

**CONSTITUTION of the
BUFFALO AND ERIE COUNTY BICYCLING CLUB, INC
(BUFFALO BICYCLING CLUB, INC.)**

ARTICLE I: NAME

This organization shall be known as the Buffalo and Erie County Bicycling Club, and will be incorporated under the laws of New York State. (The name was legally changed on January 11, 1996 to Buffalo Bicycling Club, Inc.)

ARTICLE II: OBJECTIVES

The objectives of the BBC, Inc. are:

- A. To develop and promote bicycle racing in and around Western New York.
- B. To compose and organize a racing schedule for club members and to promote USAC sanctioned races.
- C. To inform area bike riders on related activities in and around the Buffalo area.

ARTICLE III – BOARD OF DIRECTORS

A Board of Directors shall be maintained in order to provide a continuing influence for permanence in the club organization. The Board will consist of at least three directors; the exact number will be determined from time to time by the Board and President. Each director will be elected by membership and shall serve for a term of five years and until his or her successor is elected and qualified. Any director may resign at any time by giving a written resignation to the President, a Vice President, or the Secretary. To fill a vacancy, the Officers will nominate a successor, Membership will be notified, and the Board will be filled by a majority vote at a regular meeting. It shall be the duty of the Board to nominate a slate of Officers for the annual club elections. It shall be the responsibility of the Board to schedule and attend one annual meeting. This meeting will not fulfill the required responsibility unless the entire Board is present. In addition to the above, Board members shall have executive rank in the club thus giving them the power to participate in the official duties as listed in the club bylaws under article I, section A – 1("Officers shall have the following general duties and powers:"). The extent of such participation shall, be determined by agreement between the Board members and the Officers in question. Failure to fulfill requirements of Article III in any 12-month period will, without limitation, be considered cause for removal. Any director may be removed by a majority vote of the Officers at a regular meeting, notice of which referred to the proposed action.

ARTICLE IV – MEMBERSHIP

Membership in the club is open to all individuals, without discrimination on the basis of race, religion, age, sex, national origin, or athletic ability. In order to participate in club events, such individuals shall be required to hold a current club membership and be subject to club regulations. They may not be declared ineligible to participate without notice and an opportunity to respond to the club officers on such issues.

ARTICLE V: OFFICERS and COMMITTEES

- A. The BBC club membership shall elect officers from all those nominated by both the board of directors and the membership at large. Officers shall be nominated at the

October meeting and elected by a majority vote held in November and term shall be for one year, starting January 1st. If all nominated Officers are unopposed at the October meeting, membership may motion an immediate election by majority vote and the term shall begin one month early, on December 1st.

- B. Race and other Committees are to consist of any full or associate member and/or any responsible non-member of the club appointed by the elected officials.
- C. All standing committees will report on their actions at each regularly scheduled meeting.

ARTICLE VI: MEETINGS

A minimum of four regular monthly meetings will be held annually. October and November meetings are mandatory, additional monthly or Special meetings will be arranged at the discretion of the Officers.

ARTICLE VII: PROCEDURE FOR AMENDING THE CONSTITUTION and BYLAWS

Amendments to the Constitution and Bylaws are written out by a formal committee as designated by the members and read at a regular meeting by the chairman of the committee. Membership shall be given written notice. After all discussion has been finalized, the President shall call for a vote. A majority vote is required for their adoption or ratification.

BYLAWS

ARTICLE I: OFFICERS AND COMMITTEES

Section A. - Eligibility

- A. Only dues paying members or active club supporters will be considered in having the privilege of occupying any club office.
- B. The minimum age to hold an office shall be nineteen years.

OFFICERS shall have the following general duties and powers:

- 1. Duties:
 - a. Approve goals for current administrative year.
 - b. Approve long range goals and objectives for future development of the organization.
 - c. Monitor organization activities.
 - d. Approve annual budget.
 - e. Authorize all written contracts.
 - f. Establish levels of dues and registration fees.
 - g. Reprimand a director, officer, or member as consistent with the laws of the club.
 - h. Appoint Race Director.
 - i. Appoint Marketing Director.
 - j. Appoint Educational Director/Coach.
 - k. Appoint a member for an officer's position that has been terminated
 - l. Provide interpretations of the laws of the organization.

Section B. - Duties of the Officers:

- A. President - shall be the chief executive officer of the organization and shall have the following duties and powers:

- a. Propose annual budget for consideration by the officers.
- b. Establish agenda for all meetings of the officers and general members.
- c. Submit annual goals and objectives for organization to the officers for their approval.
- d. Preside at all meetings of the organization.
- e. Decide all questions of order at all meetings.
- f. Represent organization at external affairs or delegate same.
- g. Coordinate all promotional activities of the organization.

B. Vice President - shall have the following duties and powers:

- a. Assume duties of President in his absence.
- b. Advisor to all standing and special committees.
- c. Monitor race activities.
- d. Monitor coaching and seminar activities.
- e. Inform the members of any rule changes as issued by the USAC governing body.
- f. Special assignments as may be given by the President.

C. Secretary - shall have the following duties and powers:

- a. Draft all official correspondence as approved by the officers.
- b. Record and distribute minutes of all meetings of the officers and general membership.
- c. Distribute new bulletins on general matters with other clubs and associations.
- d. Countersign all written contracts approved by the officers.
- e. Maintain all of the club's records.
- f. May act as organization Historian.
- g. Receive and file all correspondence.
- h. Special assignments as may be given by the President.

D. Treasurer - shall have the following duties and powers:

- a. Administers dues notices, consistent with the laws of the organization.
- b. Administers receipts for collection of dues.
- c. Receives all funds taken in by the organization and deposits same to the credit of the organization in depositories approved by the officers.
- d. Distributes funds duly authorized in the annual budget approved by the officers.
- e. Signs all checks issued by the organization.
- f. Maintain accurate financial records of receipts and disbursements of organization funds. Upon request, such records shall be made available to officers, and general members.
- g. Submit an annual financial statement.
- h. Special assignments as may be given by the President.

RACE DIRECTOR - shall have the following duties and powers:

- a. Responsible for the organization of all USAC and non- USAC club races.
- b. Appoint marshaling coordinator.
- c. Appoint and coordinate Race Task Committee, including but not limited to: Road, Track, Time Trial, Criterium, Cyclocross and Mountain.
- d. Special assignments as may be given by the President.

MARKETING DIRECTOR - Shall have the following duties and powers:

- a. Derive and coordinate advertising for print, websites, and social media.
- b. Assist all USAC promotional activities.
- c. Assist in the garnering of club sponsorship.
- d. Special assignments as may be given by the President.

COACH/EDUCATIONAL DIRECTOR - shall have the following duties and powers:

- a. Coordinate new rider clinics and educational seminars.
- b. Assist in establishing a club racing team.
- c. Develop a coaching committee for rider information.
- d. Special assignments as may be given by the President.

ARTICLE II: MEMBERSHIP

- A. Membership in the BBC, Inc. shall be divided into the following groups:
 1. Full Membership - all the privileges of club membership including the right of licensed members to vote on all USAC and BBC matters.
 2. Booster Membership - may attend meetings, social functions, and receive promotional emails and materials.
 3. Family membership - any 2 or more family members per residence. Privileges will be designated as full membership
- B. Members have the right to be informed on all matters, legal documents, and official records.
- C. A simple majority of members present at the regularly scheduled meeting shall be sufficient to pass any motion or decision concerning club activities. Matters deemed to be of sufficient importance by the club officers present, shall be voted upon only after the membership has been notified in writing. Write-in ballots are permissible.
- D. Dues shall be collected from the membership and each member shall pay according to his/her class as specified on the membership application. (Exception: all officers and their appointed directors shall be excused from paying club dues.)
- E. Visitors to, or special guests of the BBC may be invited to attend affairs of the organization at the discretion of any officer.
- F. Membership, , in this organization may be suspended/revoked for cause by a majority vote of the club officers. Such a vote will be conducted at a regularly scheduled meeting of the club. During the period of suspension, participation in club activities is terminated. The length of the suspension shall be a maximum time of one month, unless otherwise specified by the officers. Persons having their membership revoked must be notified in writing of such action by the organization secretary within fourteen (14) days of such action. Individuals having their membership revoked, may within thirty (30) days of receipt of notification, appeal the decision of the officers. Appeals will be addressed by an appeal committee composed of (3) general members appointed by the President. Members of the appeal committee may not be current officers. Decisions of the appeal committee are final.
- G. Membership from the preceding year expires March 1st. Membership privileges do not commence until payment of dues and fees, and the processing of the application.

ARTICLE III: ORDER OF BUSINESS

- A. Call the meeting to order
- B. Reading and adoption of the minutes
- C. Treasurer's report
- D. Reports of existing committees
- E. Old business
- F. New Business
- G. "Good of the order"
- H. Adjournment

ARTICLE IV: MOTIONS

- A. All motions at regular meetings will be informal, but members must first be recognized by the presiding officer.

ARTICLE V: COMMITTEES

- A. All committees shall have a chairperson and co-chairperson and report all activities of their committee at each regularly scheduled meeting.

ARTICLE VI: RULES FOR RACING

- A. The club shall publish annually a list of rules and regulations for racing.