

McLean County Wheelers

Constitution and Bylaws

Approved at McLean County Wheelers Annual General Meeting, January 6, 2020.

History: Original 1981 paper copy of the constitution and bylaws was digitized in 2017 and updated to align with current practices. Updated version was circulated to members for two rounds of feedback. Final draft for approval was posted in April 2019. One amendment to Article II Purpose was received and accepted prior to the vote at the 2020 annual meeting.

ARTICLE I Name of Organization

The name of the organization shall be the McLEAN COUNTY WHEELERS.

ARTICLE II Purpose

The McLean County Wheelers is a club of cycling enthusiasts who share the common goal of promoting safe cycling for fun and fitness. Our primary purposes are to:

1. Facilitate recreational activities that provide opportunities for social interaction and companionship of riding with other cyclists.
2. Advocate for safe cycling as a vehicle for pleasure, health and economical transportation [adapted from OK bicycle society].
3. Encourage public facilities for cycling such as bike paths, bike lanes, and trails,
4. Cooperate with public authorities in the observance of all traffic regulations.

ARTICLE III Membership

Section 1. Membership is open to individuals and families who desire to promote the various club purposes and bicycling in general.

Section 2. Types of Memberships available:

- a. individual
- b. household
- c. lifetime

Section 3. The signature of a parent or guardian is required for approval of Membership for those under the age of 18. To participate in club rides, children 14 years or younger must be accompanied by a parent or guardian.

ARTICLE IV Dues

Section 1. Memberships are valid for the calendar year. Annual membership dues are payable by January 1. Previous year members who do not renew by April 30 will be removed from club communication distribution lists.

Section 2. Dues by membership category are set by the recommendation of the board, to be approved by a majority of members present at the annual meeting.

ARTICLE V Meetings

Section 1. General membership meeting shall be held in early January.

Section 2. Regular and special meetings as provided for in the bylaws.

ARTICLE VI Officers

The election of officers shall be held as authorized in the bylaws.

ARTICLE VII Committees

The Executive Committee shall be composed of the officers of the club and the chairpersons of appointed committees. Other committees are provided for in the bylaws.

ARTICLE VIII Board of Directors

The State of Illinois not for profit regulations require that a minimum of three members serve as the board of directors for the organization. To comply with this regulation, the club board of directors will be comprised of the current president and the most immediate past two presidents still residing in the Bloomington-Normal area.

ARTICLE IX Amendments

The Constitution may be amended in any respect at any regular meeting of the club by an affirmative vote of 2/3 of the club members present in person. No proposed amendment shall be acted upon at any club meeting unless it has been presented in writing to ALL members of the club at least 15 days in advance of the meeting.

BY-LAWS

Meetings

Section 1. The annual general membership meeting shall be held in early January. A majority of the club members present shall constitute a quorum.

Section 2. Special meetings may be called at the request of the club president. Purpose of the meeting shall be stated in the call and no other business transacted. Meeting announcement must be at least 14 days before said meeting date.

Section 3. Club business may also be conducted by email or other electronic media. Similar to face-to-face meetings, the club president may issue a request for input and decision by digital media. The purpose of the meeting shall be stated in the call along with relevant contextual information. No other business may be transacted.

Section 4. Executive Committee Meetings (club officers and Committee chairpersons) shall be held at such times as it may be determined necessary. Two-thirds of the committee present in person shall constitute a quorum.

Section 5. Executive Committee (club officers and committee chairpersons) business may also be conducted by electronic media at such times as it may be determined. Two-thirds of the committee responsive shall constitute a quorum.

Fiscal Year

The fiscal year of the club shall be the calendar year and commence on the first day of January and shall end on the last day of December.

Committees

Section 1. The Executive Committee of the club is composed of the officers and the chairpersons of appointed committees. The Executive Committee shall have immediate charge, management and control of the affairs of the club between meetings.

Sections 2. The appointed committees shall carry on the program and the business of the club. Such committees may be but are not limited to: Membership, Public Relations, Communications, Rides and Events, and Social. The president shall appoint all committee chairpersons and establish all committees, with the approval of the officers of the club. Committee chairpersons may select their own committee members from the personnel of the club.

Election of Officers

Section. 1 At a regular meeting of the Executive Committee or club, or as an announcement to all club members by email at least 30 days preceding the annual

meeting, the president shall appoint a nominating committee of three (3) members to solicit a slate of officers.

Section. 2 Election of club officers shall be held in December. The election shall be by ballot from a slate recommended by the nominating committee or from nominations from the floor at an open meeting in December. A majority of members attending the December meeting shall elect the officers. Elected officers will be seated at the general meeting in January.

Section. 3 Officers shall hold office for 24 months or until their successors are elected and duly installed.

Section. 4 Vacancy in office during the period may be filled by appointment of the club president with the concurrence of the Executive Committee. Should the president position be vacant, the VP shall complete the remainder of the term and a new VP be appointed by the new president.

Duties of Officers

President: Shall coordinate and supervise the club program, and preside at club and Executive Committee meetings.

Vice-President(s): Shall assist the president in carrying out the club responsibilities and shall serve in his or her absence. It is recommended that the VP serve as chairperson(s) of appointed working committees.

Secretary: Shall take minutes at club and executive meetings; issue minutes by email and post minutes on the MCW Google Drive, issue general notices, announcements, and other communications as required. The Secretary, in coordination with the Treasurer and webmaster, shall maintain the official club membership list. Copies should be made available to the other officers and committee chairpersons as requested. For example, mailing lists may be needed for Metric application mailing (mid-March), email blasts, and day of Metric registration.

Treasurer: Shall keep and prepare all club financial records and transactions, make necessary reports. It is suggested the treasurer also serve as chairperson of the Finance Committee.

Additional Roles, Duties and Committee

Following are examples of club support roles and committees. Exact duties and

committees will be determined by club needs.

Webmaster: Shall maintain the club website including maintenance of event calendar, classified ads, and online member registration.

Social Media Facilitator: Shall maintain the club's Facebook page and/or other social media sites for the purpose of extending club communications and public relations.

Communication Facilitator: Shall distribute weekly emails that provide details of club activities and other area events of interest to cyclists.

Spring Metric Coordinator: Shall coordinate and supervise all activities necessary to facilitate the Annual Wheeler Spring Metric Ride. The Metric Coordinator may establish and served as chairperson of a Metric Planning Committee.

Ride Coordinators: Following are examples of club rides and ride leader roles. Exact duties and types of rides will be determined by club needs.

- *Weekend Show & Go Ride Coordinator:* Shall distribute weekly emails to members no later than Thursday that provide details and reminders of weekend ride activities.
- *Social Ride Coordinator:* Shall organize and facilitate announcements for socially paced trail and city rides. Examples of social rides may include Tuesday ice cream rides, quilt barn rides, or ribbon collection game rides.
- *Training Ride Coordinator:* Shall facilitate the scheduling of the six-week program of training rides and solicit volunteer leadership of those rides. Training rides are to begin annually no later than May 1 and end the Thursday before the Spring Metric Ride.

Amendments

The bylaws may be amended by a majority vote of the members present at any meeting of the club, provided that notice of the proposed amendment has been provided in writing to club members at least 30 days in advance of said meeting.

The End