

**THREAD CITY CYCLERS  
BYLAWS**

**ARTICLE I – Club Established**

The name of the club shall be the Thread City Cyclers, whose existence shall be perpetual. Hereinafter referred to in this document as TCC.

**ARTICLE II – Club Nature and Purpose**

The general nature of TCC and the purpose of its transactions are:

1. To provide conditioning, practice, clinics, workshops and/or other training methods pursuant to bicycle training and touring.
2. To promote the sport of cycling, to build teamwork and goodwill among cyclists.
3. To provide a safe venue for cyclists to conduct conditioning and training for each member at the appropriate skill level.
4. To operate exclusively as a non-profit club organized purely for education and recreation, and to ride and race bicycles.
5. To operate within the framework of the laws of the city, county, and state wherein TCC resides or otherwise operates.
6. To abide by the constitution, bylaws, and rules of US Cycling Federation (USCF) Inc. and its associations and to respect, abide by, and enforce all decisions of USCF and its associations.
7. Requirements for each membership in the club are as follows:
  - a. All applicants must be at least 13 years of age, and willing to abide by all club by-laws.
8. Membership in the club is a privilege. To each and every category of membership described above, the following general statements apply:

**ARTICLE III – Membership**

Members in the club:

1. Are governed by these by-laws.
2. Must pay monthly or yearly dues.
3. Must be current in payment of dues. Dues will be paid on an annual basis at a rate to be determined at the annual meeting.
4. Must conduct themselves in a manner that reflects positively on TCC and the sport of cycling.
5. In addition, members are entitled to the privilege of serving on committees and holding office when qualified, nominated, and elected.
6. Membership may be revoked for any of the following reasons:
  - a. Failure to follow the by-laws as stated herein.
  - b. Theft or willful damage of TCC property or funds.
  - c. Failure to pay dues.
  - d. Failure to adhere to the constitution, by-laws, or rules of USCF during races.
  - e. Any disregard for the published Code of Conduct.

**ARTICLE IV – Financial Affairs**

The following provisions pertain to regulation of the financial affairs of TCC:

1. All club funds generated are maintained for the non-profit uses of TCC. Detailed financial reporting will occur at each normal business meeting.
2. Upon dissolution of TCC, remaining assets, if any, after payment of all just debts, shall be distributed to a recognized and registered non-profit organization of TCC's designation.

## **ARTICLE IV – Financial Affairs (continued)**

3. No TCC funds shall be paid to any officer, member, or other interested party except for reimbursement for purchases made on behalf of TCC, and/or coaching fees.

## **ARTICLE V – Offices and Elections**

Offices, terms, and elections:

1. Office positions are:
  - a. President, who presides over all club functions.
  - b. Vice-president, who presides during any and all absences of the president.
  - c. Secretary, to record minutes of all meetings and provide reports to the membership on same.
  - d. Treasurer, to collect dues, other monies, and keep financial records and make reports to the membership on same.
  - e. Members-at-Large (three), to preside at board meetings and serve as tiebreakers during voting.
2. The length of term for all offices is one year.
3. Qualifications for office and elections:
  - a. Candidates for office must be club members for a minimum of six months prior to nomination.
  - b. There must be open nominations from the floor.
  - c. Candidates must be members in good standing.
  - d. Elections will use a simple show of hands.

## **ARTICLE VI – Committees**

TCC may have needs that are served by committees. Service to the club on the different committees is voluntary and by appointment. Committee members serve at the direction of the Officers, and for the good of the membership. Committees may include:

1. By-laws, for the purpose of ensuring a documented framework for the management of the club's internal affairs.
2. Membership, for the purpose of receiving applications, issuing membership cards, and promoting membership.
3. Special, for the purpose of fact-finding and reports for causes such as facilities, equipment or events, including nominations for office.
4. Public Relations, for the purpose of publicity for the club when dealing with the public, and publicity for club events in all appropriate forms of media, including organizing and maintaining a cycling club.
5. Communications, for the purpose of establishing, writing, editing, and distributing a club newsletter.
6. Fund raising, for the purposes of raising funds for the procurement of TCC equipment.

## **ARTICLE VII – Meetings**

1. General membership meetings will be held quarterly or on an as needed basis.
2. Special meetings can be conducted after notification of at least one week has been mailed to all members.
3. Meetings are open to all members of TCC.

## **ARTICLE VIII – Correspondence**

1. The mailing and business address for TCC shall be an address selected by the club membership.
2. All correspondence requiring action by or affecting the actions TCC will be addressed to the TCC President at the said address.
3. The club newsletter will bear the return address of TCC's said address.
4. A member of the TCC Board will retrieve any correspondence from said address and foreword, and /or communicate the contents to the appropriate area.

## **ARTICLE IX – Standing Rules**

1. Succession: Treasurer or secretary may temporarily assume duties of president and /or vice president. If necessary, special election to replace lost officers may be scheduled with 30 days notice to membership.
2. Quorum: 20 percent of current membership constitutes a quorum. A quorum is required for Election of Officers, By-Law modifications, and special meetings. All other business may be conducted; motions made, seconded and passed by a simple majority of membership present at a meeting.
3. By-law and Standing Rule Amendments: Any proposed by-law amendment, standing rules amendment should require 30 days notice to membership prior to final vote.
4. Expenditures: Any expenditure exceeding \$500.00 should require a vote of approval by the officers of the club.
5. Motions to Table: Motions to table any issue until the old business of the next regularly scheduled business meeting should not require debate.
6. Reconsiderations: Although any properly seconded motion may be passed by a majority vote at any meeting, a motion to reconsider any motion which has passed should require a 2/3 majority of the membership present to reconsider.
7. Committee Reports: Provision should be made under old business at each regularly scheduled meeting for each standing committee to report.
8. Questions of Order: A question of order may be raised at any stage of proceedings and takes precedence over any other motion until ruled on by the president or acting president.
9. Closure of Meetings: No meetings can be closed to paid members, but non-club members may be asked to leave meetings at any time deemed necessary by the president or acting president.
10. Resignation: The resignation of any officer or committee chairperson needs to be submitted in writing and acknowledged at next regularly scheduled business meeting.

## **ATTACHMENT 2 – TCC Officer's Job Descriptions**

### President

1. Preside over and maintain order at all monthly meetings.
2. Appoint all standing and special committee chairpersons.
3. Provide a current business address for club correspondence; can be either the president's personal address or a P.O. box.
4. Take care of any correspondence or direct action for legal and/or business matters of the club, i.e.:  
yearly renewal of USCR membership.
5. Responsible for club equipment and assets.

6. Be familiar with club by-laws.
7. Must welcome people and make other necessary announcements as they apply.
8. Review bank reconciliation on an as needed basis.

#### Vice President

1. Presides over all meetings in the absence of the president.
2. Acts for the president and represents TCC in all actions in the absence of the TCC president.

#### Secretary

1. Take minutes at business meetings. Have notes ready by next meeting of the motions and other major items of business for insertion in the newsletter.
2. Record attendance at the business meeting.
3. Responsible for maintaining club documents including but not limited to: TCC roster, member stats, and membership status.

#### Treasurer

1. Responsible for general and fiscal administration of club.
2. Custodian of cash funds and fiscal records of the club.
3. Maintain accounting system.
4. Submit payments for services rendered for club activities.
5. Disburse funds for recurring expenses; i.e. USCF membership, postage, etc.
6. Submit quarterly financial report at club meeting for record and approval.
7. Maintain signature paperwork for signing club checks.

#### Members-at-Large

1. Preside over board meetings.
2. Vote on issues affecting the club.

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