

The Tulsa Bicycle Club, Inc. Constitution

Article I

Section 1. This organization shall be known as “The Tulsa Bicycle Club, Inc” (hereinafter called TBC).

Section 2. TBC is registered as a Non-Profit Corporation with the State of Oklahoma.

Section 3. The name “Tulsa Bicycle Club” club logo and other devices shall not be used in conjunction with any other organization without the permission of the Executive Board.

Article II

The purpose of TBC is to promote all aspects of bicycling.

Article III – Membership

Section 1. There shall be a single membership classification. A membership shall include all members of an immediate family or household.

Section 2. Voting: All members 18 years of age and older shall be eligible to vote in general and special meetings on all questions not requiring ballots. For the purpose of electing officers or any other question requiring the issuance of ballots, there shall be one vote per membership. For that purpose and for the purpose of receiving a copy of the monthly newsletter, a membership is defined by the payment of dues, i.e. one vote and one newsletter copy for each annual dues amount paid.

Article IV – Meetings and Events

Section 1. The annual meeting and installation of officers shall be held in December of each year. The time and place shall be determined by the Executive Board.

Section 2. Regular and special meetings are provided for in the by-laws.

Section 3. All meetings of TBC shall be governed by the latest edition of Roberts’ Rules of Order in all cases in which the rules are applicable and not inconsistent with the by-laws of TBC.

Section 4. All meetings and events shall be open and readily accessible to all members.

Article V – Officers

The Officers shall be President Vice President, Secretary and Treasurer. The Immediate Past President shall serve as an ex officio officer and shall vote to break a tie vote among the officers.

Article VI – Elections

The election of Officers shall be held as authorized in the by-laws.

Article VII – Executive Board

The Executive Board shall be comprised of the Officers, Immediate Past President, and Chairman of all Standing Committees as provided for in the by-laws.

Article VIII – Finance

TBC shall not afford pecuniary gain incidentally or otherwise to any of its members.

Article IX – Expulsion

Section 1. Any Officer of TBC may be removed from office by a two-thirds vote of the membership present at a regular business meeting.

Section 2. The Officers of TBC shall have the power to relieve any volunteer individual or committee Chairman of his or her duties by a majority vote.

Section 3. The Executive Board by a three-fourths majority of its full membership shall have the power to expel any member for conduct detrimental to the interests of the TBC.

Article X – Affiliation

Any non-profit club or organization which subscribes to the purpose of TBC may affiliate with TBC, subject to approval by the majority at a general membership meeting.

Article XI – Amendments

This Constitution may be amended at any regular meeting of TBC by two-thirds vote of the members present and voting, provided that the proposed amendment shall have been published in the TBC bulletin at least four weeks prior to the time of voting.

By-Laws

Article I Names and Devices

Section 1. The Tulsa Bicycle Club, (hereinafter called TBC) will have a club logo, letterhead, newsletter mast-head, jersey design, etc as approved by a ballot of the membership. No such device may be used without that approval.

Section 2. The name “Tulsa Bicycle Club”, club logo or any other device shall not be used without the approval of the Executive Board.

Article II – Fiscal Year

The Fiscal Year shall be the calendar year.

Article III – Dues

Annual dues shall be \$17.00 per membership. Payment should be due during the anniversary month of the member’s joining TBC.

Article IV – Meetings

Section 1. Regular meetings of TBC shall be held approximately once per month. Members present shall constitute a quorum for the transaction of business. Voting by proxy shall not be allowed.

Section 2. Special meetings may be called by the President or by majority vote of the officers. The object of the meeting shall be stated in the call. Quorum and voting shall be in accordance with the provisions for regular meetings.

Section 3. Executive Board meetings shall be held at such times as may be determined by the Board. Fifty-one percent of the Board members shall constitute a quorum for the transaction of business. The meetings shall be open to the membership, but only Board members shall vote.

Article V – Duties of Officers

Section 1. The President shall coordinate and supervise the total TBC program, preside at General, Special, and Executive Board meetings, enforce the Constitution, by-laws and Rules of Procedure, approve the expenditures of the Treasurer, and perform other duties as needed to accomplish the goals of TBC. The President is an ex officio voting member of all committees except the Nominations and Election Committees.

Section 2. The Vice President shall assist the President in carrying out his or her responsibilities, preside in the President’s absence, fill the President’s unexpired term in the event of a vacancy, and perform such other duties as assigned by the President or Executive Board.

Section 3. The Secretary shall record the proceedings of General, Special, and Executive Board meetings and provide an appropriate summary to the newsletter editor for publication, maintain all non-financial TBC records, maintain a file of current Rules of Procedure, conduct appropriate correspondence, and perform such other duties as assigned by the President or Executive Board.

Section 4. The Treasurer shall receive all funds and make disbursements with the guidance and approval of the President or Executive Board, prepare and keep records of all transactions in accordance with generally accepted accounting practices, deliver a monthly financial report to the newsletter editor for publication, make budget recommendations to the Executive Board as provided for in Article VIII, and perform such other duties as assigned by the President or Executive Board.

Article VI – Election of Officers

Section 1. Nominations: Prior to July 1 of each year, the President shall appoint a Nominations Committee of not fewer than seven members in good standing, excluding current Executive Board members. The President shall serve as a non-voting Ex Officio member of that committee. It shall be the responsibility of the Committee to ensure that there is at least one qualified candidate for each office.

In the August newsletter, the Nominations Committee shall publish a description of the election process, the list of officers and their duties, and such additional explanatory material as may be approved by the Executive Board. A Solicitation of Candidates for those offices shall also be published in the August and September newsletters.

All Declarations of Candidacy must be received by the Nominations Committee not later than the General Meeting in October.

Section 2. Election: If only one Declaration of Candidacy is made for any office, the Nominations Committee shall report the fact to the Executive Board at its October meeting, and the candidate for that office shall be certified as the Officer for the following year.

If two or more Declarations of Candidacy are made for any office, the Nominations Committee shall report the fact to the President, who shall call an Election. He shall appoint an Election Committee, which shall consist of five members in good standing. Current officers and members of the Nominations Committee may not serve on the Election Committee.

In the November newsletter, the Election Committee shall publish a ballot listing the candidates for contested offices. The Nominations Committee shall ensure that candidates qualifications and such additional statements as each candidate wishes to make are published, within the limits of space available.

All ballots shall be returned to the TBC Post Office Box in envelopes prominently marked “ballot” and shall be received by November 30. The Election Committee shall convene on the first Federal working day after November 30, tally the ballots, and certify the results to the President. The results shall be announced to the general membership at the President’s discretion, but not later than the Annual Meeting. The results of the tally shall be published in the January newsletter. After tallying, the ballots shall be placed in a sealed container and be retained by the Election Committee until the Executive Board meeting in February.

Section 3. Terms: Officers shall hold office 12 months or until their successors are duly elected and installed. The term of office shall be the calendar year. Vacancies may be filled by appointment by the President with the concurrence of a simple majority of the Executive Board.

Article VII – Committees

Section 1. Executive Board: The Executive Board shall be comprised of the Officers, Immediate Past President and Chairmen of the Standing Committees. It shall have immediate charge, management, and control of the affairs of TBC in the intervals between meetings.

Section 2. Standing Committees: During December of each year, the newly elected officers shall meet with the outgoing President and designate the Standing Committees, which shall be of an even number not fewer than eight nor more than fourteen. Those committees shall represent the principal activities and functions of TBC. The new officers and outgoing President shall appoint a Chairman for each of the Standing Committees. Any person appointed to multiple Chairmanships shall have only one vote on the Executive Board.

Section 3. Other Committees: Additional committees and committee chairmen may be designated by the President as is deemed necessary. They shall exist and the chairmen shall serve at the pleasure of the President, with the advice and consent of the Executive Board. The chairmen of these committees shall not be voting members of the Executive Board.

Section 4. Committee Membership: It shall be the responsibility of each Committee Chairman to select and recruit TBC members to assist in the work of the committee. Only TBC members may serve, but the committee may use non-TBC resources wherever appropriate.

Section 5. Committee Responsibilities: The President, with the advice and consent of the other officers, shall provide each Committee Chairman, at the time of his or her appointment, a description of the function, responsibility, and authority of the committee.

Article VIII – Finances

Section 1. All TBC activities and programs should be self-sustaining whenever possible. Activities and programs which are not to be self-sustaining must be specifically approved in advance by the Executive Board.

Section 2. Any activity involving a charge for participation must be approved in advance by the Executive Board. A tentative revenue and expense summary shall be presented as part of the approval request.

Section 3. The Treasurer shall provide a standard form for reporting revenue and expenses. Excess funds shall be deposited in the account designated by the Executive Board. Shortages and out of pocket expenses may be covered by TBC funds, but only if approved in advance or unless caused by unforeseeable circumstances.

Section 4. The Treasurer shall prepare a proposed annual budget and submit it for review at the February Executive Board meeting. The Executive Board shall approve or modify that recommendation, and present it to the March General Meeting for ratification. The approved budget shall be published in the April newsletter.

Section 5. Accounting and reporting categories for TBC funds shall be prescribed in the Rules of Procedure, and shall reflect the functions and activities of the Club. The signature of two Officers shall be required for any check or funds disbursement exceeding \$250. All officers shall be authorized to sign checks.

Article IX – Affiliation

TBC may affiliate with such organizations as may be deemed necessary for the interest and welfare of its members or accomplishment of its goals. Affiliate membership dues or fees may be paid with TBC funds. Such affiliations must be approved by the general membership initially and at each subsequent renewal.

Article X – Rules of Procedure

Rules of Procedure shall be approved by a majority of members at any General or Special meeting, and shall remain in force until rescinded or modified by the same process. Rules of Procedure shall govern the minor details of club operation which are of a more temporary or flexible nature than the provisions of the by-laws.

Article XI – Newsletter

Section 1. A monthly newsletter shall be published and a copy furnished to each membership as defined in Article III of the Constitution. It shall not be sent to delinquent members. A copy shall be sent without charge to those organizations, entities, or individuals approved by the Executive Board.

Section 2. The newsletter shall include summaries of club meetings, the proceedings of the Executive Board, and such other reports as may be directed by the Rules of Procedure.

Article XII – Amendments

These by-laws may be amended at any regular meeting of TBC by two-thirds vote of the members present and voting, provided that the proposed amended shall have been published in the TBC bulletin at least four weeks prior to the time of voting.

Rules of Procedures

1. Finance:

Each January, the Treasurer shall establish a contingency reserve of five hundred dollars (\$500) for each hundred members of fraction thereof as of January 1. Those funds shall be reserved for the publication and distribution of the *The Link* and other essential club operations, and may not be disbursed for activities, equipment purchases, etc *Adopted January 6, 1994*

2. Safety:

ANSI or SNELL approved helmets are mandatory on all TBC sponsored rides. *Adopted April 7, 1994.*

3. Dues:

The \$2.00 increase in annual dues approved 5/5/94 shall be used to support community, state or national bicycling activities. The Treasurer shall reserve those funds, and the Executive Board is authorized to disburse them as appropriate. At the end of each calendar year, funds not expended shall accrue to the general fund. *Adopted May 5, 1994, and amended October 2 and November 6, 1997.* \$2.00 per membership no longer to be set aside. *Adopted March 6, 2003. Entire rule rescinded April 6, 2003.*

Minor riders:

Minors 18 years and under are welcome on rides only if accompanied on the ride by a parent or responsible adult who is also on a bicycle.