BYLAWS
SUBURBAN CYCLISTS UNLIMITED BICYCLE CLUB

Adopted November, 1989

Revised August, 1992

Revised November, 2000

Revised September 2010

ARTICLE I – NAME

The name of this organization shall be "Suburban Cyclists Unlimited" (SCU).

ARTICLE II – PURPOSE

The purpose of SCU is to promote the many facets of non-competitive cycling; this includes recreational club rides, touring, beginner rides and mountain biking. SCU will also promote cycling as a safe and efficient form of transportation and will teach safe bicycling to our members and to the community at large. Our goal will be to organize and present activities and events towards these ends.

ARTICLE III – MEMBERSHIP

A. Classification

1. Regular - A person who subscribes to the purpose of SCU and pays the annual membership fee is considered a Regular member of SCU and is entitled to all rights and privileges as described in these bylaws.
2. Family - A person who files for Regular membership and who pays the Family membership dues extends Regular membership to each individual living in the same household. Only those individuals 18 years or older may vote in SCU elections.
3. Lifetime - A person who files for Regular membership and pays the Lifetime membership dues shall be considered a Lifetime member. This classification is no longer available, however, existing lifetime members are entitled to all Regular member rights and privileges.
4. Honorary - Honorary membership grants free Lifetime Regular membership to a member who has rendered notable service or has shown exemplary performance. This member must be recommended by another member. A 3/4 vote of those present at the Annual Meeting is required to include a member in this classification.

B. Good Standing

Any Regular member who has been a member for at least 90 days, from date of application for membership, whose dues are current.

C. Expulsion

The Executive Committee has the authority to reprimand a member for cause and to recommend expulsion for cause at a General or Emergency meeting. A hearing must be held prior to expulsion and a 2/3 vote of Regular members at a General or Emergency meeting is required to expel a member.

ARTICLE IV – EXECUTIVE COMMITTEE

A. Organization

The Executive Committee (EC) shall consist of 10 elected Regular Members; 3 of whom are Officers and 7 of whom are Members At Large. All EC members are to be elected annually to their positions by the General Membership. The term shall run January through December.

B. Executive Committee Members

The officers are: President, Secretary and Treasurer. The At Large positions are: Vice President of Centuries, Vice President of Safety and Legislation, Vice President of Communications, Vice President of Ride Coordination, Vice President of Social Coordination, Vice President of Website and Public Relations, and Vice President of New Member Coordination.

C. Responsibilities

1. The EC is responsible for the management of the affairs, activities and finances of SCU. As required, the EC may create standing and ad-hoc committees and chairpersons for them. EC members must demonstrate active participation in their specific duties and other club activities. All EC members will submit Annual Reports to the General Membership at the Annual Meeting.
2. President – Shall call and conduct all EC and General Meetings and oversee the general operation of the club on a day to day basis. The President shall be permitted to sit on any or all standing committees and can make emergency decisions when necessary. The President shall be the second signature on the club bank account.
3. Secretary – Shall keep corporate records, club correspondence, maintain/update the membership role, and take and keep the Minutes of meetings.
4. Treasurer – Shall keep proper records and accounts of the Treasury. A report of the records will be presented at all General and EC meetings. The Treasurer shall prepare an annual Budget Statement. A Statement of Condition shall be prepared prior to the close of business each year and be presented to the General Membership at the Annual Meeting. The Treasurer will be responsible for all legal financial filings. The Treasurer will sign checks and will keep all bank accounts. The Treasurer will also be responsible for maintaining the club's insurance.
5. Vice President of Centuries – Shall be responsible for coordinating all club centuries, will chair the Century Committee and will assume an active role in all club centuries.
6. Vice President of Safety and Legislation – Shall keep members informed of all pertinent legislation on the national, state and local levels, both signed and pending. The VP S&L will take an active role in all club safety events and programs, and keep the membership informed with safe cycling suggestions.
7. Vice President of Communications – Shall be responsible for all internal club communications, i.e. the newsletter. The VP of Communications will hold the position of Newsletter Editor or will directly oversee its production.
8. Vice President of Ride Coordination – Shall be responsible for soliciting ride leaders, and will coordinate the monthly ride listings for publication in the newsletter.
9. Vice President of Social Coordination – Shall be responsible for planning and organizing the club banquet and will take an active role in planning social activities for the club year round.
10. Vice President of Website and Public Relations – Shall be responsible for the operation and maintenance of the club's website, including updating the Upcoming Events listing for publication in the newsletter and on the website. This individual is also responsible for external communications, i.e., newspapers and magazines.
11. Vice President of New Member Coordination – Shall be responsible for coordinating new member activities at all primary SCU ride locations, and welcoming new members.

D. Vacancies

Vacancies may be filled by a special election or by appointment by the EC. The appointment must be ratified by a majority vote of the General Membership at the next General Meeting or an Emergency Meeting. EC members are expected to resign to the President if for some reason they cannot fulfill theirresponsibilities.

ARTICLE V – STANDING COMMITTEES

All committees act under the direction of the EC. Chairpersons are selected from the General membership and are appointed by the EC, unless otherwise designated by the Bylaws. Committee chairpersons are expected to provide a written update of committee activities to the EC on a monthly basis and an Annual Report at the Annual Meeting.

ARTICLE VI – MEETINGS

A. General Meetings

General meetings of SCU may be held on a monthly schedule to conduct club business and to provide a social outlet for its members. A less frequent schedule may be warranted by the EC if no significant information is to be presented.

B. Executive Committee Meetings

Meetings of the EC are held as needed to conduct club business. All members are welcome as observers to EC meetings. The EC reserves the right to hold a closed meeting if circumstances warrant.

C. Committee Meetings

Standing Committee meetings are held at the discretion of the committee chairperson to conduct committee business. Committee meetings are open to members by invitation only.

D. Annual Meeting

An Annual Meeting of the General Membership shall be held to conduct elections and to submit annual reports of the EC and Committees. Annual meetings may be held in conjunction with a General Meeting.

E. Emergency Meetings

Emergency meetings of the General Membership or the EC may be called by a quorum of the EC at any time. Only club business relating to such an emergency may be discussed.

F. Rules

1. The EC shall set the date, time, and place, and give ample notice (via the newsletter or electronic mail through the SCU listserve) to all members for all meetings except committee meetings.
2. a. A quorum for EC meetings shall be no less than 50% of EC members.

   b. A quorum for committee meetings shall be determined by each committee.
3. Rules of order are set by the EC for all meetings to expedite business and to provide for the expression of opinions of all members.

ARTICLE VII – ELECTIONS

A. Procedure

All EC members will be elected to their positions by secret ballot at the November Annual Meeting by all Regular Members who are present. If elections are conducted during an Emergency Meeting, similar procedures will be followed.

B. Nominations

EC nominations will be by self-nomination or solicited by the EC. The newsletter Editor will publish a list of candidates for election at least one month prior to the November meeting.

C. EC Nominee Requirements

1. Persons running for positions should have experience commensurate to the position. All nominees will submit a written list of qualifications for publication in the newsletter 1 month prior to the election. All nominees must be a member for a minimum of 6 months and must have performed at least 5 volunteer activities. These activities could include, but not be limited to, working/volunteering on an SCU century, the SCU annual Banquet, the annual summer picnic, serving on the EC, or leading a ride.
2. President - All nominees for the position of President must fulfill all EC nominee requirements and additionally must serve at least one full year on the EC prior to running for office (this prior service requirement may be waived by a majority vote of the current EC).

D. Voter Requirements

To cast a vote in any SCU election, a person must be a member in good standing and must cast their vote in person, at the time of the election.

ARTICLE VIII – FINANCES

A. Treasury

The Treasury consists of all monies, dues, equipment, property and other assets collected, purchased, acquired or donated to SCU. A Statement of Condition shall be prepared prior to the close of business each year and presented to all members at the Annual meeting.

B. Cash

1. All cash, dues, or monies received by SCU shall be deposited into the current SCU bank account(s).
2. Withdrawals from the account(s) must be made in accordance with procedures set by the EC.
3. Expenses determined by the EC to be operating costs may be released by the Treasurer or the EC. Only EC approved expenses will be reimbursed. Anticipated expenses over $30.00 must have prior EC approval. No expenses shall be reimbursed prior to the submission of receipts or vouchers.
4. All other expenses related to new policies, procedures, or the purchase of equipment or property must be approved by a majority vote of the EC.

C. Equipment

An inventory of all equipment and property in the Treasury shall be maintained by the Treasurer. The loan or lease of any equipment or property for non-club use as well as the sale or liquidation of any club property must be approved by a majority vote of the EC.

D. Dues

Dues for annual membership are to be set by the EC based on the following guidelines:

1. Regular and family dues shall be due April 30th of each year. New members may be assessed on a prorated basis commensurate with the month of membership.
2. Family dues shall not exceed twice the Regular dues.
3. Lifetime membership dues are currently not available.

ARTICLE IX – AMENDMENTS

Amendments, alterations, or the repeal of these Bylaws require a 2/3 vote of those Regular members present at an Annual meeting or Emergency meeting called for that purpose. Proposed amendments must be announced at a General meeting, or via the newsletter/SCU listserve, at least 2 weeks prior to such a vote.