



MAJOR TAYLOR CYCLING CLUB SAN DIEGO MTCCSD

"This Is How We Roll"



Major Taylor Cycling Club San Diego (MTCCSD)

Mission Statement and Organizational BYLAWS

ARTICLES

ARTICLE I

The name of the Organization shall be Major Taylor Cycling Club San Diego (Henceforth known as **MTCCSD**). Its principle place of location and Headquarters shall be in the city of San Diego, California and shall not be dissolved while there are five good-standing members objecting to its dissolution.

The **MTCCSD** geographical area of activity shall include but not be limited to the state of California.

ARTICLE II

MTCCSD is a diverse cycling club open to all levels of cyclist from the novice to the competitive racer.

The purpose of **MTCCSD** shall be:

- To bring various peoples together through a shared interest in cycling for such purposes as to bring cultural diversity to the cycling community and to develop the riding skills and abilities of those members regardless of race, color, creed or gender.
- To share in the responsibility of health education in our community with respect to the fight against all health concerns as they affect our society.
- To act as a civic minded organization encouraging and participating in volunteer and charity events designed to better the community.
- To promote and help develop a working relationship between **MTCCSD** and other Cycling Organizations.

The members who make up the club are bound by our love of the sport. Our occupations include a wide range of positions from all segments of the work world. It shall be a Non - Profit Organization dedicated to Cycling. All who wish to join are welcomed. An application and legal release are required for membership. Dues are payable upon initiation.

ARTICLE III Board of Directors

The Board shall be composed of the following elected officers of **MTCCSD**:

- President
- Vice President
- Secretary & Treasurer
- Membership & Property
- Marketing & Media
- Chairperson of Ride Committee
- Chairperson of Event Committee
- Historian
- Webmaster

Oath

Each Officer elected to an elective position, when duly elected as provided for in the Bylaws, shall, prior to being installed and assuming the duties of his/her office or position, take the following oath:

I, (name), do hereby solemnly pledge to recognize and comply with all provisions of **MTCCSD** and all of the rules, regulations, policies, practices and decisions. And to perform the duties of my office promulgated in the furtherance and administration of the Bylaws, and to deliver to Major Taylor Riders books, papers and other property of the Club that may be in my custody and control at the close of my official term.

Each Officer will be entitled to one (1) vote according to the provision as outlined in Roberts' Rules of Order.

The Club Founder, Odale Baker, will have the authority to participate in the discussions of the Executive Board, and they will rely on him for his vision and recommendations on policy, procedures, and direction. However, he will have no formal authority and no vote in the Board's decisions.

ARTICLE IV SECTION 1 OFFICE OF PRESIDENT

The President shall be chosen by the membership. No person shall be chosen or elected President who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one years old on or about the date of his/her nomination. He/She must have participated in one entire Season of **MTCCSD** schedule calendar rides. He/She shall be elected by a majority vote and shall preside until replaced the membership or until his/her resignation.

The President, subject to the ratification by a majority vote of the Officers, shall establish any standing committee authorized in the bylaws, and shall establish any other committees or other entities deemed necessary.

The President shall have the sole authority to make temporary appointments until the next election or remove an officer from office.

The President shall preside at all meetings of **MTCCSD** and shall be ex officio member of all committees except the nominating committee.

The President shall provide leadership to all members. The President appoints Chairperson of **MTCCSD** committees with the approval of the Executive Board.

The President shall delegate responsibilities to other Club members and shall encourage participation in all **MTCCSD** activities. The President shall attend all Club meetings.

The President shall meet regularly with the Executive Board Members in accordance with these bylaws to plan the agendas for the general membership.

The President shall be one of the authorized signers of checks issued by the **MTCCSD** account and shall have ATM access to the account. No person shall act in his/her stand as a signatory

President Resignation: Upon the President's resignation, the Vice President shall assume office until the next election.

ARTICLE V SECTION 1A. POWERS OF OFFICE

Section 1. The President, as the chief executive officer, shall have executive, administrative and judicial authority over the affairs and business of **MTCCSD**;

Section 2. The President shall have the authority to see to it that the affairs and business of **MTCCSD** or other subordinate bodies are being properly conducted in accordance with the Bylaws.

Section 3. The President may serve until replaced by the membership or his/her resignation.

ARTICLE VI SECTION 2 OFFICE OF VICE PRESIDENT

The Vice President shall be chosen by the membership. No Person shall be chosen or elected Vice President who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one (21) years of age on or about the date of his nomination. He/She must have participated in one entire season of **MTCCSD** schedule calendar rides.

He/She shall be elected by the membership.

The Vice President shall be the "Keeper of The Calendar," (Scheduling of All Calendar Events that involve **MTCCSD**) and shall assist the President and shall assume the President's duties in his/her absence or at the President's request. He/She will perform his duties in accordance with the bylaws of **MTCCSD**.

The Vice President shall be one of the authorized signers of checks issued by **MTCCSD** account and shall have ATM access to the account. No person shall act in his/her stand as a signatory.

Vice President's Resignation: Upon the Vice President's resignation, the Secretary shall assume office until the next General election.

ARTICLE VII SECTION 3 OFFICE OF SECRETARY

The Secretary shall be chosen by the membership vote. No person shall be chosen or elected Secretary who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one years old on or about the date of his/her nomination. He/She must have participated in one entire season of **MTCCSD** schedule calendar rides.

The Secretary shall maintain the official record of the proceedings and actions of all Club meetings. The responsibilities shall include notices, agendas, sign - in sheets and material distributed. The Secretary shall prepare and read the minutes of each Cycling Club meetings and shall make minutes available upon written request by any member in good standing.

He/She shall maintain custody of records and reports. The Secretary shall sign and incorporate all amendments into the bylaws and shall ensure that copies of the amended bylaws are on file in the office. The Secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding the Cycling Club. He/She shall also be responsible for maintaining a current list of members, which shall be available at every meeting.

The Secretary shall assume the Vice President's duties in his/her absence or resignation. It shall be a temporary appointment until the next general election.

ARTICLE VIII SECTION 4 OFFICE OF TREASURER

The Treasurer shall be chosen every year by the membership. No person shall be chosen or elected Treasurer who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one (21) years of age on or about the date of his/her nomination. He/She must have participated in one entire season of **MTCCSD** schedule calendar rides. He/She shall be elected by a majority vote for a term of one year. He/She term of office shall not exceed a period of two terms.

ARTICLE VIII SECTION 4a:

The Treasurer shall be one of the signatories on all checks issued in **MTCCSD** account. No person shall act in his/her stand as Treasurer. He/She will perform his/her duties in accordance with the bylaws of **MTCCSD**.

ARTICLE VIII SECTION 4b:

The Treasurer shall be responsible for all financial affairs and funds for **MTCCSD**. He/She shall provide the annual budget. He/She shall also be responsible for maintaining an updated record of income and expenditures and shall be one of the signatories on all checks issued in the Cycling Club's Bank accounts. No person shall act in his/her stand as signatories unless designated by President.

ARTICLE VIII SECTION 4c:

No funds shall be withdrawn from **MTCCSD** Bank Account without the advance approval of the President or in his absence the Vice President. The Treasurer shall be authorized to sign checks. All checks / ATM expenditures require approval of the President or in his absence the Vice President

ARTICLE VIII SECTION 4d:

Authorized Board member (s) shall deposit all funds in **MTCCSD** Bank Account within twenty four (24) hours of receipt. No funds shall be kept in a member's home unless authorized by the President in writing.

ARTICLE VIII SECTION 4e:

He/She shall adhere to and implement all financial procedures established by the Executive Board. He/She shall be prepared to present and provide copies of financial reports for viewing by any member in good standing upon written request and the approval of the President.

The Executive Board is authorized to make an emergency expenditure with a two-thirds approval by the Executive Board. The emergency expenditure must be explained to and accepted by the membership at the next calendar meeting.

ARTICLE VIII SECTION 5 OFFICE OF PROPERTY & MEMBERSHIP

Authorized Board member coordinates all club clothing orders; maintains inventory of all apparel and clothing ordered; and shall be responsible for an accurate inventory of all memberships, funds and club property purchased and distributed. Member shall be accountable to pass those same names and funds to the Treasurer for recording and accounting. Maintains data base of information on members; develops/updates membership forms and e-mail addresses. Provide annual budget.

ARTICLE IX OFFICE OF MARKETING & MEDIA

This office is responsible for gathering and structuring information for use in advertising the club and its activities for the purpose of obtaining Club sponsors .Develops information and presentations for soliciting funds, products, or other resources; builds and maintains current, and potential sponsor lists; maintains positive relationships with sponsors; provides sponsorship information to board and general membership.

ARTICLE X SECTION 1 OFFICE & COMMITTEES

The following OFFICES and COMMITTEES are established as inclusive to MTCCSD

Office of Historian.

The Historian shall keep an accurate record of the Club's and its member's activities and accomplishments to be published at the end of each calendar year in the Club newsletter. He/She shall prepare a newsletter encouraging member participation, outreach and recruitment. The Newsletter must contain a message from the President, list of executive Board Members, all meeting dates, club rides, pictures and any other material deemed appropriate by the Executive Board. Historian shall pass all pictures and information pertinent for posting to the **MTCCSD** website to the Webmaster.

Office of Webmaster

Creates and maintains the Club website; identifies and maintains links to relevant website; actively coordinates activities with Office of Media, Ride Committee and Event Committee. Provide annual program budget.

Club Ride Committee.

Such committee shall have a Chairperson and shall schedule and recommend for approval potential rides and routes to be used for Club training, racing, recreational and fun rides. This committee shall coordinate the efforts of Club members in sanctioned events in their competitive discipline. The Committee Chair is a focal point for the sharing of racing and training information. Activities of the committee will be governed by consensus of racing members as long as they do not conflict with goals and purposes of the Club. Ensures and enforces safe riding conditions.

Club Event Committee

Such committee shall have a CHAIRPERSON and shall consist of a volunteer element and a charity element. All events are to be scheduled in advance. All charity, volunteer and club events are to promote the club and its members. Coordinates annual Club gathering, award ceremonies. Provide annual program budget.

San Diego County Bicycle Coalition Committee Member at Large

Club shall designate a member of **MTCCSD** to attend all scheduled meetings of San Diego County Bicycle Coalition (SDCBC). Member shall report all pertinent findings and items of interest from the committee to the board.

Article XI ELECTION OF OFFICERS

The nomination of the elected officials shall be made at the November General meeting. Nominations also will be accepted from the floor at this meeting. The Nominating Committee's ballot, with write-in space, will be e-mailed to all members by November 1. Said ballots are to be marked and received not later than November 15, in a sealed envelope with voter's name on the envelope. The Nominating Committee shall function as the Board of Elections to verify membership and to certify the results of the election.

Article XI SECTION 1 NOMINATING COMMITTEE

The nominating committee shall be established during the month of October at the General membership meeting. The nominating committee shall consist of (5) members to be elected by the membership. The nominating committee must be members in good standing with the Club.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing thirty days before the election.

Article XI SECTION 2 CERTIFICATION OF ELECTION AND INSTALLATION OF OFFICERS:

The results of the election shall be announced by the Chairperson of the nominating committee or another committee member designated by the chairperson. The installation of new officers shall be held during the January membership meeting.

ARTICLE XI SECTION 3 VACANCIES:

A vacancy occurring in the Office of President shall be filled by the Vice President for the remainder of his/her

term of office. A special election process shall fill a vacancy occurring in any other position. Officers, who wish to resign their positions once an election has been certified, must do so in writing to the Secretary, and at that time shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer records to the President.

ARTICLE XI SECTION 4 SPECIAL ELECTION PROCESS:

The Executive Board shall be responsible for announcing any vacancies which may occur and ensuring that all vacancies which may occur are filled by the next regularly scheduled meeting of **MTCCSD**.

ARTICLE XII ORDER OF BUSINESS

The order of business at meetings shall be according to Roberts Rules of Order as follows:

1. Call to order
2. Approval of minutes of previous meeting
3. Reports of officers
5. Unfinished business
6. New business
7. Adjournment

ARTICLE XIII AMENDMENTS

Amendments to these Bylaws may be proposed by any officer or by any member who presents to the Secretary a petition signed by a 2/3 vote of the members.

The proposed amendment shall be discussed by the Officers, and may be amended as to form by them. If the Officers adopt the amendment by majority vote, it shall be referred to the membership. The amendment shall be adopted if it receives a 2/3 vote of the members attending a regularly scheduled meeting. The amendment, if approved shall become effective on the first day of the next month.

End of Rev (IV) 1/12/2009