and Special Activities Programs and Arrangements (chairperson to be appointed by the Board of Directors).

ARTICLE VII – Amendment, Maintaining and Posting of By-Laws

Section 1. Procedure of Amendment

These By-Laws may be repealed, altered or amended at any Annual Meeting of this Club or any Special Meeting called for that purpose, and approved by a majority vote of the membership present. Copies of proposed changes shall be published on the club website, and announced in any club newsletter, and by email preceding such meeting.

Section 2. Maintaining and Posting of By-Laws

The President and Treasurer shall each maintain a written copy of the By-Laws. The By-Laws shall be posted on the club website.

ARTICLE VIII – Effective Date

The By-Laws shall be effective upon adoption.

ARTICLE IX – Final Disbursements

If the Club should cease to exist for any reason other than financial insolvency, the funds remaining in the treasury after all proper Club debts have been paid shall be donated- to the League of Illinois Bicyclists or other agency approved by a Special meeting. A Special Meeting of the membership shall be necessary to dissolve the club.