

Coastal Bicycle Touring Club, Incorporated

Savannah, Georgia

BYLAWS

ARTICLE I NAME

The name of this organization shall be the Coastal Bicycle Touring Club, Incorporated and shall be referred to as the Coastal Bicycle Touring Club, as well as CBTC.

ARTICLE II PURPOSE

The purpose of this organization is to promote and encourage bicycling in all its forms, to educate its members and the community in all aspects of the safe use and enjoyment of bicycles, and to actively work toward the development of a safe environment for all bicyclists.

ARTICLE III ORGANIZATION

Elected Officers: There shall be five (6) elected officers to serve as the voting members who provide the organization with guidance and leadership: President, Vice President, Treasurer, Secretary, Member at Large, and Ride Committee Chair. Together, acting by such rules as they may establish, they shall constitute the Board of Directors (BoD). The immediate Past President will serve as ex-officio member of the Board of Directors for one year after holding office as President. As the ex-officio, the Past-President will serve in an advisory role, as a non-voting member of the BoD.

The elected officers shall be nominated in May, elected in June, and installed at the July meeting of the general membership.

The President shall be the official representative of the organization in all matters and shall be responsible for all the activities of the organization and is especially charged to lead and coordinate its programs toward the fulfillment of its purposes. The President shall preside at all BoD meetings and all meetings of the general membership.

The Vice President shall assist the President with their duties and shall assume those duties in the President's absence. The Vice President shall also assume such other functions as assigned by the BoD. The Vice President shall be responsible for the agenda and the monthly meeting of the general membership.

The Treasurer shall be responsible for the collection and disbursement of funds; the reporting at meetings of financial conditions of the club; the proper record keeping of finances.

The Secretary shall maintain records, conduct correspondence, and perform the normal functions of this office, and such other functions as the BoD shall assign. The Secretary shall keep or cause to be kept all minutes of the Monthly Meeting, and the BoD Meetings. The Secretary shall be responsible for

the processing of membership applications, issuing membership cards, membership renewals, notifying the other officers each month of all new members, and the record keeping of membership activity.

The Member-at-Large shall represent the general membership at BoD meetings and shall assume other functions as assigned by the BoD.

The Ride Committee Chair shall establish and maintain a weekly club ride schedule and ride leader guidelines, appoint ride leaders, and recommend and approve other club sanctioned rides during the calendar year.

All current and future BOD voting members should accept serving on the Board assuming he/she can agree to be actively involved in CBTC decisional matters and club sanctioned events. Club sanctioned events include weekly rides, social events, and Board meetings, whether virtually or in-person. Unless disabled by accident or illness, BoD members should ride in club sanctioned events at least six times per year.

The BoD shall form committees, as necessary, to oversee and manage the club's social activities and implement an activities calendar to meet the needs of the membership and purposes of the club. The Board shall also be responsible for managing special events and for informing the membership of activities outside of the organization that may be of interest to the membership.

The BoD shall oversee and manage membership initiatives and programs to maintain the **general membership, to include, but not exclusively:** coordinate distribution of membership information to new and renewing members, develop programs to attract new members to the club and to retain current ones, and promote the organization to the general public.

ARTICLE IV STANDING COMMITTEES

Standing Committee Chairs shall be elected and installed by the BoD by a simple majority vote. Nominations shall be accepted from the general membership. If there are no candidates willing to serve as a Committee Chair, Committee Chair positions may be held by members of the BoD, based on the simple majority vote of the BoD.

The Chairs shall be responsible for recruiting and seeking volunteers from the membership to assist in effectively accomplishing the goals of the committee.

The Chairs shall provide to the BoD a report describing the activities and goals of their committees, as well as any actions regarding the committees' activities. These reports shall be provided to the Secretary at least one week prior to the monthly BoD meeting. The committee chairs shall also support the development of effective public relations materials to properly promote the organization.

Education and Safety Committee Chair shall be responsible for the development of programs and events that educate both the membership and the community in all aspect of the safe use and enjoyment of bicycles, as per the purpose of this organization.

Advocacy and Outreach Committee Chair shall maintain awareness of and respond to political situations pertaining to the use of the bicycle and creating a safe environment for bicycling. The Chair shall also inform the membership of opportunities to participate in local, state, and national-level activities and programs that support bicycling as related to the mission and goals of the organization.

Communications Committee Chair shall be responsible for the CBTC website content and a monthly newsletter informing the membership of all pertinent information and activities. The Chair shall also serve as the “web master” responsible for overseeing and managing the development, maintenance, and security of the organization’s website.

Ride Committee Chair shall be responsible for planning, educating, conducting events, and disseminating information to meet the needs of the riding membership as well as the general membership. The Chair shall establish and maintain a weekly club ride schedule, appoint ride leaders, and ride leader guidelines. The Ride Committee Chair will serve as a member of the BoD and adhere to all roles and responsibilities of the BoD.

Ad-Hoc Committees and Special Appointments shall be made by the BoD when needed to accomplish certain specific goals, projects, events, etc. The BoD shall dissolve said Committees and or Appointments when and as it sees fit.

The General Membership shall meet monthly except on months of major social events or unless decided otherwise by the BoD based on a simple vote.

The Standing Committees shall meet as deemed necessary to accomplish their specific goals and objectives.

The BoD shall meet on a monthly basis, separate from the regular club meeting of the General membership, or on another date, as agreed upon by the BoD.

ARTICLE V MEMBERSHIP

Regular membership. Anyone who subscribes to the purposes and bylaws of this organization, pays the annual dues, and signs the annual waiver of liability agreement shall be considered a regular member (this includes individual and family memberships). The annual dues are subject to change pending adoption by the general membership. Memberships expire at the end of the calendar year, and dues of new members may be prorated during the year, as set by the BoD and approved by the general membership. The liability waiver need not be signed every year as long as there is no interruption in membership. Former members with at least a one-year lapse in membership may rejoin as new members and be eligible for the prorated dues.

Honorary Membership. The BoD may extend honorary membership to any individual, organization or member rendering notable service to the Coastal Bicycle Touring Club, Inc., to the furtherance of bicycling or to the community at large. Honorary Membership shall not entail the obligation of Regular Membership, but shall entitle the recipient to all the privileges of membership except those of making

motions, voting, and holding office. The BoD may confer the full privileges of Regular Membership at their discretion.

Supporting Membership. This membership is made available to businesses, organizations and individuals who have demonstrated their support of our purpose by an effort or contribution.

Supporting Memberships are issued by the BoD. This membership may be issued as recognition or solicited.

Article VI – Club Sponsored Events

The Organization, the BoD, and the general membership will not consider any ride or other event as a CBTC sponsored or sanctioned ride unless it meets the following conditions: a member proposes the event with the date, time, place, type of event, estimated costs; the name of at least two active members who will be involved in the planning and carrying out of the event; a minimum of six (6) members will participate; and, a liability waiver will be signed and provided to the Ride Committee Chair. Following a review of the provided information regarding the proposed event, a simple majority vote of the BoD will be taken and, if approved, the event will be scheduled as a club-sanctioned or -sponsored event on the CBTC website.

ARTICLE VII BYLAWS AMENDMENT PROCEDURE AND ADOPTION

These Bylaws and any amendments shall be adopted after notice to the general membership and adopted if approved by the general membership by 2/3 vote not less than four weeks later.

ARTICLE VIII ELECTION PROCESS

The May newsletter will present a call for nominations to the Board of Directors. A nomination will be considered valid only if it contains the name and contact information of the nominee and the office to which nominated. The election shall be overseen by an election committee and a chair established by the BoD. Prior to being placed on a ballot, the election committee will contact the nominees to determine if they are willing to serve in the positions for which they were nominated. Votes shall be tallied by this committee and presented to the BoD prior to the July membership meeting. Ballots shall be completed by the general membership in due form (e.g., paper ballot, email, survey, etc.) and tallied before and presented at the July general membership meeting. In the event of an unclear majority or tie, a runoff election will be held between at least two candidates by way of separate vote. Should there be no candidates nominated for a position, the position should be filled temporarily at the discretion of the newly elected President in consultation with the BoD until a candidate is nominated and a vote is taken by the general membership.

The newly elected BoD term of office shall be one year. All un-expired terms shall be filled as soon as possible following the creation of a vacancy. In the event the vacancy is permanent, it may be filled by a special election upon such terms, and such method, as the BoD shall specify. A sample ballot will be kept by the Secretary.

The Bylaws will be available on the website to anyone who would like to read them.

Adopted: 11/09/1984

Amended: 11/04/2002

Amended: 10/06/2003

Amended: 11/25//2019