

## Los Gatos Bicycling Racing Club Bylaws

Published 4-14-2020

Revised 5-8-2020

Revised 3-5-2021

### ARTICLE I - Name

- The name of the organization shall be Los Gatos Bicycling Racing Club, INC. (LGBRC) a 501(c)(3) non-profit, Charitable Organization

### ARTICLE II - Purpose

- The purpose of LGBRC is to:
  - Encourage, support, and develop recreational and competitive cyclists and cycling activities
  - Educate cyclists in the different areas of the sport of cycling
  - Educate and promote safe cycling practices
  - Encourage and support public cycling facilities and programs, such as bike paths, bike trails, educational courses, Hellyer Velodrome, or other public cycling activities

### ARTICLE III - Membership

- Membership is open to individuals and families who desire to promote the purposes of LGBRC
- Individuals shall have an equal opportunity to participate without discrimination regardless of race, color, religion, age, sex, gender, sexual orientation or national origin
- To be considered a member in good standing, you must have a signed membership form, paid yearly dues, and committed to or completed your volunteer obligation at club sponsored events
- Individual dues are established by the Board of Directors
- Special Membership Support
  - Cyclocross, Road, and Track racers that are Cat 2 and above receive a clothing discount
  - Mountain Bike racers that are Cat 1 and above receive a clothing discount
  - At the discretion of the Board, for special recognition of significant contribution to the club a member may receive a

- clothing discount (such as Board of Directors and Racing Directors)
- Student dues (under 23 and attending school) are waived
  - Must Race for LGBRC and have club 240 on their USA Cycling license
  - If under 18 years old, parent/guardian signature required on the membership form
  - If under 18 years old a reimbursement of clothing fees will be released only after participation in five USA Cycling races or equivalent sanctioned race events
- Each Individual membership shall have one vote at General Meetings
- Membership period runs from December 1st to November 31st, and each membership shall be valid during this period from the date of activation
- Each member is expected to represent the club positively when wearing team kit and/or when participating in club-supported activities. This includes abiding traffic laws, rules, and regulations, engaging in sportsperson conduct, and behaving positively in the cycling community
- Members are expected to wear a helmet when riding a bicycle
- No member may use, distribute, or possess any illegal substance or drug; possess a concealed weapon, unless licensed to carry as defined by federal, state or local Laws; or display a weapon while engaged in an LGBRC- sponsored event, including a riding or racing activity
- Membership may be terminated for cause for any act that is detrimental to the interests and benefit of LGBRC or violates any LGBRC policy or procedure
  - Such termination shall require the affirmative vote of 2/3 of the Board of Directors
  - For each termination the President and Board of Directors shall set forth procedures as may be appropriate under the circumstances to ensure fairness to both LGBRC and to the member subject to termination
  - The member shall have two weeks to appeal the decision in writing to the Board of Directors with reasons for appeal

#### ARTICLE IV - Meetings

- General Meetings

- General Meetings shall be open to the public and held quarterly or as determined by the Board of Directors
- Board of Directors Meetings
  - The Board of Directors shall have Regular Meetings at least once a month or as determined by the Board of Directors
  - Special meetings of the Board of Directors may be held upon the call of any Board Member
  - Members of the Board of Directors may participate in a meeting of the Board of Directors in person or by phone

#### ARTICLE V - Officers & Elections

- Requirements
  - Must be member in good standing
  - Commit to serving 1-year term (no term limits)
  - Cannot be on the Board for another bike club
  - Cannot race as part of another bicycle racing team
  - Will receive no compensation
- Executive Officers
  - The Executive officers shall be the office of President, Vice-President, Treasurer, and Secretary
  - The duties of the Executive Officers shall be:
    - President - Presides at General Meetings of LGBRC and meetings of the Board of Directors; is responsible for the general management; may establish policies and procedures for the implementation of any LGBRC activity and function
    - Vice President - Assists the President in carrying out LGBRC activities and serves in their absence
    - Treasurer - Handles all LGBRC financial transactions and maintains all LGBRC financial records; prepares a financial statement as needed for the Board of Directors; Must prepare all necessary legal documents for the LGBRC to maintain it's 501(c)(3) status, which includes filing the Federal and State Tax returns, filing the annual forms to the Registry of Charitable Trusts and filing the bi-annual Statement of Information to the State of California. The Treasurer is also the contact

person for any legal financial correspondence with the IRS or the State of California.

- Secretary – Organizes general club meetings and Board of Directors meetings; Takes and maintains minutes of general meetings of LGBRC and meetings of the Board of Directors
- Elections
  - Elected positions are:
    - President, Vice President, Secretary, and two Members At-Large
  - Treasurer is appointed by the Board
  - Election of officers will normally be held in November. All elections must be preceded by a seven (7) day announcement to the General Membership via website, social media, email or at the General Meeting proceeding the election
  - Nominations for each office will be called prior
  - Members may self-nominate
  - Each officer shall be elected by a majority of voting members. In the event of a tie, a runoff election will be held
  - Officers shall serve from December 1st to November 31st of the following year
  - A vacancy during the term of any office will be filled by the President with majority approval of the Board of Directors
  - If a vacancy occurs in the office of President, the Vice President shall assume the office of President
  - No person shall occupy more than one elected office at any one time
  - An elected officer may also serve as a Race Director or Committee Chair

#### ARTICLE VI - Board of Directors

- The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, two elected members at large, the LGBRC Title Sponsor Representative (if requested by the title sponsor), and the Immediate Past President of LGBRC (at the discretion of the Board). Business requiring a vote by the Board of Directors shall require at least four members of the Board in attendance

- Each Board Member has “1” vote. The President has “1.5” votes to be able to break a tie. Must be participating at Board Meeting to vote.
- In the event that a quorum is not present for a meeting of the Board of Directors, the Board shall conduct any other business that may come before it that does not require a vote for approval by the Board of Directors

#### Article VII – Race Team Directors

- At the discretion of the Board the club may have Race Team Directors
  - For example Dirt, Road, Track, Women’s
- Responsibilities may include
  - Oversees the race calendar
  - Participates in outreach
  - Advises individual racers
  - Cultivate team members
  - Recruit team members

#### ARTICLE VIII - Committees

- Standing Committees
  - The Board of Directors may establish any number of Standing Committees to manage and carry out any ongoing LGBRC activity
  - Each Standing Committee shall report to the Board of Directors
  - The President shall appoint a Chairperson for each Standing Committee
  - Standing Committees serve the same term as the elected officers
  - Each Chairperson of a Standing Committee may appoint committee members as needed
  - The Standing Committees may include but not be limited to
    - Clothing Committee
    - Member Engagement Committee
    - NCNCA and USA Cycling Representative
    - Social Media Committee
    - Website Committee
    - Group Ride Committee
- Special Committees

- Any number of Special Committees for any special purpose may be established by the Board of Directors as needed
- Each Special Committee shall report to the Board of Directors and shall dissolve on the completion of the work of the committee

#### ARTICLE IX - Budget and Financial Matters

- The Executive Officers of the Board will prepare a yearly budget
- At the beginning of each Fiscal Year (Jan 1 to Dec 31), each Standing Committee shall prepare a budget of revenues and expenses for the Fiscal Year for submission to the Board
- Each Race Director and Committee Chair shall present budget progress reports at appropriate times during the year
- The Executive Officers shall have the power to establish policies and procedures as needed for the implementation of the Final Budget
- All reimbursements require the approval of the Treasurer or a Board appointed Treasure Assistant(s)
- The Treasurer and Treasure Assistant(s) each shall have authority to sign individual checks drawn on LGBRC accounts

#### ARTICLE X - Affiliations

- At the discretion of the Board of Directors, LGBRC may become an affiliate of other cycling related organizations which may include but are not limited to:
  - Northern California/Nevada Cycling Association (NCNCA)
  - USA Cycling (USAC)

#### ARTICLE XI - Amendment

- Proposed amendments must be submitted to the Board of Directors
- Any club member in good standing can propose an amendment
- Any proposed amendment must be approved at a meeting of the Board of Directors
- These bylaws should be reviewed, updated, and approved every year