

# Hawaii Cycling Club Bylaws

## **THE CLUB:**

The Club shall be known as The Hawaii Cycling Club

## **MISSION:**

Promotion of cycling, encouragement, and support of recreational cycling activities, as well as promoting, organizing, and facilitating competitive cycling activities. Promotion and practice of safe cycling techniques. Education of cyclists in the different areas of the sport.

## **PARTICIPATION:**

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

## **MEMBERSHIP:**

Section 1. Membership follows the calendar year, starting on January 1<sup>st</sup> and ending on December 31 of each year.

Section 2. Membership dues are payable when joining HCC, for existing members at the beginning of a calendar year.

Section 3. Yearly dues are set by the Board and may be modified annually with the Board's approval.

Section 4. The board can create different levels of membership, such as general membership, sponsor/supporting membership. If a business becomes a member, the business can designate one person as their HCC representative. That representative has the same rights as any general members. The business shall inform the Board within a reasonable period of time of any change in representation.

## **MEETINGS:**

Section 1. The board shall meet on a monthly or bi-monthly basis. Meetings can be in person, via zoom, phone, or other electronic means, as long as all board members can hear each other and can communicate with each other.

Section 2. Special meetings may be requested by one third of the Board members. The purpose of the special meeting shall be stated in the invitation.

## **COMMUNICATIONS:**

Section 1. Board members may use different forms of communication to resolve issues between meetings, such as email, video conferencing, phone.

Section 2. Club members may contact HCC at any time via the HCC website, Facebook page, in person, or the scheduled Board meetings regarding any concerns.

Section 3. Between Board meetings, urgent decisions can be made by the board via email, if decision is approved by a majority of the board members. The decision needs to be recorded at the next board meeting.

**FISCAL YEAR:**

The fiscal year of the club will be the calendar year.

**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.

Section 2. The appointed committees of the club shall carry on the business for which they were established.

Section 3. Committees shall submit a budget for their proposed expenses. Committee chairpersons shall submit status/progress reports on at least a monthly basis, or whenever requested by the President.

**FINANCES:**

Section 1. President, Vice President, and Treasurer can be contacted regarding reimbursement of all expenses. Receipts or other form of documentation are required for all reimbursements. The President, Vice President, and Treasurer shall have authority to sign checks.

Section 2. All expenses over \$50 require prior approval of two Officers. All expenses will be reviewed by the Treasurer. Expenses of the Treasurer will be reviewed by President or Vice President.

**ELECTIONS:**

Section 1. Elections of Board members shall be held at any given time by the board. Board members are elected for a two-year term. To ensure continuance, terms are staggered. The recommended minimum number of Board members is 5, the recommended maximum is 9. There are no term limits for board members or officers. Elections of officers shall take place at the first board meeting of each calendar year. Officers are elected by a majority of the board for a one-year term.

Section 2. The Board may remove any Officer or Board member by a majority vote of the Board. Board members shall be members of the club.

Section 3. Vacancy on the Board may be filled with the approval of the majority of the Board members. If a vacancy in the office of President occurs the Vice President assumes the office. If the Vice President turns down the position, the Board members are to nominate a replacement from the Board.

Section 4. Every club member will have one vote at the annual membership meeting. The members present at an annual membership constitute a quorum, if at least 10% of the club members are attending. The club members shall receive notification of the annual membership meeting at least 14 days prior. The notification may be sent out via mail, email, or other electronic media.

**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 officers. 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, upon request by the president or by the Board.

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. All officers can delegate duties to other members, board members, or officers.

#### AMENDMENTS:

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

Amended March 2023