



CONSTITUTION AND BYLAWS

Adopted February 22, 1998

This document shall serve as both the club constitution and bylaws, as required by law.

ARTICLE I -- NAME OF THE CLUB (CORPORATION)

The name of the club shall be PDQ CLEVELAND BICYCLE CLUB, INC.

ARTICLE II -- PURPOSE OF THE CLUB

The purpose of the club shall be to promote the sport of bicycle racing through team and race sponsorship.

ARTICLE III -- OFFICERS OF THE CLUB AND THEIR DUTIES

A. The **President** shall:

1. be the official representative of the club;
2. decide the location, date, and time of each meeting, prepare an agenda, and chair the meeting;
3. appoint such committees as shall be necessary for the smooth functioning of the club;
4. fill vacancies in club offices by appointment;
5. have the final say on the acceptance or rejection of membership applications.

B. The **Vice President** shall:

1. assume the duties of the president in the event of the president's absence, incapacitation, or resignation;
2. work as a partner with and otherwise assist the president.

C. The **Secretary** shall:

1. carry on correspondence necessary for club business, keep written records of such, and maintain other club-related documents and records;
2. take meeting minutes and report these to the membership in a timely fashion;
3. report to the membership at other times as becomes necessary;
4. maintain a roster which includes names, addresses, telephone numbers, and other pertinent information for all members;
5. make said roster and the club's bylaws available to each club member;
6. serve as editor of the club's newsletter, unless there is an interested member willing to volunteer as such, and produce such literature (including information for the club web site) as is required for the functioning and promotion of the club (amended 2/02); and
7. maintain a record and track location of club property, and report this at the annual club meeting (added 3/99).

D. The **Treasurer** shall:

1. be responsible for the financial records of the club;
2. collect and pay out money as required and allowed;
3. make a full treasurer's report at each meeting, and at other times as the need arises, including the current balance, as well as income and expenditures accruing since the last report.

E. Combining of Offices

1. The offices of secretary and treasurer may be combined due to the lack of a candidate for either, and in the event of the incapacitation or resignation of either.



ARTICLE IV -- EXECUTIVE COMMITTEE

The Executive Committee (EC) shall be composed of the club officers, newsletter editor, webmaster, and all currently licensed officials. The EC shall meet as necessary to conduct club business. Meetings will be open to the general membership (added 3/03).

ARTICLE V -- MEETINGS

- A. An annual meeting shall be held in the off-season month of January or February to elect club officers and create a general plan of club activities for the year. Members shall receive a minimum of ten (10) days notice of the date, time, place, and agenda of the meeting (amended 9/99). The president may call additional meetings throughout the year at his/her discretion, with the same notification requirements in effect.
- B. The paid membership present shall constitute a quorum, and business shall be decided by a simple majority. Meetings shall be conducted under *Robert's Rules of Order*.

ARTICLE VI -- MEMBERSHIP

- A. Requirements for new and renewing members include:
1. completion of application form and liability release, and
 2. payment of dues: individual, \$10; family, \$10, juniors \$5 (amended 3/05). Renewal dues are payable by March 1, and \$5 discount is granted to new members applying after July 1.
- B. Members in good standing are:
1. eligible to vote on club business and in elections, and to hold office;
 2. entitled to a copy of the club roster and bylaws upon request;
 3. entitled to have the club newsletter mailed to their address of record (cost included in membership dues).

ARTICLE VII -- ELECTIONS

- A. Nominations for club office shall be received at the beginning of the annual meeting, and elections be held at its conclusion.
- B. Outgoing officers shall promptly turn over all necessary information, documents, and records to the newly elected officers who replace them.

ARTICLE VIII -- EXPENDITURES

- A. Routine expenses incurred by officers or committee chairpersons on behalf of the club shall be paid for by cash advances from the treasurer, on request, or by reimbursement, and must be followed or accompanied by a written statement.
- B. Unusual expenditures may be requested and approved by vote at any general meeting.

ARTICLE IX -- AMENDING THIS CONSTITUTION

Changes to this document must be included with the advance agenda for the annual meeting, be presented in writing and read aloud at the beginning of the meeting, and be voted on at its conclusion, with a two-thirds majority approval of the quorum required for passage.

Inventory of club property as of 3/7/99:

25 12" orange traffic cones

~~1 vinyl club banner~~ (given to Dominic Vadini at 2004 Annual Meeting)

1 youth coaching manual

2 Rubbermaid 5 gal. coolers

miscellaneous race numbers

miscellaneous apparel items