

**Cascades Cycling Club**  
**Jackson, Michigan**  
**Club Constitution and Bylaws**

**CONSTITUTION of the Cascades Cycling Club (for general approval)**

**Article I Name**

This organization shall be known as The Cascades Cycling Club of Jackson. The club is incorporated in the State of Michigan in accordance with the laws pertaining to 501(c)(4) non-profit organizations.

**Article II Mission**

The mission of the Cascades Cycling Club is:

- To encourage bicycling for health, recreation, and transportation
- Organize club rides to facilitate bicycling for club members and introduce others to bicycling
- Promote bicycle safety
- Support bicycling throughout Michigan
- Facilitate fellowship and communication among persons interested in bicycling

**Article III Membership**

Membership is open to all adults 18 years of age or older interested in bicycling.

**Article IV Organization**

**Section 1 Officers**

The officers of the Cascades Cycling Club shall consist of a President, Vice-President, Secretary, and Treasurer.

**Section 2 Elections and Appointments**

Officers shall be elected by a simple majority of members present at the annual business meeting. Duties shall be assumed upon election at the annual business meeting.

The Board of Directors shall consist of the above officers and a minimum of two appointed club members selected by the president and approved by a majority of the Board.

**Section 3 Terms of Office**

The term of office for all Board Members shall be two years. Elections Odd year President and Secretary. Elections Even years Vice President and Treasurer.

**Section 4 Powers**

The business and affairs of the club shall be managed by its Board of Directors.

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**Section 5 Governing Rules**

The rules contained in Robert's Rules of Order shall govern all club meetings.

*Article V Meetings*

Section 1 The club shall have an annual meeting on a date determined by the Board of Directors. Other general membership meetings may be held as determined by the Board of Directors.

Section 2 The Board of Directors shall meet on a regular basis on dates determined by the President.

*Article VI Quorum*

Section 1 A Quorum of the membership shall be satisfied if ten (10) members including Board members are present at any general membership meeting.

Section 2 A Quorum of the Board of Directors shall be satisfied if three (3) Board members are present at any Board of Directors meeting.

*Article VII Adoptions and Ratifications*

Section 1 Adoption and Ratification

The Constitution shall be approved by 2/3 vote of the Membership attending the Constitution ratification meeting.

Section 2 Amending the Constitution

The Constitution may be amended by 2/3 vote of club membership present at such meeting to consider amendments.

*Article VIII - Dissolution*

Section 1. On dissolution of the organization (as decided by a majority vote of the general membership present and without any provisions to meet again in the future), the funds of the organization, all residual assets, and properties (after payment of all liabilities), shall be disposed of. All excess funds will be donated to cycling related organizations as determined by a majority vote of the Board of Directors.

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BY-LAWS of the Cascades Cycling Club (Board approved only)

**Article I - Memberships**

**Section 1.** Types of memberships shall be individual, 18 years or older - \$15.00 per year. Family - \$18.00 per year. A Family consisting of parent(s) with dependent child (ren) or a couple residing at the same address shall be entitled to a family membership in this organization. All memberships shall be effective upon receipt of payment of annual dues and signed application. Those who are under the age of 18 years within the family must be accompanied by an adult member of that family at all activities, unless a signed written release is received.

**Section 2.** Membership fees are due on an annual basis on January 1<sup>st</sup>. New memberships received between September 1<sup>st</sup> and December 31<sup>st</sup> shall provide for membership through December 31<sup>st</sup> of the following year. Members who have not paid dues by March 31<sup>st</sup> will be dropped from club membership.

**Article II – Election of Officers**

*Section 1.* A Nominating Committee shall be appointed in advance of the election to prepare a slate of candidates per office for the President, Vice-President, Secretary, and Treasurer. The nominating committee shall be appointed by 2/3 vote of the Board. The Chairman of the Nominating Committee shall accept nominations up to the election of officers at the annual meeting. The Chairman shall announce the results of the election at that meeting.

*Section 2.* All club members 18 years and older are eligible to vote.

*Section 3.* Any officer vacancy occurring during the term may be filled by appointment of the President. The appointed individual must be voted upon by the presiding Board, then serving, to approve the individual. Any Officer so elected shall hold office for the remainder of the vacated term.

**Article III – Duties of Officers**

**Section 1.** The President shall preside at all meetings of the Board of Directors and the general membership, and shall have and exercise general charge and supervision of the affairs of the organization, make appointments necessary to fulfill the mission of the organization and shall perform such other duties as may be assigned to him/her.

**Secton 2.** The Vice President shall assist the president in carrying out the club responsibilities and shall serve in his/ her absence.

**Section 3.** The Secretary shall take minutes at Board, General and Special Meetings and post these minutes to all Board members. The Secretary shall have charge of such books, documents and papers as the Officers of the board may determine, and shall perform the duties incident to the office of Secretary.

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The Treasurer shall have the responsibilities to include the following:

- Maintain a record of all financial transactions.
- Pay approved bills for which there is a receipt.
- Regularly report on the Club's financial status to the Board.
- Prepare annual financial reports for the Board for the preceding fiscal year.
- Maintain the Club's bank account(s).
- File, or provide information to file, the appropriate tax returns and reports.

Article IV – Finances

Section 1. The club fiscal year will be from January 1<sup>st</sup> thru December 31<sup>st</sup>.

Section 2. Payments in excess of two hundred dollars [\$200.00] require approval of the president. In the absence of the president the VP can approve.

Article V. Amending the By-laws

The By-laws may be amended at a meeting of the Board of Directors by 2/3 vote of Board members present.