

Hawaii Cycling Club Bylaws

PARTICIPATION:

**All ride participants must wear a secured and buckled helmet.
All ride participants must obey traffic laws.**

MEETINGS:

Section 1

Board meetings of the club shall be held as needed by vote of the board. During each meeting the date, time and location of the subsequent meeting will be set. All members of the club will be informed in advance via email of the next board meeting and invited to attend and participate.

Section 2

Special meetings may be called by the board after conferring among the board members. Members will be informed of the agenda and details of the meeting as described in section 1. At its discretion, board may decide routine issues via internet meetings, email or telephone calls and/or telephone conferencing when appropriate.

COMMUNICATIONS:

Section 1.

Board members shall use all forms of communication to resolve issues between meetings.

Section 2.

Club members are encouraged to contact HCC at any time via our website, our Facebook page, in person and at our monthly Board meetings regarding any and all concerns.

FISCAL YEAR:

The fiscal year of the club will commence on the first day of December and shall end on the last day of November.

COMMITTEES:

Section 1.

The President of the club shall appoint all committee chairpersons, establish all committees and set the purpose of the committees with the approval of the Board. Appointed chairpersons will have no set term however the Board can replace or remove any chairperson with just cause. The committee chairpersons may select committee members from the general membership ranks.

Section 2.

The appointed committees of the club shall carry on the business for which they were established.

Section 3.

Committees will submit a budget for their proposed expenses. Committee chairpersons will submit status/progress reports on at least a monthly basis.

FINANCES:

Section 1.

President, Vice President and Treasurer pay all expenses. Receipts are required for all reimbursements if paying out of pocket. The President and Vice President shall also have authority to sign checks along with the Treasurer.

Section 2.

All expenses over \$50 need approval of two Officers. All expenses will be reviewed by Treasurer. Expenses of Treasurer will be reviewed by President or Vice President.

ELECTIONS:

Section 1.

Elections and seating of club Officers and/or Board members shall be held when needed. Elections and seating to take place at a meeting and/or by electronic voting via a 51% majority vote by the Board.

Section 2.

The Board can remove any Officer and/or Board member and/or Club member with just cause by a 51% majority vote by the Board. Officers and Board members will be current members of the club.

Section 3.

Vacancy in office may be filled by appointment, by the President and with the concurrence of the Officers. If a vacancy in the office of President occurs the Vice President has the option to assume the office. If the Vice President turns down the position, the Officers are to nominate a replacement from the membership. Ratification of the replacement is required by a 51% majority of the club membership via electronic voting after the ratification notice is sent to all members with a current email address on file. Written notice must be provided through the club newsletter or other communication at least 14 days prior to the deadline set for voting.

Section 4.

Every member will have one vote.

Section 5.

No person can occupy more than one elected office at one time.

DUTIES OF OFFICERS:

President -

Ambassador of the club. Presides over Board meetings. Prepares and sends out Board meeting agendas prior to Board meetings. Keeps members informed of news and issues affecting the club via newsletters, meetings and/or other communications. Oversees and coordinates other offices. Primarily responsible for raising funds for the club and management of the organization.

Vice President -

Assists the President in carrying out the club duties and serves in his/her absence.

Treasurer -

Prepares all club financial transactions and records. Person responsible for an HCC event shall identify to the Treasurer a person, who may or may not be the Treasurer, who will be responsible for receiving and paying out cash. Treasurer will train that person on

HCC money handling requirements. Submits a detailed monthly and cumulative financial statement, which is to include all expenses and receipts, at the monthly Board meeting.

Secretary -

Records minutes at board meetings, issues minutes to Board members, issues general notices and announcements. Maintains records of membership, issues new club member information, notices for renewal and keeps track of election voting. Keeps and maintains records of club business and correspondence.

AMENDMENTS:

The Bylaws may be amended in any respect by an affirmative vote of 51% majority of the Board members by electronic vote. Club members are to be informed of the proposed changes at least 14 days prior to voting on amendments.