

BYLAWS

WEST ATLANTA CYCLING ORGANIZATION

Article I: Name and Purpose

- Section 1** The name of the organization shall be The West Atlanta Cycling Organization, hereafter referred to as WACO.
- Section 2** The purpose of WACO will be to promote the general interest of cycling, to provide a bicycling-related social forum and to encourage safe bicycling within our membership and the communities in which our members live, work and ride. We will further these purposes by hosting regular rides, advocating to local, state and federal government agencies, providing education to our members and the general public and maintaining affiliation with and supporting national organizations of like purpose such as the League of American Bicyclist (LAB) and the United States Cycling Federation (USCF).
- Section 3** Consistent with our purpose, helmets will be required on all club affiliated rides.

Article II: Membership

- Section 1** Membership shall be open to any bicyclist over age 14. Riders below age 16 must be accompanied by an adult.
- Section 2** Membership shall be on an annual basis. Yearly dues shall be payable in advance upon joining with renewal dues payable when twelve months have elapsed. Members whose dues are two months in arrears shall be notified, and those whose dues are not paid within three months of expiration shall be automatically dropped from membership.
- Section 3** A Membership may be either one person or a family. A family consists of persons with the same permanent address, and has one vote if one person from the family is present and two votes if more than one person over age 14 is present.
- Section 4** A vote of the membership means a vote by those members in attendance at a regular or special meeting.

Section 5 The membership of any individual may be suspended or revoked by a two thirds vote of the membership.

Section 6 Corporate membership shall be available to any business contributing to the club an amount determined by membership vote. In no event shall the sum total of all corporate membership dues received exceed thirty five (35) percent of the gross receipts of WACO. Corporate memberships have one vote.

Article III: Finances

Section 1 Club dues shall be set at 20.00 per individual membership and 25.00 per family membership. Dues may be changed by a vote of the membership as an amendment to these bylaws..

Section 2 The club may derive income from dues, fees for events, contributions, and other activities consistent with its purpose.

Section 3 An annual budget for all expenses not associated with a CBC special event shall be prepared by the Finance Committee for approval by the membership at the December meeting. An estimate of income and expenses for each special event shall be prepared by the Event Coordinator no later than one month before the event.

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Section 5 An Annual Treasurer's Report shall be published in the second month following the end of the fiscal year. Financial records shall be audited annually by the Finance Committee.

Section 6 The Finance Committee shall make an annual assessment of liability risks and shall recommend purchase of insurance commensurate with those risks. Sponsoring bicycle races or a racing team in addition to adequate insurance, sanctioning by the proper authority (USA Cycling), that all participants be licensed, and affiliation with (USA Cycling).

Section 7 The Executive Board may authorize expenditures exceeding approved amounts by \$250 or less provided the total amount so approved does not exceed \$500 in any six month period.

Section 8 Contracts shall be subject to membership approval.

Article IV: Officers

Section 1 The following officers shall be elected by the membership: President, Vice President, Treasurer, Secretary, Event Coordinator, Ride Coordinator, and Membership Director. The term of office shall be one year or until a successor is elected. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by WACO.

Section 2 Officers may be removed by a 2/3 vote of the members in attendance provided the meeting has been advertised to the membership with a two week notice. This meeting shall be called if a petition bearing signatures of 25 voting members is presented.

Section 3 Until WACO has been in existence for twenty four months, the candidates for President, Vice-President and Treasurer shall be elected from the general membership. Upon the twenty four month anniversary of the creation of WACO, candidates for President, Vice-President and Treasurer shall have been club members for not less than 24 months on the date of their election.

Article IV: Executive Board

Section 1 The officers of WACO, together with the appointed chairpersons of permanent club committees, shall constitute the Executive Board.

Section 2 The Executive Board shall have general supervision of the affairs of WACO between its business meetings, fix the time and place of meetings, make recommendations to the club, and perform other such duties as are specified in these bylaws.

Section 3 The Executive Board shall be subject to the orders of the club, and none of its acts shall conflict with action taken by membership vote.

Section 4 The officers and members of the Executive Board shall comply with the provisions of these bylaws as ratified and amended and any other policies adopted by the membership in conducting the business of WACO.

Section 5 The officers shall maintain a written record of all meetings and make the written record available for review by club members upon request.

- Section 6** Meetings of the Executive Board shall be open to the general membership but only Executive Board members may vote. A quorum shall consist of half of the Executive Board members. Votes by proxy are acceptable provided written authorization and instructions are presented by the representative of the absentee officer.
- Section 7** The President may call an Executive Board meeting at any time by contacting the members of the Executive Board and other as appropriate. A meeting shall be called on written request of three members of the board.
- Section 8** WACO officers and members of the Executive Board shall appoint the members of permanent committees, and the President designates the committee chair from its members. The term of office for all members and chairs of permanent committees shall be one year.
- Section 9** The officers may establish special committees as required. The Executive Board will appoint the members of such special committees, and the President shall designate the committee chair from its members. Committees shall have only the powers delegated to them by the officers, such powers not to include any reserved for the general membership.

Article IV: Meetings

- Section 1** Regular meetings are encouraged to be on a monthly basis, reoccurring at a regular time and place. In lieu of monthly meetings, regular meetings shall be held at least bimonthly subject to a one month notice.
- Section 2** Special meetings may be called by the President or by a majority of the Executive Board and shall be called upon the written request of eight members of WACO. The purpose of the meeting shall be stated in the call, and only business stated in the call may be transacted. Except in cases of emergency, a two-week notice to the membership shall be given.
- Section 3** The annual meeting shall be held in January at a time and place set by the Executive Board.
- Section 4** Members may make, debate and vote on motions relevant to the agenda at all club meetings. An agenda for each meeting shall be made available seven days prior to the meeting. Items to be included in the agenda must be submitted in time to allow seven days notice. Any items to be voted on must be included in the

published agenda. Items not on the published agenda may be discussed at the meeting, but no vote may be taken until said items are posted on the published agenda.

Article IV: Elections

Section 1 Election of club officers shall be held at the Annual Meeting. The Nominating Committee shall present a list of candidates for the offices to be filled. This list of candidates will be made available for membership review at least two weeks prior to the Annual Meeting. Additional names may be placed in nomination from the floor immediately prior to the election. A plurality vote shall be sufficient to elect. Newly elected officers shall assume their offices immediately after adjournment of the election meeting.

Section 2 In the event the office of President becomes vacant, the Vice-President becomes President for the remainder of the term. When an office other than President becomes vacant, the Executive Board shall appoint a member to that office until an election can be held. The Nominating Committee will provide one or more candidates for the office. The elected officer shall serve the remainder of the existing term.

Article IV: Committees

The permanent committees of WACO shall be:

Section 1 Finance Committee, chaired by the Vice-President, is responsible for the preparation of the budget, the annual audit of financial records, and the review of liability insurance needs.

Section 2 Events Committee, chaired by the Event Coordinator, shall plan, publicize, and conduct special events sponsored by the club. The Events Committee is also the custodian of the club's property.

Section 3 Nominating Committee shall prepare a slate of officers to be placed in nomination at the Annual Meeting, or when an office is vacant.

Section 4 Education Committee, chaired by the Education Director, shall be the advocacy and education arm of WACO. It shall disseminate materials and organize or teach classes related to safe and effective cycling, advise local bicycling related entities, The Education Committee shall also oversee the promotion of bicycling for transportation and commuting.

Section 5 Advocacy Committee, chaired by the Advocacy Director, shall represent the interests of bicyclists in general and WACO members at local, state and federal governmental levels as appropriate.

Article IV: Quorum

A quorum of the membership for the purpose of conducting club business shall consist of ten members present at any regular or special meeting announced to the entire membership, including at least one member who is not a member of the Executive Board.

Article IV: Amendments

Amendments to these bylaws may be proposed in writing by any member at a regular meeting. A two week notice including the exact wording of the proposed amendment shall then be sent to the entire membership. The proposed amendments shall be incorporated into these bylaws if approved by a two-thirds vote of the members present at the next regular meeting.

Article IV: Parliamentary Authority

Roberts Rules of Order Newly Revised shall govern all proceedings of WACO to the extent not otherwise provided for in these bylaws

These Bylaws of The West Atlanta Cycling Organization were approved on _____, 2006.

President Signature: _____ Date: _____

Secretary Signature: _____ Date: _____