

**MAJOR TAYLOR IRON RIDERS CYCLING CLUB**

**MISSION STATEMENT  
ORGANIZATIONAL BYLAWS**

**ARTICLE I**  
**NAME/MISSION STATEMENT**

**ARTICLE I: SECTION 1**

The name of the Organization shall be **Major Taylor Iron Riders Cycling Club** . Its principle place of location and Headquarters shall be in the Borough of Brooklyn, New York with chapters in Manhattan, Queens, The Bronx, Staten Island and Long Island. And shall not be dissolved while there are five good-standing members objecting to its dissolution. **Major Taylor Iron Riders Cycling Club** geographical area of activity shall include but not be limited to New York State.

**ARTICLE I: SECTION 2 was deleted.**

**ARTICLE I: SECTION 3**

The purpose of **Major Taylor Iron Riders Cycling Club** shall be the introduction of cycling, skill development/instruction, and competition to the African American community. It shall be a Non - Profit Organization dedicated to Cycling. Focusing on providing the novice, intermediate, and advance cyclist an opportunity to ride, train, and socialize with other cycling enthusiasts. It will conduct social and community activities, youth programs, and any other activities that will result in improving the development of cycling to the African American Community. To promote and help develop a working relationship between **Major Taylor Iron Riders Cycling Club** and other Cycling Organizations. Membership shall be open to anyone regardless of race, creed or gender. Anyone who owns or rides a Road Bike, Mountain Bike, or Track Bike. Or, who embraces the aims and purposes of **Major Taylor Iron Riders Cycling Club** . An application and legal release is required for membership. Dues are payable upon initiation.

**ARTICLE I: SECTION 4 - Major Taylor Iron Riders Cycling Club Chapters**

Each Chapter shall be lead by a Team Captain/Leader and Co - Team Captain/Leader. He/She must be in good standing as a fully paid member and have participated in one entire season of **Major Taylor Iron Riders Cycling Club** schedule calendar rides. He/She will govern the Chapter in accordance with **Major Taylor Iron Riders Cycling Club** Bylaws and Mission Statement and shall have no powers to enact nor enforce any new rules without the approval of the Executive Board.

## **ARTICLE II**

### **Executive Board**

The Executive Board shall be composed of the elected officers of Major Taylor Iron Riders Cycling Club.

**President**

**Vice President**

**Secretary**

**Treasurer**

**Sergeant At Arms**

**Route Master**

**Team Captain/Leader**

## **ARTICLE II**

### **Oath**

Each Officer elected to an elective position, when duly elected as provided for in the Bylaws, shall, prior to being installed and assuming the duties of his/her office or position, take the following oath:

**I, (name), do hereby solemnly pledge to recognize and comply with all provisions of Major Taylor Iron Riders Cycling Club and all of the rules, regulations, policies, practices and decisions. And to perform the duties of my office promulgated in the furtherance and administration of the Bylaws, and to deliver to Major Taylor Iron Riders books, papers and other property of the Club that may be in my custody and control at the close of my official term.**

### **ARTICULE III SECTION 1 OFFICE OF PRESIDENT**

The President shall be chosen every year by the membership. No person shall be chosen or elected President who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one years old on or about the date of his/her nomination. He/She must have participated in one entire Season of **MAJOR TAYLOR IRON CYCLING CLUB** schedule calendar rides. He/She shall be elected by a majority vote for a term of one calendar year. The President shall have the sole authority to make temporary appointments until the next election or remove an officer from office. The President shall preside at all meetings of **MAJOR TAYLOR IRON CYCLING CLUB** and shall be ex - officio member of all committees except the nominating committee. The President shall provide leadership to all members. The President appoints Chairpersons of **MAJOR TAYLOR IRON CYCLING CLUB** committees with the approval of the Executive Board. But, shall have veto power. The President shall delegate responsibilities to other Club members and shall encourage participation in all **MAJOR TAYLOR IRON CYCLING CLUB** activities. The President shall attend all Club meetings. The President shall meet regularly with the Executive Board Members in accordance with these bylaws to plan the agendas for the general membership. The President shall be one of the signatories on checks issued in the **MAJOR TAYLOR IRON CYCLING CLUB** account. No person shall act in his/her stands as signatories. President's Resignation: Upon the President's resignation, the Vice President shall assume office until the next election.

### **ARTICULE III SECTION 1A. POWERS OF OFFICE**

Section 1. The President, as the chief executive officer, shall have executive, administrative and judicial authority over the affairs and business of Major Taylor Iron Riders Cycling Club;

Section 2. The President shall have the authority to see to it that the affairs and business of Major Taylor Iron Riders Cycling Club or other subordinate bodies are being properly conducted in accordance with the Bylaws

Section 3 The President may serve for no more then two (2) consecutive terms.

Section 4 Any member who served as President for two (2) consecutive terms can not run for office again for a period of twenty four months (24)

### **ARTICULE III SECTION 2 OFFICE OF Vice President**

The Vice President shall be chosen every year by the membership. No Person shall be chosen or elected Vice President who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one (21) years of age on or about the date of his nomination. He/She must have participated in one entire season of **MAJOR TAYLOR IRON CYCLING CLUB** schedule calendar rides. He/She shall be elected by a majority vote for a term of one year. He/She term of office shall not exceed a period of two terms. The Vice President shall assist the President and shall assume the President's duties in his/her absence or at the President's request. The Vice President shall be one of the signatories on all checks issued in **MAJOR TAYLOR IRON CYCLING CLUB** account. No person shall act in his/her stand as a signatories. He/She will perform his duties in accordance with the bylaws of **MAJOR TAYLOR IRON CYCLING CLUB**. Vice President's Resignation: Upon the Vice President's resignation, the Secretary shall assume office until the next election

### **ARTICULE III SECTION 3 OFFICE OF SECRETARY**

The Secretary shall be chosen every year by the membership. No person shall be chosen or elected Secretary who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one years old on or about the date of his/her nomination. He/She must have participated in one entire season of **MAJOR TAYLOR IRON CYCLING CLUB** schedule calendar rides. The Secretary shall maintain the official record of the proceedings and actions of all Club meetings. The responsibilities shall include notices, agendas, sign - in sheets and material distributed. The Secretary shall prepare and read the minutes of each Spinn Cycling Club meetings and shall make minutes available upon written request by any member in good standing. He/She shall maintain custody of records and reports. The Secretary shall sign and incorporate all amendments into the bylaws and shall ensure that copies of the amended bylaws are on file in the office. The Secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding Spinn Cycling Club. He/She shall prepare a Newsletter encouraging member participation, outreach and recruitments. The Newsletter must contain a message from the President, list of Executive Board Members, all meeting dates, Club rides, and any other material deemed appropriate by the Executive Board. He/She shall also be responsible for maintaining a current list of members, which shall be available at every meeting. The Secretary shall assume the Vice President's duties in his/her absence or resignation. It shall be a temporary appointment until the next general election.

**ARTICLE III SECTION 4 OFFICE OF Treasurer**

The Treasurer shall be chosen every year by the membership. **No person** shall be chosen or elected Treasurer who has not been a member for a period of one year. He/She must be in good standing as a fully paid member. The nominee must be at least twenty - one (21) years of age on or about the date of his/her nomination. He/She must have participated in one entire season of **MAJOR TAYLOR IRON CYCLING CLUB** schedule calendar rides. He/She shall be elected by a majority vote for a term of one year. He/She term of office shall not exceed a period of two terms.

**ARTICLE III SECTION 4a:**

The Treasurer shall be one of the signatories on all checks issued in **MAJOR TAYLOR IRON CYCLING CLUB** account. **NO PERSON** shall act in his/her stand as Treasurer. He/She will perform his/her duties in accordance with the bylaws of **MAJOR TAYLOR IRON CYCLING CLUB**.

**ARTICULE III SECTION 4b:**

The Treasurer shall be responsible for all financial affairs and funds of **MAJOR TAYLOR IRON CYCLING CLUB**. He/She shall also be responsible for maintaining an updated record of income and expenditures and shall be one of the signatories on all checks issued in Spinn Cycling Club's Bank accounts. No person shall act in his/her stand as a signatories.

**ARTICULE III SECTION 4c:**

**No funds shall be withdrawn from MAJOR TAYLOR IRON CYCLING CLUB Bank Account without the signature of two (2) Executive Board Members.** The President, Vice President, and Treasurer shall be authorized to sign checks. All checks require at least two (2) signatories. Signatories shall not be related by blood or marriage. When funds are withdrawn for **MAJOR TAYLOR IRON CYCLING CLUB** bank account two (2) Executive Officers must be in attendance and witnessed by an Bank Officer.

**ARTICULE III SECTION 4d:**

**Authorized Board member (s) shall deposit all funds in MAJOR TAYLOR IRON CYCLING CLUB Bank Account within twenty - four (24) hours of receipt. No funds shall be kept in a member's home unless authorized by the President in writing. The counting and handling of any cash, checks, or money orders received requires at least two Executive Board members.**

**ARTICULE III SECTION 4e:**

He/She shall adhere to and implement all financial procedures established by the Executive Board. He/She shall be prepared to present and provide copies of financial reports for viewing by any member in good standing upon written request and the approval of the President. The Executive Board is authorized to make an emergency expenditure with a two-thirds approval by the Executive Board. The emergency expenditure must be explained to and accepted by the membership at the next calendar meeting.

**ARTICLE III SECTION 5 Office of Sergeant At Arms**

The Sergeant At Arms shall determine the right of those who shall be permitted to enter the meeting; he/she shall execute such orders given to him/her by the President for the maintenance of order and decorum at meetings. He/She shall have the authority to impose monetary penalties on all members who are disruptive. Said fines are payable immediately, if possible, but not later than the next business meeting. All fees collected shall be turned over to the Secretary who shall record it before turning funds over to the Treasurer.

**ARTICLE III, SECTION F Route Master:**

He/She shall be responsible for maintaining a detail cue sheet and any other information/material deemed appropriate by the Executive Board. The Secretary will provide the Route Master with a current mailing list of members. He/She shall be responsible for Road Safety during a Club ride. Those responsibilities shall also

## **ELECTIONS OF OFFICERS:**

**Nominating Committee:** The nominating committee shall be established during the (indicate the month) general membership meeting. The nominating committee shall consist of three to five (3-5) members to be elected by the membership. The majority must come from the membership. The President, subject to the approval of the Executive Board, shall select the remaining members of the nominating committee. The nominating committee shall choose one of its members to serve as chairperson. The nominating committee must be members in **good standing** with the Club.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing thirty days before the election.

## **CERTIFICATION OF ELECTION AND INSTALLATION OF OFFICERS:**

The results of the election shall be announced by the Chairperson of the nominating committee or another committee member designated by the chairperson. The installation of new officers shall be held during the May membership meeting.

## **VACANCIES:**

A vacancy occurring in the Office of President shall be filled by the Vice President for the remainder of his/her term of office. A special election process shall fill a vacancy occurring in any other position. Officers, who wish to resign their positions once an election has been certified, must do so in writing to the Secretary, and at that time shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer records to the President.

## **SPECIAL ELECTION PROCESS:**

Special election shall be held to fill any vacancy, other than the position of President. The Executive Board shall be responsible for announcing any vacancies which may occur and ensuring that all vacancies which may occur and ensuring that all vacancies are filled by the next regularly scheduled meeting of **MAJOR TAYLOR IRON CYCLING CLUB**. In those instances where a vacancy occurs in the required positions of Treasurer and/or Secretary, the Executive Board shall call for a special membership meeting in accordance with the provisions outlined in these bylaws.

The nominating committee shall seek out the membership in writing, in English and other languages as appropriate, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

Preparing and distributing all notices. Meeting notices, agendas, reminder notices, tear - off nomination forms, etc.

- Preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election.
- Canvassing the membership for all eligible candidates.
- Determining and verifying the eligibility of all interested candidates, prior to the election.
- Reporting the names to date of those candidates during the (indicate the month) meeting.
- Officially closing the nominations process during the (indicate the month) meetings.
- Reporting the names of all eligible candidates and the positions they are seeking, to the membership at least fourteen business days prior to the (indicate the month) election.
- Ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor during the (indicate the month) meeting.
- Officially closing the nominations process during the (indicate the month) meeting.
- Reporting the names of all eligible candidates and the positions they are seeking, to the membership at least fourteen business days prior to the (indicate the month) election.
- Ensuring that only eligible members in good standing receive the ballot for voting.
- Monthly dues shall be twenty dollars a month. Payment is due the first of each month and must be indicated in writing with a receipt.
- Voting by proxy or absentee ballot is **prohibited**.
- Election and Use of Ballot:
- Voting shall be by written ballot
- Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.
- Elections shall be scheduled at a time that encourages maximum member participation. This will require at least an evening session.
- Ballots shall be counted immediately following the election and in the presence of the Membership. **Secret Ballot counting is prohibited.**
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## **BUDGET:**

The Budget committee shall consist of five (5) persons and chaired by the Treasurer. The Committee shall be responsible for:

1. Presenting the budget for membership approval which be voted on my no later than September membership meeting.
2. A written review of the prior year's budget for discussion at the May membership meeting.  
Preparing a proposed budget for adoption by the membership at the May membership meeting.

## **SPECIAL MEMBERSHIP MEETINGS:**

A special membership meeting shall be called to deal with a metter(s) of importance that cannot be postponed until the next General Membership meeting. The President may call a special membership meeting with a mininum of forty - eight (48) hours. Written notice to the membership stating precisely what the issue of importance of the meeting will be. In addition, upon receipt of a written request from five (5) **MAJOR TAYLOR IRON CYCLING CLUB** members in good standing, the President must call a special membership meeting with five working days of the request and with forty - eight (48) hours written notice to the membership.

## **DISCIPLINARY ACTION: EXECUTIVE BOARD OFFICERS:**

Any Executive Board Offier, who fails to attend three (3) consecutive Executive Borad meetings without good cause following written notice from the Executive Board, shall be removed from office by recommedation of the Executive Board or a motion from a member and a two-thirds vote of the Membership present. **MAJOR TAYLOR IRON CYCLING CLUB** notice and agenda must cite that a vote will be taken by the membership as a disciplinary action against an Executive Board member. A member in good standing may make a motion to have an Executive Board Officer removed from office. Removal from office: For gross incompetence, misappropriation of Club funds, consistent failure to perform the duties of office, or violation of Club policy pertinent to his/her position, a Executive Board Officer may be removed by a two - thirds vote at an executive board meeting following an announcement of such vote.

## **GENERAL MEMBERSHIP MEETING:**

The General membership meeting of **MAJOR TAYLOR IRON CYCLING CLUB** shall be held on the (insert day of the week) of each month, at (insert time), unless such day falls on a Legal or Religious Holiday, in such instances, the meeting shall be on the following (insert day of week) or previous (insert day of week). As determined by the Executive Board written notice of membership meeting shall be distributed in all applicable languages, where possible. A ten-calendar day notie shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices.

All eligible members may attend and participate during general membership meetings and may speak to address agenda items/issues subject to restriction in the Bylaws. Observers may participate and speak at general membership meetings, if acknowledged by the Chair.

**MEMBERSHIP MEETINGS/ORDER OF BUSINESS:**

The order of business at membership meetings, unless changed by the executive board shall be:

- Call to Order by the Sergeant of Arms
- President's Report
- Treasurer's Report
- New Business
- Old Business
- Adjournment by the Sergeant of Arms

**MEMBERSHIP:**

Membership is available to all Persons (18) years of age or older who pay to the Treasurer the appropriate dues. An application and legal release is required for membership. If a member is terminated for non-payment of dues. Reinstatement requires a new application, legal release and applicable dues. Annual dues are payable each month. All members of **MAJOR TAYLOR IRON RIDERS CYCLING CLUB** shall be at least 18 years of age. No person shall be excluded from membership because of age (except those persons under the age of 18 years of age), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the member through his/her own effort is able to participate in **MAJOR TAYLOR IRON RIDERS CYCLING CLUB** programs and activities. All active members shall be entitled to all rights and privileges of **MAJOR TAYLOR IRON RIDERS CYCLING CLUB** and shall share in its responsibilities. Those responsibilities shall include support of **MAJOR TAYLOR IRON RIDERS CYCLING CLUB** Mission Statement and constructive contribution to its program and activities. Membership in the club may be revoked for cause by the Executive Board by a two - thirds vote at a board meeting. The Member shall be notified of such a vote by mail at least 3 weeks prior to the meeting, and may attend and speak at the meeting. If he/she is an Executive Officer of another Cycling Club that member can not hold office in Major Taylor Iron Riders Cycling Club

**DUES:**

Dues will be recommended by the Executive Board at an amount to cover the reasonable needs of **MAJOR TAYLOR IRON CYCLING CLUB**. Any changes to the dues must be approved by a Majority vote of the members present at a regular monthly membership meeting. Annual dues must be paid in full at time of application any request for special consideration or exceptions should be directed to the Executive Board for consideration. The decision of the Executive Board will be final.

**QUORUM:**

A Quorum of three Executive Officers shall be required to conduct official business.

**AMENMENTS:**

A By - Law may be added, deleted or amended by a one - third vote after a 30 day notice by the President. He/She shall then send notification to the membership, which shall specifically state that a discussion of the By - Law shall be a portion of the follwing meetings agenda. Said notice to the membership shall state the proposed change and the meeting date on which it will be introduced.