

Three Rivers Velo Sport, Inc.

Constitution and Bylaws - Revised March 16, 2011

Amendments Added for Review - April 8, 2016 (in this document color)

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Mission

Three Rivers Velo Sport (3RVS) is created to promote the general interest and enjoyment of bicycling for health, recreation and economical transportation. To this end, 3RVS will facilitate and conduct tours, outings and races, promote better bicycle riding conditions, and will advocate and advance proper riding techniques.

Articles of Operation

1.0 Membership

1.1 Requirements

Membership in 3RVS is contingent upon completion of an [approved signed](#) membership application and payment of applicable dues in full for the calendar year to one of the membership categories as described below:

Individual - Individual membership is available to individual who properly completes an application for membership. Applicants under eighteen (18) years of age must have the signature of one parent or guardian on the membership application.

Family - Family membership is available to all persons maintaining the same legal residence. At least one member of a family as described above must be at least eighteen (18) years of age. ~~and his/her signature must accompany the application.~~

Organizational - An organization may apply for membership to 3RVS, by completing an application. An organizational membership entitles the member entity to receive the club newsletter, and enters the organization onto the official 3RVS roster. An Organizational membership does not entitle any employees to individual or family membership.

Any or all membership rights and/or privileges, including those conferred by other organizations based upon membership in 3RVS, may be suspended or revoked as to any person who violates any of the policies set forth in this document or its accompanying Bylaws. Such suspension or revocation shall only be by agreement of at least five (5)

Board members, and only following a meeting of the Board of Directors of which the person whose rights and/or privileges are in question was given reasonable notice and opportunity to state his/her position to the board.

1.2 Voting Privileges

Membership voting privileges are granted to all active individual and family members at least fifteen (15) years of age whose dues are paid in full for the current calendar year by the night of the vote in question. These privileges apply to the election of officers as well as to general issues brought before the membership during a regular meeting.

2.0 Meetings

Regular meetings shall be conducted monthly at the time and place established in the 3RVS Bylaws. These meetings shall be conducted by the President or another member of the Board of Directors as designated by the President. In addition to the program, the meeting shall include a report to the membership of the activities of 3RVS and its Board of Directors, and an opportunity for members to make proposals, suggestions, requests or inquiries.

3.0 Election of Officers

3.1 Election

An election of club officers shall take place every year at the first meeting of the calendar year. Nominations for elected positions shall be accepted anytime between the December meeting and the end of the calendar year immediately preceding the election. Any active member may nominate another active member (including himself or herself) to any of the offices. If the nominee accepts the nomination, he/she is placed on the ballot for the coming year. If only one nominee is received for an office, then no vote is required. All candidates for an office must be at least fifteen (15) ~~years of age~~ **twenty-one (21) years of age**. The following positions shall be elected on a yearly basis: ~~along with the basic duties and responsibilities associated with that office as derived by historic precedent:~~

- President
- Secretary
- Treasurer
- Touring Director
- Racing Director
- Off Road Director
- Newsletter Editor
- Publicity Director
- Membership Director

Elected officers shall assume responsibility ~~for~~ **the duties of** for their positions as soon as the results

of the election are known, and will continue in that position until a replacement is chosen. In the event an officer resigns, or is removed by a vote of six (6) board members, a special election for that office shall be held at the next regular club meeting, provided there is time to announce such an election in the newsletter preceding the meeting. In addition to the elected officer positions, the President may appoint various chairpersons and/or committees on an ad hoc basis. The President shall assume ex-officio status on all appointed committees.

3.2 Office of Vice-President

Effective January 1, 2017, the Vice President will be nominated and elected by the newly elected Board of Directors at the first meeting held each calendar year. The nominated and elected Vice President must be one of the Board of Directors listed in Article 3.1 above. The Vice President's duties are to perform all assignments as directed by the President; and act in place of the President at such time when the President is unable to assume the duties of office. The newly elected Vice President will assume such office on a yearly basis. The Vice President is not permitted to vote on matters before the Board of Directors as a Vice President. The individual holding the office of Vice President is allowed one vote on matters before the Board of Directors as a result of holding one of the offices described in Article 3.1.

3.3 Duties

Officers shall have the authority and responsibility to organize and conduct activities within their prescribed areas and in keeping with the 3RVS mission. These activities are subject to review by the Board of Directors and may be modified by a majority vote thereof.

4.0 Board of Directors

The Board of Directors shall consist of all ~~nine~~ ~~eight (8)~~ ~~nine (9)~~ elected officers for the operating year and shall function as the governing body of 3RVS. The Board of Directors is empowered to decide issues and act on behalf of 3RVS. All issues before the Board shall be resolved through a majority five (5) vote, except as described in section 3.0 and 5.0 of this document. The Board of Directors shall meet ~~as needed~~ at least monthly, at a reasonable time and place determined by the President. The President shall provide notice of the meeting to all officers giving reasonable opportunity for all to attend.

5.0 Expenditures

Any matter that involves the expenditure, or obligation to expend, is subject to the approval of the Board of Directors and/or a membership vote. ~~as illustrated in the figure 1 explained below.~~ There are three distinct levels of approval: ~~that apply to the expenditure as follows:~~

Level One

Level ~~One~~ approval consists of a Board majority of five (5) or more, and applies to routine expenditures ~~between~~ ~~above~~ the threshold established in the bylaws for routine matters and below 25% of the total treasury. This level also applies to any non-routine expenditure of less than the non-routine threshold specified in the bylaws of this document.

Level Two

Level ~~Two~~ approval can be obtained in two ways:

1. A ~~seven (7)~~ ~~two-thirds~~ Board member majority

2. A five (5) Board member majority in conjunction with a regular membership meeting simple voting majority. This level of approval applies to routine expenditures in excess of 25% of the 3RVS treasury at the time of the expenditure. It also applies to non-routine expenditure between the non-routine expense bylaw threshold and less than 25% of the treasury.

Level Three

Level Three approval consists of a two-thirds Board member majority and a regular meeting voting majority. It applies to any non-routine expenditure in excess of 25% of the 3RVS treasury at the time of the expenditure.

Routine expenditures of less than the Routine Expenditure Threshold established in the By Laws may be authorized by an appropriate Officer or Committee Chairperson the President unless a majority of the Board of Directors have voted to not make such expenditure. and said Officer or Committee Chairperson has received notification of said decision by the Board of Directors.

Figure 1-Expenditure Approval Procedure (not shown)

6.0 Affiliations

3RVS shall be a member of the generally recognized governing body for bicycle racing in the United States, as applied for by the Racing Director. 3RVS shall also maintain membership in other bicycling organizations, as approved by the Board of Directors.

7.0 Club Colors

The official club colors of 3RVS are yellow and black.

8.0 Amendment Procedures

8.1 Constitutional Amendment Procedure

All proposed amendments to this constitution shall be presented in writing and discussed at a regular membership meeting. If the proposed amendment is supported by at least five (5) eligible voting members, it shall be published in the following month's newsletter. The proposed amendment shall then be read, discussed and voted on by eligible voting members at the next monthly meeting. The amendment shall pass and be enacted if and only if it receives a favorable vote of at least seventy-five percent (75%) of the voting membership in attendance at that meeting.

8.2 Bylaw amendment Procedure

All proposed amendments to the 3RVS Bylaws shall be presented in writing to the Board of Directors. If the proposed amendment is supported by at least five (5) Board members, it shall be published in the following month's newsletter. The proposed amendment shall then be read, discussed and voted on by eligible voting members at the next monthly meeting. The amendment shall pass and be enacted if and only if it receives a favorable majority vote by the membership in attendance at that meeting.

Bylaws

1.0 Scope

The purpose of this document is to supply specific details that are not in, but required by the Constitution of 3RVS. This document is subject to, and controlled by the 3RVS Constitution.

1.1 Dues

The dues required for membership privileges as created by the Constitution are annual, from January 1 to December 31 inclusive. ~~New Non-members who join after September 1st will have their membership extended through the following calendar year. July 1, will pay half the annual membership fee. between June and December will be credited membership for the balance of the current year and the following calendar year.~~ Dues are established as follows:

Individual \$20.00
Family \$30.00
Organizational \$40.00
~~Lifetime Individual Membership \$500~~

1.2 Meetings

Regular meetings for the members of 3RVS shall be held the first Thursday of each month at 7:30 p.m. ~~EST local time~~, at a location designated by the Board of Directors and published in the preceding newsletter. ~~A meeting for an individual month may be rescheduled, relocated or omitted with the approval of majority of the Board of Directors.~~

1.3 Routine and Non-routine Expenditures

Expenditures are governed by ~~section~~ Article 5.0 of the 3RVS Constitution. Pursuant to the constitution the following expenditure thresholds are established:

Non-routine expenditures are any expenditures that ~~is are~~ not defined to be routine. The threshold, as depicted in ~~section~~ Article 5.0 for non-routine expenditures is ~~five three hundred dollars (\$500.00).~~ (\$300.00)

Routine expenditures ~~are those normally associated with the activities of the club and include those similar in character and amount to those which have been made in the past.~~ The threshold, as depicted in ~~section~~ Article 5.0 for routine expenditures is ~~five three hundred dollars (\$500.00)~~ (\$300.00). Examples of this type of expenditure include, but are not limited to, expenses involved with:

~~Official Cycling Events~~
~~May Madness~~
~~Three Rivers Festival Tour~~
~~Germanfest Criterium~~
~~Ft. Wayne Off Road Race~~
~~Annual Volunteer~~ End of Year Party
~~Newsletter Event~~ mailing & printing costs

1.4 Helmets

Helmets approved by ~~the United States Cycling Federation (USCF)~~ USA Cycling a recognized standards authority must be worn while cycling appropriately by all participants in 3RVS sanctioned events. This includes 3RVS races, race training rides, touring rides and mountain bike rides. ~~Races and race training rides. The appropriate use of helmets is strongly recommended on all other rides.~~

~~1.5 Membership Roster The membership roster of the 3RVS shall not be released to any person, group, or organization unless the name and address of any member who requested that his/her name not be released has been deleted from the roster.~~

1.5 Membership Roster

The membership roster of the 3RVS shall be available only to officers of the club and shall not be released to any person, group, or organization without the authorization of the club President— with the exception of participating retail establishments regarding club discounts.

1.6 Group Riding Guidelines

All participants in an official club ride event are required to abide by the Three Rivers Velo Sport Group Riding Guidelines. Riders are subject to be removed from the group after being warned of a violation of said guidelines by a group ride leader or club officer. Such action constitutes an incident. An incident for the purpose of this article includes, but not limited to: refusing to wear an approved cycling helmet, riding in a dangerous manner, using threatening or foul language, aggressive behavior, not complying with the 3RVS Group Riding Guidelines, or any other action that is detrimental to the ride group, the club, or the general public. All incidents will be presented to the Board of Directors for further disposition.

Revision History

Revision A, 6 February 2009 – Membership Par. 1.1, add “signed”; Par. 3, remove Triathlon Director position; Par. 4.0, change number Directors from nine to eight; Par. 5.0, remove Fig. 1.

Bylaws: Par. 1.2, local time was EST; Par. 1.4, USA Cycling was United States Cycling Federation (USCF); Par. 1.5 revised to not require opt-out of membership roster release.

Revision History - March 16, 2011

Membership Part 1.1, add “approved”, strike “signed”; Part. 1.1 - Family, strike “and his/her signature must accompany the application”; Part 3.0, add “Membership Director”; Part 4.0, strike “8”, add “9”;

By Laws Part 1.1, strike “new”, add “Non-“, strike “between June and December will be credited membership for the balance of the current year and the following calendar year”, add “after July 1, will pay half the annual membership fee”; Part 1.3 pluralize expenditures, change “is” to “are”; Part 1.3 strike “Germanfest Criterium”, strike “Newsletter”, add “Event”; Part 1.4, strike “Races and race training rides. The appropriate use of helmets is strongly recommended on all other rides”, add “sanctioned events. This includes 3RVS races, race training rides, touring rides and mountain bike rides”; Part 1.5, add “– with the exception of participating retail establishments regarding club discounts.”

Revision History - April 11, 2011

1.1 Dues; Elimination of Lifetime Individual Membership

Amendments Added for Review – April 8, 2016 (in this document color)

3.0 Officers, strike “Election of”

Add article 3.1 Election

Strike under 3.1, “least fifteen (15) years old add, “twenty-one (21)” also, strike, “along with the basic duties and responsibilities associated with that office as derived by historic precedent:”

3.1 after listing of offices, strike “responsibility” add, “the duties of”

Add:

3.2 Office of Vice-President

Effective January 1, 2017, the Vice President will be nominated and elected by the newly elected Board of Directors at the first meeting held each calendar year. The nominated and elected Vice President must be one of the Board of Directors listed in Article 3.1 above. The Vice President’s duties are to perform all

assignments as directed by the President; and act in place of the President at such time when the President is unable to assume the duties of office. The newly elected Vice President will assume such office on a yearly basis. The Vice President is not permitted to vote on matters before the Board of Directors as a Vice President. The individual holding the office of Vice President is allowed one vote on matters before the Board of Directors as a result of holding one of the offices described in Article 3.1.

3.3 Duties

Officers shall have the authority and responsibility to organize and conduct activities within their prescribed areas and in keeping with the 3RVS mission. These activities are subject to review by the Board of Directors and may be modified by a majority vote thereof.

4.0 Board of Directors, add after The Board of Directors shall meet, “as needed”

5.0 Expenditures, Level One subset: after routine expenditures strike, “between” add “above”

5.0 Expenditures, Level Two number, part 1. strike, “seven (7), add, “two-thirds” board member majority

5.0 Expenditures, Level Three second paragraph strike, “an appropriate Officer or Committee Chairperson”, add, “the President” and strike, “and said Officer or Committee Chairperson has received notification of said decision by the Board of Directors”

By Laws:

1.1 Dues add after Non-members who join, “after September 1st will have their membership extended through the following calendar year”

1.2 Meetings: strike, “local time” add at the end of the last sentence, “A meeting for an individual month may be rescheduled, relocated or omitted with the approval of majority of the Board of Directors”

1.3 Routine and Non-Routine Expenditures:

All references to Section 5.0 is changed to, “Article 5.0”

All references to expenditure thresholds of \$500.00” changed to, “\$300.00”

1.3 Second paragraph, “Routine expenditures. . .” add, “are those normally associated with the activities of the club and”

1.3 Listing of club events for expenditures changed from “May Madness; Three Rivers Festival Tour; Germanfest Criterium; Ft. Wayne Off-Road Race” to, “Official Cycling Events”; also change, “Annual Volunteer Party” to “Annual End of Year Party”

1.4 Helmets:

“Helmets approved by” add, “a recognized standards authority must be worn while cycling”

1.5 Membership Roster

Sentence revision to, “The membership roster of the 3RVS shall be available only to officers of the club and shall not be released to any person, group, or organization without the authorization of the club President”

By Laws:

Add

1.6 Group Riding Guidelines

All participants in an official club ride event are required to abide by the Three Rivers Velo Sport Group Riding Guidelines. Riders are subject to be removed from the group after being warned of a violation of said guidelines by a group ride leader or club officer. Such action constitutes an incident. An incident for the purpose of this article includes, but not limited to: refusing to wear an approved cycling helmet, riding in a dangerous manner, using threatening or foul language, aggressive behavior, not complying with the 3RVS Group Riding Guidelines, or any other action that is detrimental to the ride group, the club, or the general public. All incidents will be presented to the Board of Directors for further disposition.